

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 11/10)

CALIFORNIA ENERGY COMMISSION



New Contract - - Amendment to Existing Contract: 600-09-016 Amendment Number: 1

Division	Contract Manager:	MS-	Phone	CM Training Date
600 Fuels and Transportation Division	Linda Schrupp	27	916-651-3002	12/2/08

Contractor's Legal Name	Federal ID Number
California Employment Training Panel	-

Title of Project
Workforce Training and Development

Term	Start Date	End Date	Amount
New/Original Contract	6 / 8 / 10	2 / 29 / 13	\$ 6,000,000

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount
1	2/28/16	\$4,280,000

Business Meeting Information			
Proposed Business Meeting Date	12/14/11	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Linda Schrupp	Time Needed:	5 minutes

Agenda Item Subject and Description
The proposed amendment to the existing Employment Training Panel (ETP) Interagency agreement, which delivers workforce training related to the Alternative Renewable Fuel and Vehicle Technology Program (ARFVTP), will add \$4,280,000 in ARFVTP workforce training funds and extend the term of the agreement.

Business Meeting approval is not required for the following types of contracts: <i>Executive Director's signature is required in all cases.</i>
<input type="checkbox"/> Contracts less than \$10k (<i>Policy Committee's signature is also required</i>)
<input type="checkbox"/> Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
<input type="checkbox"/> 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 (IA) is to provide green transportation related businesses and training agencies access to Alternative and Renewable Fuel and Vehicle Technology Program (Program) workforce training resources. The workforce training contracts established through this inter-agency agreement will deliver training services to California's emerging green transportation industry and comply with Program workforce development and training objectives. The goal is to target incumbent workers, as well as, unemployed and under employed workers.
The amendment adds \$4,280,000 in ARFVTP workforce training funds and extends the term of the agreement through February 2016. This funding is necessary to continue to address the workforce training needs of California's emerging green transportation industry through our interagency agreement with the California Employment Training Panel.

**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 this contract is for workforce training that does not involve physical changes to the environment.
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.

Budgets Information

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$4,280,000	2010/11	\$780,000	Yes	ARFVTF	2010/11	601.118	\$780,000
ECAA	\$	2011/12	\$3,500,000	Yes	ARFVTF	2011/12	601.118	\$3,500,000
State- ERPA	\$		\$	No	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$4,280,000		TOTAL: \$4,280,000			TOTAL:			\$4,280,000
Reimbursement Contract #:					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Jill McAloon	Name:	Jill McAloon
Address:	1100 J Street, Suite 400	Address:	1100 J Street, Suite 400
City, State, Zip:	Sacramento, CA, 95814	City, State, Zip:	Sacramento, CA, 95814
Phone/ Fax:	(916) 327-5329 / 327-5260	Phone/ Fax:	(916) 327-5329 / 327-5260
E-Mail:	jmcloon@etp.ca.gov	E-Mail:	jmcloon@etp.ca.gov

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 Select Solicitation Type _____ Solicitation #: _____ - -
 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)

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- 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:

Payment Method

- A. Reimbursement in arrears based on:
 - Itemized Monthly Itemized Quarterly Flat Rate One-time
- B. Advanced Payment
- C. Other, explain: Funds to be invoiced based on CEC approval of each proposed subcontract.

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

Disabled Veteran Business Enterprise Program (DVBE)

- 1. Not Applicable
- 2. Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: _____
 - Contractor is Certified DVBE
 - Contractor is Subcontracting with a DVBE: _____
- 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:

	<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? 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
- The multiple training courses provided through this I.A. require more than 1 year to deliver.

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The following items should be attached to this CRF

1. Scope of Work, Attach as Exhibit A.	<input checked="" type="checkbox"/> N/A	<input 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