

CONTRACT REQUEST FORM (CRF)

CEC-94 (08/10)

CALIFORNIA ENERGY COMMISSION



New Contract Amendment to Existing Contract: 150-08-003 Amendment Number: 02

Division	Contract Manager:	MS-	Phone	CM Training Date
150 Office of the Executive Director	Christina Edwards	52	916-657-3825	

Contractor's Legal Name	Federal ID Number
Robert J. Watson Enterprises, Inc. dba Resolution	-

Title of Project
Organizational Development Facilitation and Consulting

Term	Start Date	End Date	Amount
New/Original Contract	05 / 20 / 09	12 / 31 / 10	\$ 193,201
Amendment 1		03 / 31 / 11	\$
Amendment 2		05 / 19 / 11	\$ 11,895

Business Meeting Information			
Proposed Business Meeting Date		<input type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Christina Edwards	Time Needed:	minutes

Agenda Item Subject and Description
additional funds and time needed to complete the Resolution program.

Business Meeting approval is not required for the following types of contracts: <i>Executive Director's signature is required in all cases.</i>
<input type="checkbox"/> Contracts less than \$10k (<i>Policy Committee's signature is also required</i>)
<input type="checkbox"/> Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
<input type="checkbox"/> Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable
Because of the heavy workload for the Siting, Transmission & Environmental Protection Division, we were unable to keep them to the original schedule we had agreed upon. We are having to run more groups to complete their division which will increase the contractors fees and extend the time schedule.



- 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

CMAS contract. Rates are pre-vetted.

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 allow enough time for all Energy Commission employees to run through the program and still do their work.

CONTRACT REQUEST FORM (CRF)



The following items should be attached to this CRF			
1. Scope of Work, Attach as Exhibit A.	<input type="checkbox"/>	N/A	<input checked="" 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