

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION


 New Contract - - Amendment to Existing Contract: - - Amendment Number: _____

Division	Contract Manager:	MS-	Phone	CM Training Date
600 Fuels and Transportation Division	DAVID MICHEL	23	916-651-3747	2001

Contractor's Legal Name	Federal ID Number
Jones & Stokes Associates, Inc. a wholly owned subsidiary of ICF Consulting Group, Inc	94-1730361

Title of Project
California Local Government Energy Assurance Planning (CaLEAP)

Term	Start Date	End Date	Amount
New/Original Contract	July / 16 / 11	May / 01 / 13	\$ 2,968,130

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	June 15, 2011	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	David Michel	Time Needed:	5 minutes

Agenda Item Subject and Description

Possible approval of a competitively selected agreement with ICF Consulting Group Inc., Contract xxx-xx-xxx for \$2,968,130, to assist local governments in developing local government energy assurance plans based on federal, state and local guidelines.

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

This project will include developing an interactive web application that will provide a guide to local governments in developing energy assurance plans for energy emergencies and supply disruptions. Each plan will integrate new energy technologies and strategies. The Contractor will assist local agencies in utilizing the web-based local energy assurance planning tool through individual assistance and centralized training.

The plans will implement proactive planning elements to minimize risk and impacts of disruptions, as well as more traditional emergency response planning. When completed, the web application will provide the regional or local government with an Energy Assurance Plan tailored to that jurisdiction, and that can also provides an interactive connection to adjacent city and county plans they influence with interdependent infrastructure. Local governments will have the option to select recommendations that work best in their community during the development of their plan. Potential risks will be identified and priorities developed to provide energy assurance to protect the public's health and safety, property, and minimize economic disruption. (ARRA Funded)



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 project will: develop software, collect and evaluate data, and develop local government energy assurance plans.

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: 15306
 Common Sense Exemption. 14 CCR 15061 (b) (3)
 Explain reason why contract is exempt under the above section:
 Class 6 – Basic data collection, research, experimental management, and resource evaluation activities that do not result in major disturbances to an environmental resource
 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	\$		\$	No	Funding Source			\$
Federal	\$2,968,130	2010	\$2,968,130	Yes	Funding Source	2010	901.004	\$2,969,300
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$2,968,130		TOTAL:	\$2,968,130		TOTAL: \$2,969,300			
Reimbursement Contract #:					Federal Agreement #: DE-OE-0000109			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Patty Cook	Name:	Andy Petrow
Address:	630 K Street, Suite 400	Address:	630 K Street, Suite 400
City, State, Zip:	Sacramento, CA 95814	City, State, Zip:	Sacramento, CA 95814
Phone/ Fax:	(415) 677-7135	Phone/ Fax:	(818) 294-5472
E-Mail:	pcook@icfi.com	E-Mail:	apetrow@icfi.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 RFP Solicitation #: 600-10-614
 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:

Web application development is highly specialized in integrating energy assurance planning principles, and the local government outreach and training requires extensive travel that civil service employees are not well positioned to accomplish successfully.

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

Rates were evaluated and scored during a competitive solicitation and are reasonable for each rate category for work to be performed.

Disabled Veteran Business Enterprise Program (DVBE)

1. Not Applicable
2. Meets DVBE Requirements DVBE Amount:\$ 111,270 DVBE %: 3.8
- Contractor is Certified DVBE
 - Contractor is Subcontracting with a DVBE: KopiWorks, and Stanfield Systems Inc.
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:
- | | | | | |
|-----------------------------|--|--|-----------------------------|--|
| Public Technology Institute | <input checked="" type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |
| Stanfield, and KopiWorks | <input type="checkbox"/> No | <input checked="" type="checkbox"/> SB | <input type="checkbox"/> MB | <input checked="" type="checkbox"/> DVBE |
| EnerNex | <input checked="" 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
 - Other...
6. Will a final report be required? No Yes
7. Is the contract, with amendments, longer than a year? If yes, why? No Yes
- To develop the maximum number of Local Government Energy Assurance Plans as possible.

CONTRACT REQUEST FORM (CRF)



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 checked="" 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 type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached	
7. Resumes	<input type="checkbox"/> N/A	<input checked="" 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