STATE OF CALIFORNIA

CONTRACT REQUEST FORM (CRF)

CEC-94 (08/10) CALIFORNIA ENERGY COMMISSION

☒ New Contract ☐ Amendment to Existing Contract: 200-10-005 Amendment Number: _____

Division	Contract Manager:	MS-	Phone	CM Training Date
200 Financial Services	Kim DuVall	19	916-654-4326	11/14/07

Contractor's Legal Name	Federal ID Number
AccuStaff	-

Title of Project
Temporary Help for Federal Recovery Act

Term	Start Date	End Date	Amount
New/Original Contract	2 / 07 / 11	3 / 31 / 13	$ 74,500
Amendment 1		/ /	$
Amendment 2		/ /	$

Business Meeting Information			
Proposed Business Meeting Date	2/2/11	☐ Consent	☒ Discussion
Business Meeting Presenter		Time Needed:	5 minutes

Agenda Item Subject and Description

Approval of temporary support services contract.

Business Meeting approval is not required for the following types of contracts: *Executive Director's signature is required in all cases.*

☐ Contracts less than $10k *(Policy Committee's signature is also required)*

☐ Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than $100k.

☐ Contracts less than $25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable

To provide temporary support services to assist the Energy Commission's Federal Economic Recovery Program during periods of peak workload. The workload will be uneven with peak periods where contractor support may be needed for working with stakeholders, funding agreement preparation and dissemination, project monitoring and evaluation, and payment of expenditure claims.

California Environmental Quality Act (CEQA) Compliance

1. Is Contract considered a "Project" under CEQA?
   ☐ Yes: skip to question 2 ☒ No: complete the following (PRC 21065 and 14 CCR 15378):
   Explain why contract is not considered a "Project":
   Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because .
2. If contract is considered a "Project" under CEQA:
   ☐ a) Contract **IS** exempt. (Draft NOE required)
   ☐ Statutory Exemption. List PRC and/or CCR section number: _____
   ☐ Categorical Exemption. List CCR section number: _____
   ☐ Common Sense Exemption. 14 CCR 15061 (b) (3)
   Explain reason why contract is exempt under the above section:
   ☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

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Budgets Information								
Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	$		$	No	Funding Source			$
ECAA	$		$	No	Funding Source			$
State- ERPA	$74,500	2010-11	$74,500	No	State - ERPA	2010-11		$74,500
Federal	$		$	No	Funding Source			$
PIER - E	$		$	No	Funding Source			$
PIER - NG	$		$	No	Funding Source			$
Reimbursement	$		$	No	Funding Source			$
Other	$		$	No	Funding Source			$
TOTAL:	$74,500	TOTAL:	$74,500				TOTAL:	$74,500
Reimbursement Contract #:					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Lisa Koregelos	Name:	Lisa Koregelos
Address:	39 W. Main Street	Address:	39 W. Main Street
City, State, Zip:	Woodland, CA 95695	City, State, Zip:	Woodland, CA 95695
Phone/ Fax:	530-662-8607	Phone/ Fax:	530-662-8607
E-Mail:	530-662-6446	E-Mail:	530-662-6446

Contractor Is

- ☒ Private Company *(including non-profits)*
- ☐ CA State Agency *(including UC and CSU)*
- ☐ Government Entity *(i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)*

Selection Process Used

- ☒ Solicitation — Informal DVBE/SB — Solicitation #: 200-10-204
- ☐ Non Competitive Bid *(Attach CEC 96)*
- ☐ Exempt — Select Exemption

Civil Service Considerations

- ☐ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)
- ☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
- ☐ The Services Contracted:
  - ☐ are not available within civil service
  - ☐ cannot be performed satisfactorily by civil service employees
  - ☐ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
- ☒ The Services are of such an:
  - ☐ urgent
  - ☒ temporary, or
  - ☐ occasional nature

  that the delay to implement under civil service would frustrate their very purpose.

Justification:

This contract provides peak workload support for ARRA work, consistent with our previous temp support contract. ARRA workload is uneven and short term in nature which cannot be fully addressed by civil service positions. One example is the SEEARP rebate program. The workload and backlog are being addressed by civil service, temp help and students. A lot of the workload is clerical in nature and therefore not suited for a number of the professional/technical staff at the Commission. The rebate workload is extremely intense right now and will continue for approximately 90 to 120 days. Again, civil service positions would not be a good fit for this workload. A second example are the multitude of ARRA reports and invoices being submitted by subrecipients that need clerical review and filing in the Accounting, Contract, and Grants and Loans Offices - this workload will be intense over the next 6 to 12 months but will eventually go away. Again, not a good fit for permanent, civil service positions. Temporary help can assist us in these and a number of other ARRA areas in the short term.

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Payment Method
☒ A. Reimbursement in arrears based on:
☒ Itemized Monthly ☐ Itemized Quarterly ☐ Flat Rate ☐ One-time
☐ B. Advanced Payment
☐ C. Other, explain:

Retention		
1. Is contract subject to retention?	☒ No	☐ Yes
If Yes, Do you plan to release retention prior to contract termination?	☐ No	☐ Yes

Justification of Rates
A competitive solicitation was preformed. The contract was awarded to the bidder with the lowest rate

Disabled Veteran Business Enterprise Program (DVBE)
1. ☐ Not Applicable
2. ☒ Meets DVBE Requirements DVBE Amount:$ 2235 DVBE %: 300%
☐ Contractor is Certified DVBE
☒ Contractor is Subcontracting with a DVBE: C & G Technology Services Inc.
3. ☐ Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?	☐ No	☒ Yes
If yes, check appropriate box:	☐ SB ☐ MB	☐ DVBE

Is Contractor subcontracting any services?	☒ No	☐ Yes
If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:		
C & G Technology Services Inc.	☐ No ☐ SB ☐ MB	☒ DVBE
	☐ No ☐ SB ☐ MB	☐ DVBE
	☐ No ☐ SB ☐ MB	☐ DVBE

Miscellaneous Contract Information		
1. Will there be Work Authorizations?	☒ No	☐ Yes
2. Will there be IT expenditures?	☒ No	☐ Yes
3. Is the Contractor providing confidential information?	☒ No	☐ Yes
4. Is the contractor going to purchase equipment?	☒ No	☐ Yes
5. Check frequency of progress reports		
☐ Monthly ☐ Quarterly ☐ Other...		
6. Will a final report be required?	☒ No	☐ Yes
7. Is the contract, with amendments, longer than a year? If yes, why?	☐ No	☐ Yes

The following items should be attached to this CRF		
1. Scope of Work, Attach as Exhibit A.	☐ N/A	☒ Attached
2. Budget Detail, Attach as Exhibit B.	☐ N/A	☒ Attached
3. CEC 96, NCB Request	☒ N/A	☐ Attached
4. CEC 30, Survey of Prior Work	☒ N/A	☐ Attached
5. CEC 95, DVBE Exemption Request	☒ N/A	☐ Attached
6. Draft CEQA Notice of Exemption (NOE)	☒ N/A	☐ Attached
7. Resumes	☒ N/A	☐ Attached

Contract Manager	Date	Office Manager	Date	Deputy Director	Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.

See Business Meeting Information Section.

Presiding Policy Committee	Date	Associate Policy Committee	Date	Executive Director	Date