

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 11/10)

CALIFORNIA ENERGY COMMISSION



New Contract - - Amendment to Existing Contract: 200-98-012 Amendment Number: 5

Division	Contract Manager:	MS-	Phone	CM Training Date
200 Financial Services	Mary Lam	19	916-657-3843	7/27/10

Contractor's Legal Name	Federal ID Number
California State Controller's Office	-

Title of Project
The PIER Auditing Services Contract

Term	Start Date	End Date	Amount
New/Original Contract	09 / 23 / 98	10 / 01 / 13	\$ 1,500,000

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount
5	10/01/2013	0

Business Meeting Information

Proposed Business Meeting Date	2/23/11	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Kyle Emigh	Time Needed:	10 minutes

Agenda Item Subject and Description

Amendment of the Public Interest Energy Research Program's auditing services contract to bill up to actual cost as provided by The State Administrative Manual. This is a no cost amendment.

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

The purpose of this contract is to conduct a program assurance project for the Public Interest Energy Research (PIER) Program, providing fiscal reviews of PIER contracts and grants to (1) assess the adequacy of contractor accounting policies and procedures as they relate to costs invoiced to the Commission and (2) verify compliance with contract fiscal terms. In addition, the State Controllers Office will provide ongoing auditing consultant services on an as-needed basis.

Amendment of the Public Interest Energy Research Program's auditing services contract to bill up to actual cost as provided by The State Administrative Manual. This is a no cost amendment.



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:

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

Reimbursement of actuals

Disabled Veteran Business Enterprise Program (DVBE)

1. Not Applicable

2. Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: _____

- Contractor is Certified DVBE
- Contractor is Subcontracting with a DVBE: _____

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:

_____	<input type="checkbox"/> No	<input type="checkbox"/> SB	<input type="checkbox"/> MB	<input type="checkbox"/> DVBE
_____	<input type="checkbox"/> No	<input type="checkbox"/> SB	<input type="checkbox"/> MB	<input type="checkbox"/> DVBE
_____	<input type="checkbox"/> No	<input type="checkbox"/> SB	<input type="checkbox"/> MB	<input type="checkbox"/> 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

To continue audit services and support for the PIER Audit Program.

CONTRACT REQUEST FORM (CRF)



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