

CONTRACT REQUEST MEMO TRANSMITTAL

CEC-26 (Revised 06/06)

Contract / Am Number:

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Contract Manager:		Office / Division Requesting Contract:	
Harriet Kallemeyn		Media and Communications Office	
Phone Number:	Contract / Project Title:		
(916) 654-4989	Hearing Reporter Services for Business Meetings, Other Hearings and Workshops		
M.S. Number:			
29			

Contract Term-Start:	End Date:	Solicitation Number: <i>(If contract resulted from a solicitation)</i>
March 15, 2010	March 14, 2011	

Contractor's Legal Name:	Federal I.D. Number:
California Reporting LLC	68-0309707

Contractor's Administrator/Officer:		Contractor's Project Manager:	
Name:	Marika Edler	Name:	Tahsha Sanbrailo
Address:	52 Longwood Drive	Address:	52 Longwood Drive
Address:		Address:	
City, State, Zip:	San Rafael, California 94901	City, State, Zip:	San Rafael, California 94901
Phone / Fax:	415-457-4417	Phone / Fax:	415-457-4417
E-Mail:	californiareporting@sbcglobal.net	E-Mail:	californiareporting@sbcglobal.net

Amount Funded by this Contract	Breakdown by Fiscal Year	Approved*	Funding Source	FY	Budget List No.	Amount
State – ERPA \$ 75,700	07-08 \$		State – ERPA	09-11	100.002	\$ 75,675
PIER – E \$ 0	08-09 \$		PIER – E	xx-xx		\$ 0
PIER – NG \$ 0	09-10 \$ 18,925	Yes	PIER – NG	xx-xx		\$ 0
Federal \$ 0	10-11 \$ 56,750	Yes	Federal	xx-xx		\$ 0
Other \$ 0	xx-xx \$ 0	Yes	Other	xx-xx		\$ 0
Reimb \$ 0	xx-xx \$ 0		Reimb	xx-xx		\$ 0
TOTAL \$ 75,700	TOTAL \$ 75,675		TOTAL \$			75,675

Federal Award Number (Federal)	*Final Funding Decision	Reimbursement Contract Number (Reimb)
#	TOTAL \$ 75,675	#
		TOTAL \$ 75,675

Contract Manager:	Date:	Officer Manager:	Date:	Deputy Director:	Date:
[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]

Business Meeting Approval *(Refer to Business Meeting Schedule)*

Proposed Business Meeting Date: 3-10-10 Consent Discussion

Business Meeting Participant: Susanne Garfield-Jones Time Needed: 5 min

Agenda Notice Statement: *(State purpose in layman terms.)*

Possible approval of a contract to add \$75,000 and a one year time extension to provide verbatim transcripts of business meetings, other hearings, workshop as necessary.

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

Presiding Policy Committee Signature:	Date:	Associate Policy Committee Signature:	Date:
[Empty]	[Empty]	[Empty]	[Empty]

Executive Director Signature: _____ **Date:** _____

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