

**CONTRACT REQUEST FORM (CRF)**



New Contract - -  Amendment to Existing Contract: - - Amendment Number: \_\_\_\_\_

Division	Contract Manager:	MS-	Phone	CM Training Date
600 Fuels and Transportation Division	Michelle Tessier		916-653-9662	7/27/2010

Contractor's Legal Name	Federal ID Number
Comprehensive Housing Services, Inc.	33-0463093

Title of Project
Prevailing Wage Support

Term	Start Date	End Date	Amount
New/Original Contract	5 / 4 / 11	9 / 14 / 12	\$ 300,000

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	4/20/11	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Michelle Tessier	Time Needed:	5 minutes

**Agenda Item Subject and Description**

Approval of a Prevailing Wage Support Contract with Comprehensive Housing Services, Inc. to provide technical and administrative assistance to both Energy Commission staff and recipients of ARRA dollars, i.e. Energy Efficiency Block Grants, SEP Contracts and ECE-ARRA Loans in the wage rate determination process.

**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 solicitation is to select a contractor to provide support services to assist the Energy Commission's Federal Economic Recovery Program with ensuring that the Energy Commission and the recipients of its ARRA funded programs comply with applicable California and federal prevailing wage requirements.

**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 \_\_\_\_\_.
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.

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CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION



Budgets Information								
Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$		\$	Yes	Federal		901.003	\$150,000
ECAA	\$		\$	No	Federal		901.003	\$150,000
State- ERPA	\$		\$	No	Funding Source			\$
Federal	\$300,000	09/10	\$300,000	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$300,000		TOTAL: \$300,000			TOTAL: \$300,000			
Reimbursement Contract #:					Federal Agreement #: JE-EE0000905, 221			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Gayle Bloomingdale	Name:	Heidi Hagan
Address:	8840 Warner Avenue, Ste. 203	Address:	8840 Warner Avenue, Ste. 203
City, State, Zip:	Fountain Valley, CA 92708	City, State, Zip:	Fountain Valley, CA 92708
Phone/ Fax:	714-841-6610	Phone/ Fax:	714-841-6610
E-Mail:	gayleb@comphouse.net	E-Mail:	heidih@comphouse.net

Contractor Is
<input checked="" type="checkbox"/> Private Company (including non-profits) <input type="checkbox"/> CA State Agency (including UC and CSU) <input type="checkbox"/> Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used
<input checked="" type="checkbox"/> Solicitation <u>IFB</u> Solicitation #: <u>200-10-203</u> <input type="checkbox"/> Non Competitive Bid (Attach CEC 96) <input type="checkbox"/> Exempt <u>Select Exemption (see instructions)</u>

Civil Service Considerations
<input type="checkbox"/> Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship) <input type="checkbox"/> Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER) <input checked="" type="checkbox"/> The Services Contracted: <input checked="" type="checkbox"/> are not available within civil service <input type="checkbox"/> cannot be performed satisfactorily by civil service employees <input type="checkbox"/> are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system. <input type="checkbox"/> The Services are of such an: <input type="checkbox"/> urgent <input type="checkbox"/> temporary, or <input type="checkbox"/> occasional nature that the delay to implement under civil service would frustrate their very purpose. <b>Justification:</b> This contract was solicited through an IFB and the vendor selected, Comprehensive Housing Services was the lowest bidder.

Payment Method
<input checked="" type="checkbox"/> A. Reimbursement in arrears based on: <input checked="" type="checkbox"/> Itemized Monthly <input type="checkbox"/> Itemized Quarterly <input type="checkbox"/> Flat Rate <input type="checkbox"/> One-time <input type="checkbox"/> B. Advanced Payment <input type="checkbox"/> C. Other, explain:

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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 checked="" type="checkbox"/> No	<input type="checkbox"/> Yes

Justification of Rates
Lowest bidder.

Disabled Veteran Business Enterprise Program (DVBE)	
1. <input type="checkbox"/> Not Applicable	
2. <input checked="" type="checkbox"/> Meets DVBE Requirements	DVBE Amount:\$ <u>9,300.00</u> DVBE %: <u>3%</u>
<input type="checkbox"/> Contractor is Certified DVBE	
<input checked="" type="checkbox"/> Contractor is Subcontracting with a DVBE:	<u>Casamar Group</u>
3. <input type="checkbox"/> Requesting DVBE Exemption (attach CEC 95)	

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

Is Contractor subcontracting any services?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:		
Casamar Group	<input type="checkbox"/> No	<input type="checkbox"/> SB <input type="checkbox"/> MB <input checked="" type="checkbox"/> DVBE
GCAP Services	<input type="checkbox"/> No	<input type="checkbox"/> SB <input checked="" 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
It is 2 years to complete all aspects of the Prevailing Wage life cycle, including Certified Weekly Payroll reviews.		

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 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 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