

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION


 New Contract 200-10-006 Amendment to Existing Contract: - - Amendment Number:

| Division | Contract Manager: | MS- | Phone | CM Training Date |
|------------------------|-------------------|-----|--------------|------------------|
| 200 Financial Services | Sherryl Yourczek | 5 | 916-653-2963 | |

| Contractor's Legal Name | Federal ID Number |
|-------------------------------------------------------------------------------------------|-------------------|
| California Institute of Energy & Environment, The Regents of the University of California | - |

| Title of Project |
|-----------------------------------------------------------------------------|
| Sublease for 1500 5 th Street, Third Floor, Sacramento, CA 95814 |

| Term | Start Date | End Date | Amount |
|-----------------------|----------------|--------------------|-----------|
| New/Original Contract | April / 1 / 11 | November / 30 / 11 | \$ 23,170 |

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 | 3/9/11 | <input type="checkbox"/> Consent | <input checked="" type="checkbox"/> Discussion |
| Business Meeting Presenter | Mark Hutchison | Time Needed: | 15 minutes |

Agenda Item Subject and Description

Possible approval of an interagency agreement with the California Institute for Energy and Environment at UC Berkeley (CIEE), The Regents of the University of California. This agreement provides for the subletting of 1550 square feet of California Energy Commission (CEC) leased space at 1500 5th Street, Third Floor to the CIEE while they are working with the Energy Research and Development Division (ERDD) under numerous agreements.

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 interagency agreement is to establish a tenant agreement and reimbursement of rental fees from the CIEE to the CEC for approximately 1550 square feet of office space housing 1 manager and up to 8 staff with a conference room and break room. Either party may terminate this agreement at any time by giving a 30 day written notice to the other party. Compensation begins at \$2,896.24 per month with escalating payments commensurate with the CEC, ERDD lease. Operating costs related to occupancy are included in the payment as follows: sewer; trash removal; water service; elevator service; electricity and/or gas services to power heating, ventilating, air conditioning and office operations; and janitorial services. No visitor or staff parking spaces are included.

California Environmental Quality Act (CEQA) Compliance

- 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 .
- 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.



| Retention | |
|-------------------------------------------------------------------------|---------------------------------------------------------------------|
| 1. Is contract subject to retention? | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |
| If Yes, Do you plan to release retention prior to contract termination? | <input type="checkbox"/> No <input type="checkbox"/> Yes |

| Justification of Rates |
|--------------------------------------------------------------------------------------------------|
| CIEE monthly payments reflects a prorated amount of CEC's total lease based upon square footage. |

| Disabled Veteran Business Enterprise Program (DVBE) | |
|-----------------------------------------------------------------------|------------------------------------|
| 1. <input checked="" type="checkbox"/> Not Applicable | |
| 2. <input type="checkbox"/> Meets DVBE Requirements | DVBE Amount:\$ _____ DVBE %: _____ |
| <input type="checkbox"/> Contractor is Certified DVBE | |
| <input type="checkbox"/> Contractor is Subcontracting with a DVBE: | _____ |
| 3. <input type="checkbox"/> Requesting DVBE Exemption (attach CEC 95) | |

| Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE? | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| If yes, check appropriate box: | <input type="checkbox"/> SB <input type="checkbox"/> MB <input type="checkbox"/> DVBE |

| Is Contractor subcontracting any services? | <input checked="" type="checkbox"/> No <input type="checkbox"/> 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 type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Other...not applicable. | |
| 6. Will a final report be required? | <input checked="" type="checkbox"/> No <input 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 interagency agreement is month to month for an initial period of 2 years. | |

| 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