

CONTRACT REQUEST FORM (CRF)

CEC-94 (08/10)

CALIFORNIA ENERGY COMMISSION


 New Contract Amendment to Existing Contract: 200-11-004 Amendment Number: _____

Division	Contract Manager:	MS-	Phone	CM Training Date
200 Financial Services	Kim DuVall	19	916-654-4326	11/14/07

Contractor's Legal Name	Federal ID Number
AccuStaff	58-2422206

Title of Project
Temporary Help for Federal Recovery Act

Term	Start Date	End Date	Amount
New/Original Contract	July / 27 / 11	7 / 27 / 12	\$ 74,999
Amendment 1		/ /	\$
Amendment 2		/ /	\$

Business Meeting Information

Proposed Business Meeting Date	7/27/11	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Mark Hutchison	Time Needed:	5 minutes

Agenda Item Subject and Description

The California Energy Commission is contracting with Accustaff for \$74,999 in order to provide temporary support services to assist the CEC's Federal Economic Recovery Program during periods of peak workload. The workload will be uneven with peak periods where contractor support may be needed for working with stakeholders, funding agreement preparation and dissemination, project monitoring and evaluation, and payment of expenditure claims.

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

To provide temporary support services to assist the Energy Commission's Federal Economic Recovery Program during periods of peak workload. The workload will be uneven with peak periods where contractor support may be needed for working with stakeholders, funding agreement preparation and dissemination, project monitoring and evaluation, and payment of expenditure claims.

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:
 The work under this agreement does not effect the environment.
 - 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	\$		\$	No	Funding Source			\$
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$74,999	2011-12	\$74,999	No	State - ERPA	2011-12		\$74,999
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$74,999		TOTAL: \$74,999			TOTAL:			\$74,999
Reimbursement Contract #:					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Lisa Koregelos	Name:	Lisa Koregelos
Address:	39 W. Main Street	Address:	39 W. Main Street
City, State, Zip:	Woodland, CA 95695	City, State, Zip:	Woodland, CA 95695
Phone/ Fax:	530-662-8607	Phone/ Fax:	530-662-8607
E-Mail:	530-662-6446	E-Mail:	530-662-6446

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>Informal DVBE/SB</u> Solicitation #: <u>200-11-201</u>
<input type="checkbox"/> Non Competitive Bid (Attach CEC 96)
<input type="checkbox"/> Exempt <u>Select Exemption</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 type="checkbox"/> The Services Contracted: <ul style="list-style-type: none"> <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: <ul style="list-style-type: none"> <input type="checkbox"/> urgent <input checked="" type="checkbox"/> temporary, or <input type="checkbox"/> occasional nature that the delay to implement under civil service would frustrate their very purpose.
Justification: This contract provides peak workload support for ARRA work, consistent with our previous temp support contract. ARRA workload is uneven and short term in nature which cannot be fully addressed by civil service positions. One example is the SEEARP rebate program. The workload and backlog are being addressed by civil service, temp help and students. A lot of the workload is clerical in nature and therefore not suited for a number of the professional/technical staff at the Commission. The rebate workload is extremely intense right now and will continue for approximately 90 to 120 days. Again, civil service positions would not be a good fit for this workload. A second example are the multitude of ARRA reports and invoices being submitted by subrecipients that need clerical review and filing in the Accounting, Contract, and Grants and Loans Offices - this workload will be intense over the next 6 to 12 months but will eventually go away. Again, not a good fit for permanent, civil service positions. Temporary help can assist us in these and a number of other ARRA areas in the short term.



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"/> B. Advanced Payment			<input type="checkbox"/> One-time
<input type="checkbox"/> C. Other, explain:			

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
A competitive solicitation was preformed. The contract was awarded to the bidder with the lowest rate

Disabled Veteran Business Enterprise Program (DVBE)
1. <input type="checkbox"/> Not Applicable
2. <input checked="" type="checkbox"/> Meets DVBE Requirements DVBE Amount:\$ <u>2235</u> DVBE %: <u>3%</u>
<input type="checkbox"/> Contractor is Certified DVBE
<input checked="" type="checkbox"/> Contractor is Subcontracting with a DVBE: <u>C & G Technology Services Inc.</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 type="checkbox"/> SB	<input checked="" type="checkbox"/> MB <input type="checkbox"/> DVBE

Is Contractor subcontracting any services?		<input 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:			
C & G Technology Services Inc.	<input type="checkbox"/> No	<input type="checkbox"/> SB	<input type="checkbox"/> MB <input checked="" 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"/> none..		
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 checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	

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.

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See Business Meeting Information Section.

Presiding Policy Committee

Date

Associate Policy Committee

Date

Executive Director

Date