

**CONTRACT REQUESTS FORM (CRF)**

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION


 New Contract 200-11-013     Amendment to Existing Contract: \_\_\_\_\_ Amendment Number: \_\_\_\_\_

Division	Contract Manager:	MS-	Phone	CM Training Date
200 Information Technology Services	Rita Champlion	7	916-208-6545	1/21/1998

Contractor's Legal Name	Federal ID Number
Department of Water Resources	

Title of Project
Information Technology Shared-Services and/or Computer Resources

Term	Start Date	End Date	Amount
New/Original Contract	07/01/11	06/30/14	\$625,296

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	2/8/12	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Rita Champlion	Time Needed:	5 minutes

#### Agenda Item Subject and Description

Possible approval of Contract 200-11-013 a three year Interagency Agreement (IAA) with the Department of Water Resources that totals \$625,450 to obtain information technology computer services referred to as "shared services". This IAA to obtain "shared services" is the next logical step to meet the directives of Government Code Sections 11545-11548.5. Examples of "shared services" include the use of virtual services, storage services, monitoring services, and business shared application services. (ERPA funding) Contact: Rita Champlion

**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 contract will provide efficient and effective information technology services and operational resources related to providing defined IT shared-services and virtual computer resources to the CEC. In addition, the DWR Information Technology Division is committed to providing a high level of quality services. In order to achieve these goals and to ensure a clear understanding of the CEC's business requirements, DWR Information Technology Division will provide a Contract and Technical Manager:

- 1) Maintain a continual working relationship with the CUSTOMER.
- 2) Coordinate joint development of services and resources work plans.
- 3) Develop partnerships to ensure effective delivery of defined IT shared-services and computer resources.
- 4) Meet defined Shared-Services and Virtual Computing Resources Service-Level Agreement.

**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":

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:

The project will not cause a direct or reasonably foreseeable indirect physical change in the environment because it involves integrating energy storage devices into an existing distribution circuit by analyzing circuit configuration, implementing algorithms, and testing devices.

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	\$		\$					\$
ECAA	\$		\$					\$
State- ERPA	\$625,296	11-12	\$155,000	Yes				\$
State- ERPA		12-13	\$312,648	No				
State- ERPA		13-14	\$312,648	no				
Federal	\$							\$
PIER - E	\$		\$					\$
PIER - NG	\$		\$					\$
Reimbursement	\$		\$					\$
Other	\$		\$					\$
<b>TOTAL:</b>	<b>\$565,896</b>	<b>TOTAL:</b>	<b>\$625,296</b>				<b>TOTAL:</b>	<b>\$</b>
Reimbursement Contract #:					Federal Agreement			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Sheri Wong, Chief	Name:	Steve Croft, Chief
Address:	1416 Ninth Street, Room 707	Address:	1416 Ninth Street, Room xxx
City, State, Zip:	Sacramento, California 95814	City, State, Zip:	Sacramento, California 95814
Phone/ Fax:	(916) 653-8037/	Phone/ Fax:	(916) 654-9398
E-Mail:	swong@water.ca.gov	E-Mail:	stevec@water.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 Type \_\_\_\_\_ Solicitation #: \_\_\_\_\_ # of Bids: \_\_\_\_\_ Low Bid?  No  Yes

Non Competitive Bid (Attach CEC 96)

Exempt Select Exemption \_\_\_\_\_

**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)

**CONTRACT REQUESTS FORM (CRF)**



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:

**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
	<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
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	<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

**CONTRACT REQUESTS FORM (CRF)**



**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 type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> n/a |  |   |
| 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 type="checkbox"/> No            | <input checked="" type="checkbox"/> Yes |

The Department of General Services has agreed to give the Commission blanket authority to execute multi-year contracts.

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

EXHIBIT A

STATEMENT OF WORK

1. This Interagency Agreement (IAA) is entered into by and between **State Energy Resources Conservation and Development Commission** (hereinafter referred to as "CUSTOMER") and the Department of Water Resources (hereinafter referred to as "DWR") for the purpose of obtaining information technology shared-services and/or computer resources. This IAA specifies the defined information technology (IT) services and virtual computer resources to be provided by DWR to the CUSTOMER. The IAA specifies the timeframe for performance of services and use of virtual computer resources to be provided. The IAA also provides for payment for these services pursuant to State Administration Manual (SAM) sections 8752-8752.1 and Vol. 1, Chapter 3.03 of the State Contracting Manual.
2. DWR's Information Technology Services Division agrees to:
  - A. Provide efficient and effective information technology services and operational resources related to providing defined IT shared-services and virtual computer resources to the above-named CUSTOMER. In addition, the DWR Information Technology Division is committed to providing a high level of quality services. In order to achieve these goals and to ensure a clear understanding of the CUSTOMER's business requirements, DWR Information Technology Division will provide a Contract and Technical Manager:
    - 1) Maintain a continual working relationship with the CUSTOMER.
    - 2) Coordinate joint development of services and resources work plans.
    - 3) Develop partnerships to ensure effective delivery of defined IT shared-services and computer resources.
    - 4) Meet defined IT Shared-Services and Virtual Computing Resources Service-Level Agreement.
3. The DWR Contract Manager and Technical Manager during the term of this IAA are identified below:

<p><b>Contract Manager</b> Sheri Wong, Chief IT Business Management Office <a href="mailto:swong@water.ca.gov">swong@water.ca.gov</a> - (916) 653-8037</p>	<p><b>Technical Manager</b> Steve Croft, Chief IT Enterprise Architecture <a href="mailto:stevec@water.ca.gov">stevec@water.ca.gov</a> - (916) 654-9398</p>
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4. The CUSTOMER Contract Manager for the term of this agreement will be:

**Contract Manager**  
Rita Champion, Chief Information Officer  
State Energy Resources Conservation and Development Commission  
[rchampli@energy.state.ca.us](mailto:rchampli@energy.state.ca.us) - (916) 653-1582

**EXHIBIT A  
(Continued)**

**5. Scope of Services and Resources**

**A. Background**

Atlas, please provide description of the need for services, AB2408 etc.

**B. Purpose**

The CUSTOMER is entering into this IAA with the DWR for the purpose of obtaining information technology shared-services in support of the overall State of California and California Natural Resources Agency (CNRA) information technology consolidation efforts and in support of their departmental business and technology objectives. Funding for this agreement will come from the CUSTOMER's departmental operations budget.

As stated in AB 2408 and Government Code Sections 11545-11548.5 California State Agencies and Departments are required to improve the effectiveness of their information technology infrastructure environment through the physical consolidation of data centers/computer rooms, use of IT shared-services, and the hosting of all mission critical and public facing applications and server refreshes in a State approved Tier III Data Center.

In order for the CNRA to effectively meet the provisions of the Government Code and to improve its ability to provide cost effective information technology services and computer resources across CNRA departments, the DWR Tier III Data Center has been designed as the consolidated CNRA Data Center. The California Technology Agency has approved the use of the DWR Data Center for all of the CNRA organizations (departments, boards, commissions and conservancies) under IT Policy Letter 10-14 (ITPL 10-14) issued on October 29, 2010.

The DWR Data Center will provide required IT shared-services and computer resources to CNRA organizations, so that these organizations can provide the proper level of information technology capacity and capabilities that are required to support their departments' program mission, goals and business objectives. The DWR Data Center will provide these services and resources to selected CNRA organizations, at a defined cost.

This IAA's scope covers the defined IT shared-services and computer resources that are being provided to the **State Energy Resources Conservation and Development Commission** from the DWR Data Center.

The following section lists the IT shared-services and computer resources that the CUSTOMER is contracting with DWR to provide. The cost of these shared-services and computer resources are based on an industry best-practice Shared-Services Cost Model that was developed by DWR and agreed to by all parties. The cost model is based on DWR's need to recover expenditures related to the provisioning and operations of the computer resources and IT shared-services being provided. DWR will provide the defined computer resources and related services needed to support the information technology capacity and capability being required by the CUSTOMER.

**C. IT Shared-Services and Computer Resources Agreement**

DWR will provide the following IT shared-services and computer resources to the CUSTOMER. These shared-services and computer resources are based on the request of the CUSTOMER so that they can provide information technology capacity and capabilities to their organization, while being able to meet the consolidation and IT improvements mandated by the Government Code. This section lists the defined IT shared-services and computer resources to be provided and the environment in which they will be provided.

**6. Ordering Process**

Need to describe process where CEC requests in writing particular services as we need them.

STAFF DRAFT



**EXHIBIT A  
(Continued)**

**D. Deliverables and Services**

DWR's Information Technology Services Division will provide the computer resources, shared-services, and required hardware, software, and operational services to maintain delivery of and proper operation levels for the items selected by the CUSTOMER in Section 5B of this agreement.

The CUSTOMER has been provided with individual service-level agreements (SLA) for each of the defined share-services that they selected in section 5B. The individual SLAs state the level of operational service that is provided for the given shared-service by DWR, the CUSTOMER's responsibilities, and operational event reporting and escalation.

STAFF DRAFT