

CONTRACT REQUESTS FORM (CRF)

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION


 New Contract 500-11-001 Amendment to Existing Contract: _____ Amendment Number: _____

Division	Contract Manager:	MS-	Phone	CM Training Date
Energy Research and Development	Janna Franks	43	916-327-1351	10/8/2009

Contractor's Legal Name	Federal ID Number
Pragmatic Business Solutions	20-8490976

Title of Project
DVBE Technical Editor

Term	Start Date	End Date	Amount
New/Original Contract	8/29/2011	8/27/2012	\$ 207,880.00

Line up the Amendment information as best as possible within the following table.

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

Business Meeting Information

Proposed Business Meeting Date	7/13/2011	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Jamie Patterson	Time Needed:	5 minutes

Agenda Item Subject and Description

Possible approval of Contract 500-11-001 for \$207,880.00 with Pragmatic Business Solutions to provide technical editing of PIER project reports and fact sheets. (PIER electricity funding). Contact: Jamie Patterson. (5 minutes)

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 support activity will provide program support to assist the California Energy Commission's PIER program in clearing a backlog of final reports and fact sheets. The contractor will provide needed editing expertise so that reports can be published and made available in a timely manner to policy makers and the general public.

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 it involves editing electronic documents only.
- 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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Budgets Information								
Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$	11-12	\$207,880	Yes	PIER-E	10-11	500.008	\$207,880
ECAA	\$		\$					\$
State- ERPA	\$		\$					\$
Federal	\$		\$					\$
PIER - E	\$207,880		\$					\$
PIER - NG	\$		\$					\$
Reimbursement	\$		\$					\$
Other	\$		\$					\$
TOTAL:	\$207,880	TOTAL:	\$207,880		TOTAL:			\$207,880
Reimbursement Contract #:					Federal Agreement			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Kathleen Robinson	Name:	Kathleen Robinson
Address:	25552 Meadowview Cir	Address:	25552 Meadowview Cir
City, State, Zip:	Salinas, CA 93908-9393	City, State, Zip:	Salinas, CA 93908-9393
Phone/ Fax:	831-402-3417 /	Phone/ Fax:	831-402-3417 /
E-Mail:	KROBISON@PRAGMATIC SOLUTIONS.	E-Mail:	KROBISON@PRAGMATIC SOLUTIONS.

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>RFP</u> Solicitation #: <u>500-10-505</u> # of Bids: <u>4</u> Low Bid? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non Competitive Bid (Attach CEC 96) <input type="checkbox"/> Exempt Select Exemption

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 type="checkbox"/> The Services Contracted: <input 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 checked="" type="checkbox"/> The Services are of such an: <input checked="" type="checkbox"/> urgent <input checked="" type="checkbox"/> temporary, or <input checked="" type="checkbox"/> occasional nature that the delay to implement under civil service would frustrate their very purpose.
Justification: The PIER program has a backlog of final reports and fact sheets that require review and editing before they can be published. The Energy Commission needs qualified technical editors to edit reports and project fact sheets. This agreement will be used to process the backlog. Once the backlog is cleared, these services will no longer be needed.

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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:			

Retention			
1. Is contract subject to retention?		<input type="checkbox"/> No	<input checked="" 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
This agreement resulted from a competitive solicitation. The lowest bidder was selected.

Disabled Veteran Business Enterprise Program (DVBE)
1. <input type="checkbox"/> Not Applicable
2. <input checked="" type="checkbox"/> Meets DVBE Requirements DVBE Amount:\$ <u>207,880.00</u> DVBE %: <u>100</u>
<input checked="" 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 type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
If yes, check appropriate box:		<input type="checkbox"/> SB	<input checked="" type="checkbox"/> MB <input checked="" 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:			

Miscellaneous Contract Information			
1. Will there be Work Authorizations?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
2. Is the Contractor providing confidential information?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
3. Is the contractor going to purchase equipment?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
4. Check frequency of progress reports			
<input checked="" type="checkbox"/> Monthly		<input type="checkbox"/> Quarterly	<input type="checkbox"/> _____
5. Will a final report be required?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
6. Is the contract, with amendments, longer than a year? If yes, why?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes

CONTRACT REQUESTS 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 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
8. CEC 105, Questionnaire for Identifying Conflicts			<input checked="" type="checkbox"/> Attached
9. CEC 106, IT Component Reporting Form			<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