

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 11/10)

CALIFORNIA ENERGY COMMISSION


 New Contract 400-10-009 Amendment to Existing Contract: - - Amendment Number:

Division	Contract Manager:	MS-	Phone	CM Training Date
400 Efficiency Renewable Energy Division	Erik Jensen	26	916-654-4166	10/29/09

Contractor's Legal Name	Federal ID Number
Affordable Comfort, Inc.	23-2682876

Title of Project
Co-Sponsorship of ACI Conference

Term	Start Date	End Date	Amount
New/Original Contract	3 / 25 / 11	6 / 1 / 11	\$ 20,000

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

Amendment #	End Date (mm/dd/yy)	Amount

Business Meeting Information

Proposed Business Meeting Date	3/23/11	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Erik Jensen	Time Needed:	minutes

Agenda Item Subject and Description

AFFORDABLE COMFORT, INC. Possible approval of Contract 400-10-009 for \$20,000 to co-sponsor the ACI National Home Performance Conference in San Francisco, CA, March 28 - April 1, 2011. The conference is expected to draw 3,000 participants from around the country in the fields of building energy efficiency and occupant comfort.

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 the contract is to co-sponsor the March 28 - April 1, 2011 ACI National Home Performance Conference in San Francisco. ACI will provide to the Energy Commission benefits including conference passes and exhibit space.

Affordable Comfort, Inc. (ACI) is a not-for-profit organization that has become the go-to resource for information, education and best practices in the home performance and weatherization industry. ACI connects the professional contractors and technicians on the front lines with the newest building science information from industry experts. This allows these professionals to raise the performance of homes in the field, concentrating on a house-as-a-system approach that considers how different components of the home interact as a complete system. ACI values diversity of perspectives and is interested in sessions that challenge attendees to consider existing problems or assumptions in new ways.

ACI national and regional events provide the forum for thought leadership, bringing together the best and the brightest-and the eager to learn-to solve technical problems, exchange new techniques, source new tools and materials and build the momentum of this fast-growing industry. The events connect individuals looking to start or advance their careers in the home performance and weatherization industry with leading trainers and subject-matter experts from across the country.

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**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 contract involves a single payment to the contractor to co-sponsor an event, in exchange for benefits including conference passes and exhibit space.

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	\$		\$	No	Funding Source			\$
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$20,000	10/11	\$20,000	Yes	State - ERPA	10/11	erd-cis-5	\$20,000
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$20,000		TOTAL: \$20,000			TOTAL:			\$20,000
Reimbursement Contract #:					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Janet Johnson	Name:	Janet Johnson
Address:	One Thorn Run Center 1187 Thorn Run Extension, Suite 625	Address:	One Thorn Run Center 1187 Thorn Run Extension, Suite 625
City, State, Zip:	Moon Township, PA 15108	City, State, Zip:	Moon Township, PA 15108
Phone/ Fax:	(800) 344-4866 x 201 / (412) 424-0075	Phone/ Fax:	(800) 344-4866 x 201 / (412) 424-0075
E-Mail:	jjohnson@affordablecomfort.org	E-Mail:	jjohnson@affordablecomfort.org

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

Co-Sponsorship

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)

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- 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

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 NA
- 6. Will a final report be required? No Yes
- 7. Is the contract, with amendments, longer than a year? If yes, why? No Yes

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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 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