

**CONTRACT REQUEST FORM (CRF)**

CEC-94 (Revised 11/10)

CALIFORNIA ENERGY COMMISSION


 New Contract - -  Amendment to Existing Contract: 400-07-006 Amendment Number: 2

Division	Contract Manager:	MS-	Phone	CM Training Date
400 Efficiency Renewable Energy Division	Diana Chong	45	916-653-1628	11/14/07

Contractor's Legal Name	Federal ID Number
San Diego Gas and Electric	95-1184800

Title of Project
New Solar Homes Partnership Program Administration

Term	Start Date	End Date	Amount
New/Original Contract	11 / 1 / 07	6 / 30 / 11	\$ 820,409

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

Amendment #	End Date (mm/dd/yy)	Amount
2	6/30/13	\$513,504

Business Meeting Information			
Proposed Business Meeting Date	2/9/11	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Diana Chong	Time Needed:	5 minutes

Agenda Item Subject and Description
Possible approval of a contract amendment for San Diego Gas and Electric to continue its daily application processing and call center activities of the New Solar Homes Partnership (NSHP) within its service territory. This amendment provides additional time and funding necessary to cover program application processing activities and allow for program growth. The contract amendment amount is for \$513,504.

**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
<p>The purposes of this Amendment is to continue to:</p> <ol style="list-style-type: none"> <li>1. Improve the efficiencies of the Energy Commission's New Solar Homes Partnership (NSHP) by bringing the applicants in direct contact with their utility companies and utilizing the inherent synergies already in place between the utilities and their service area customers.</li> <li>2. Bring together the processing of solar incentives and the energy efficiency incentives for builders of residential homes under one administrator within each utility company service area for improved administrative efficiency and superior customer service.</li> <li>3. Form a team between the utility companies participating in the NSHP and the Energy Commission that will help create a self-sustaining market for solar homes where builders incorporate high levels of energy efficiency and high performing solar systems.</li> </ol>

**CONTRACT REQUEST FORM (CRF)****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 the contract involves amending an existing contract for the administration of the NSHP rebate processing and call center operations being conducted by the Contractor. This is an existing program which means that the tasks involved are not new or an increase over what is already occurring. Rebate applications will be submitted through a web-based system or via mail and not in person. Thus, there is no environmental change, such as a change in car or pedestrian traffic, caused by this amendment.
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.

**Budgets Information**

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$	10/11	\$171,168	No	Other	10/11		\$171,168
ECAA	\$	11/12	\$171,168	No	Other	11/12		\$171,168
State- ERPA	\$	12/13	\$171,168	No	Other	12/13		\$171,168
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
Other	\$513,504		\$	No	Funding Source			\$
TOTAL: \$513,504		TOTAL: \$513,504			TOTAL: \$513,504			
Reimbursement Contract #:					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Robert Nacke	Name:	Robert Nacke
Address:	8335 Century Park Court, CP12G	Address:	8335 Century Park Court, CP12G
City, State, Zip:	San Diego, CA 92123	City, State, Zip:	San Diego, CA 92123
Phone/ Fax:	858-637-7993/858-654-6317	Phone/ Fax:	858-637-7993/858-654-6317
E-Mail:	bnacke@semprautilities.com	E-Mail:	bnacke@semprautilities.com

**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 Select Solicitation Type \_\_\_\_\_ Solicitation #: \_\_\_\_\_ - -  
 Non Competitive Bid (Attach CEC 96)  
 Exempt Select Exemption (see instructions)

**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:**

Contractor has the capability to accept high levels of workload and has the technical expertise to verify that the NSHP applicants meet the energy efficiency requirements and authorize interconnection. As NSHP applications are accepted continuously, the Contractor's service is required on a regular basis to process the applications in a timely manner.

**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**

The Energy Commission has a limited budget allocated for NSHP program administration. The total budget is split between the three NSHP Program Administrators: PG&E, SCE and SDG&E. The total contract dollar amount for SDG&E is based on SDG&E's historical NSHP program activity, where the dollar allocation is a function of activity in SDG&E's electric service territory compared with the activity in SCE and PG&E.

**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?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
2. Will there be IT expenditures?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
3. Is the Contractor providing confidential information?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
4. Is the contractor going to purchase equipment?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
5. Check frequency of progress reports <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other...		
6. Will a final report be required?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
7. Is the contract, with amendments, longer than a year? If yes, why?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
The NSHP is a multi-year program and having the contract last longer than a year will increase continuity.		

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 type="checkbox"/> N/A	<input checked="" 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 type="checkbox"/> N/A	<input checked="" 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