

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: University Enterprises, Inc.

RESOLVED, that the State Energy Resources Conservation and Development Commission (Energy Commission) approves Contract 200-11-014 for \$5 million with University Enterprises, Inc. to provide student resources to the Energy Commission to meet peak workload demands in a variety of program areas. If approved, this contract adds \$500,000 in spending authority for fiscal year 2011/12 and \$900,000 each succeeding year until its June 30, 2017 expiration date. (ERPA funding.)

FURTHER BE IT RESOLVED, that this document authorizes the Executive Director to execute the same on behalf of the Energy Commission.

CERTIFICATION

The undersigned Secretariat to the Commission does hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted at a meeting of the California Energy Commission held on February 8, 2012.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Harriet Kallemeyn,
Secretariat

CONTRACT REQUEST FORM (CRF)



New Contract 200-11-014 Amendment to Existing Contract: _____ - _____ Amendment Number: _____

Division	Contract Manager:	MS-	Phone	CM Training Date
200 Financial Services	Melanie Vail	19	916-657-3705	9/29/09

Contractor's Legal Name	Federal ID Number
University Enterprises, Incorporated	94-1337638

Title of Project
Student Services

Term	Start Date	End Date	Amount
New/Original Contract	June / 01 / 12	June / 30 / 17	\$ 5,000,000

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	4/11/12	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Kyle Emigh	Time Needed:	5 minutes

Agenda Item Subject and Description

Possible approval of Contract 200-11-014 with University Enterprises, Inc. to provide student resources to the Commission to assist in meeting peak workload demands in a variety of programmatic areas. This contract will add \$500,000 in authority in fiscal year 11/12 and \$900,000 in authority for fiscal years 12/13 thru 16/17, for a total contract amount of \$5 million.

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

The purpose of this contract is to provide student resources to assist in meeting peak workload demand in a variety of programmatic areas. This contract will provide valuable work experience for students in their fields of study and is an excellent recruitment tool for the Energy Commission.

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 Energy Commission is acquiring the services of student assistants.
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.

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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	\$500,000	Yes	Funding Source			\$
ECAA	\$	12/13	\$900,000	Yes	Funding Source			\$
State- ERPA	\$5,000,000	13/14	\$900,000	Yes	Funding Source			\$
Federal	\$	14/15	\$900,000	Yes	Funding Source			\$
PIER - E	\$	15/16	\$900,000	Yes	Funding Source			\$
PIER - NG	\$	16/17	\$900,000	Yes	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other:	\$		\$	No	Other:			\$
TOTAL: \$5,000,000		TOTAL: \$5,000,000			TOTAL:			\$ 0
Reimbursement					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Susan Lockwood Flynn	Name:	Diane Stanfield
Address:	6000 J Street	Address:	6000 J Street
City, State, Zip:	Sacramento, CA 95819-6063	City, State, Zip:	Sacramento, CA 95819-6063
Phone/ Fax:	(916) 278-3571 / (916) 278-4886	Phone/ Fax:	(916) 278-7645 / (916) 278-4886
E-Mail:	susanf@uei.csus.edu	E-Mail:	dianes@uei.csus.edu

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 Other Governmental Entity

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:**Payment Method**

- A. Reimbursement in arrears based on:
 Itemized Monthly Itemized Quarterly Flat Rate One-time
 B. Advanced Payment
 C. Other, explain:

CONTRACT REQUEST FORM (CRF)



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
The CEC Division Coordinator and/or Supervisor will review the student's college transcripts (or other supporting documentation) to determine the appropriate starting pay rate.

Disabled Veteran Business Enterprise Program (DVBE)
1. <input type="checkbox"/> Not Applicable
2. <input type="checkbox"/> Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: _____ <input type="checkbox"/> Contractor is Certified DVBE <input type="checkbox"/> Contractor is Subcontracting with a DVBE: _____
3. <input type="checkbox"/> Contractor selected through CMAS or MSA with no DVBE participation.
4. <input checked="" type="checkbox"/> Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes, check appropriate box:	<input type="checkbox"/> SB <input type="checkbox"/> MB <input 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:	
	<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?	<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"/> _____	
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? The need for student assistants is ongoing.	<input type="checkbox"/> No <input checked="" 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 checked="" 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

Exhibit A

SCOPE OF WORK

University Enterprises, Inc. (Contractor) will provide the Energy Commission with the necessary number and level of student assistant(s) selected by the Energy Commission for assignment to various activities within the Commission. Student assignments will be selected to optimize the benefit to the Energy Commission from each student's area of study and to provide "hands-on" experience for the student. Under the supervision and direction of Energy Commission staff, student duties will include, but not be limited to, the following:

- Development of procedure manuals;
- Collection, development, maintenance, and updating of critical databases;
- Assist staff on graphic designs;
- Web site maintenance, including coding files and programming functions;
- Provide technical assistance, prepare reports, and conduct analyses;
- Assist in research and development review and analysis;
- Provide general office support (assisting with contract administration, logging budget expenditures, meeting/presentation support); and
- Other related duties consistent with the goals and objectives of the projects to which the student(s) are assigned, and with the mission of the Energy Commission.

The Energy Commission's Student Services Handbook dated July 2011 details the process for recruitment, hiring and pay rate determination, as well as all procedures and forms for student's work at the Energy Commission. The Student Services Handbook dated July 2011, or as later amended or revised, is incorporated by reference as if fully included in this Agreement.

I. Areas of Study

In support of the work scope, selected students should be enrolled in one or more of the following areas of study that may be appropriate for the functional areas of responsibility to which they are assigned. Due to the variety of degree programs offered by CSUS and affiliated institutions, not all fields of study may be listed here. The Energy Commission may hire students in other fields of study.

Business Administration (all concentrations)	Communications
Computer Science	Information Technology (all concentrations)
Engineering (all concentrations)	Pre-Law / Law
Education / Liberal Arts	Environmental Studies / Earth Sciences
Geography	Geology
Graphic Design	Mathematics (all concentrations)
Physical Science	Physics
Economics	Statistics
English / Journalism	Biologic Sciences

II. The services shall be provided at the Energy Commission offices but may include other sites as determined by the Energy Commission as necessary.

III. Services shall be provided Monday through Friday, except state holidays, during normal business hours and/or as class schedules will allow.

IV. Reports

Fiscal Reports

Contractor shall maintain detailed itemization of, and retain all records relating to, direct expenses reimbursed to the Contractor, and to hours of employment on this contract by any employee of the Contractor for which the Energy Commission is billed. Such records shall be maintained for a period of three years after final payment of this contract, or until audited by the state, whichever comes first, and shall be available for inspection or audit at any reasonable time by the State Auditor General and at the request of the Energy Commission.

Progress Reports

Upon request by the Energy Commission Contract Manager, the Contractor shall prepare a monthly expenditure report which summarizes all activities conducted by the Contractor and which includes a summary of contract expenditures to date. The Energy Commission Contract Manager will specify the report format and the number of copies to be submitted.