

CONTRACT REQUESTS FORM (CRF)

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION



New Contract _____ Amendment to Existing Contract: 500-10-059 Amendment Number: 1

Division	Contract Manager:	MS-	Phone	CM Training Date
Energy Research and Development	Zhiqin (Jessica) Zhang	43	916-327-1397	2/8/2001

Contractor's Legal Name	Federal ID Number
Clean Power Research	52-2156034

Title of Project
Demonstration and Validation of PV Output Variability Modeling

Term	Start Date	End Date	Amount
New/Original Contract	6/30/2011	6/30/2013	\$ 450,000

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

Amendment #	End Date (mm/dd/yy)	Amount
Amendment 1	6/30/2013	\$0

Business Meeting Information

Proposed Business Meeting Date	7/11/2012	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Zhiqin (Jessica) Zhang	Time Needed:	

Agenda Item Subject and Description

Possible approval of Amendment #1 to Contract 500-10-059 with Clean Power Research to replace the current DVBE (John Gildea, Sol Verde Engineering) with a new DVBE (Chris Bunas, Sunterra Solar), and to update the terms and conditions of the contract. (PIER electricity funding.) Contact: Zhiqin (Jessica) Zhang.

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 amendment is to replace current DVBE (John Gildea, Sol Verde Engineering) which can longer perform and complete the contract 'sTask 2 deliverables due to military service. The new DVBE (Chris Bunas, Sunterra Solar) will ensure that the Task 2 deliverables are addressed and completed.

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 contract involves data collection and computer modeling .
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	\$		\$					\$
ECAA	\$		\$					\$
State- ERPA	\$		\$					\$
Federal	\$		\$					\$
PIER - E	\$		\$					\$
PIER - NG	\$		\$					\$
Reimbursement	\$		\$					\$
Other	\$		\$					\$
TOTAL:	\$0	TOTAL:	\$0		TOTAL:			\$0
Reimbursement Contract #:					Federal Agreement			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Tom Hoff	Name:	Tom Hoff
Address:	10 Glen Ct	Address:	10 Glen Ct
City, State, Zip:	Napa, CA 94558-4468	City, State, Zip:	Napa, CA 94558-4468
Phone/ Fax:	707-224-9992 /	Phone/ Fax:	707-224-9992 /
E-Mail:	tomhoff@clean-power.com	E-Mail:	tomhoff@clean-power.com

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 RFP Solicitation #: 500-10-503 # of Bids: 28 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)

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:
Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)

CONTRACT REQUESTS FORM (CRF)



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
All rates were approved and no changes will be made under this amendment.

Disabled Veteran Business Enterprise Program (DVBE)
1. <input type="checkbox"/> Not Applicable
2. <input checked="" type="checkbox"/> Meets DVBE Requirements DVBE Amount:\$ <u>22,500.00</u> DVBE %: <u>5</u>
<input type="checkbox"/> Contractor is Certified DVBE
<input checked="" type="checkbox"/> Contractor is Subcontracting with a DVBE: <u>Sunterra Solar 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 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 type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:			
UC Davis Energy Institute	<input checked="" type="checkbox"/> No	<input type="checkbox"/> SB	<input type="checkbox"/> MB <input type="checkbox"/> DVBE
Norris Energy Consulting Co.	<input type="checkbox"/> No	<input checked="" type="checkbox"/> SB	<input type="checkbox"/> MB <input type="checkbox"/> DVBE
Richard Perez	<input checked="" type="checkbox"/> No	<input type="checkbox"/> SB	<input type="checkbox"/> MB <input type="checkbox"/> DVBE
Sunterra Solar Inc	<input type="checkbox"/> No	<input checked="" type="checkbox"/> SB	<input type="checkbox"/> MB <input checked="" 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> _____			
5. Will a final report be required?		<input type="checkbox"/> No	<input checked="" 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 to support the Commission's RD&D Programs.			

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	

 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

TECHNICAL TASK LIST

Task #	CPR	Task Name
1	N/A	Administration
2		Finalize Database of All California PV Systems
3		Run Methodology Using High Resolution Solar Data
4	X	Generate Time Series Data to Integrate Into Casio Processes
5		Validate Using Measured PV System Data
6		Technology Transfer Activities

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Thomas Hoff Ben Norris		
2	<u>Chris Bunas</u> J. Gildea Ben Norris	<u>Sunterra Solar Sol Verde</u> Engineering (DVBE)	
3	Thomas Hoff Richard Perez	Richard Perez	CAISO
4	Thomas Hoff Richard Perez	Richard Perez	CAISO
5	Ben Norris Thomas Hoff		CAISO
6			CAISO

GLOSSARY

Specific terms and acronyms used throughout this work statement are defined as follows:

Acronym	Definition
CAISO	California Independent System Operator

Acronym	Definition
CPR	Critical Project Review
CPUC	California Public Utilities Commission
CSI	California Solar Initiative
Energy Commission	California Energy Commission
GW	Gigawatt
kW	kilowatt
PAC	Project Advisory Committee
PG&E	Pacific Gas and Electric Company
PIER	Public Interest Energy Research
PV	Photovoltaics
RPS	Renewable Portfolio Standards
SGIP	Self-Generation Incentive Program
UCC.1	Uniform Commercial Code (Financing Statement)
USRE	Utility Scale Renewable Energy

Problem Statement

One of the critical challenges to greater penetration of utility-scale renewable energy into the state's electricity system is the variability of energy production associated with solar photovoltaic (PV) plants. The contractor has developed a unique methodology that uses satellite-derived solar data to forecast PV fleet output and quantify variability given the design attributes and locations of PV systems. The methodology uses advanced algorithms to track cloud patterns and calculated plant correlation coefficients. California Independent System Operator (CAISO) sees potential of using the approach directly or indirectly to calibrate its studies of system operations under alternative renewable energy scenarios. However, before the methodology will be practical and usable in studies by the CAISO and other parties, and can begin to inform planning for future operational needs, additional work is needed in data analysis, validation, and system integration.

Goals of the Agreement

The goal of this Agreement is to validate existing research and tools in partnership with the CAISO, and to integrate the methodologies into the CAISO planning process in order to address existing and future variability from PV generation.

Objectives of the Agreement

The objectives of this Agreement are to measure the accuracy of the models for PV sources within the CAISO control area and ensure that the data is delivered in a manner compatible with the existing energy and reserve market mechanisms. Specifically, the project will:

- Complete a technical PV hardware database that would describe the grid-connected PV fleet in California
- Compute the load following and regulation reserves necessary to support the PV fleet within the CAISO control territory
- Demonstrate these tools using high-resolution data, and compare the Contractor and CAISO methodologies for quantifying variability
- Produce a stream of PV fleet performance data that is compatible with the CAISO process
- Validate the existing methodology using time-correlated high-speed PV system data collected by CAISO

TASK 1.0 ADMINISTRATION

MEETINGS

Task 1.1 Attend Kick-off Meeting

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement.

The Contractor shall:

- Attend a “kick-off” meeting with the Commission Contract Manager, the Contracts Officer, and a representative of the Accounting Office. The Contractor shall bring their Project Manager, Contracts Administrator, Accounting Officer, and others designated by the Commission Contract Manager to this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting. Prior to the kick-off meeting, the Commission Contract Manager will provide an agenda to all potential meeting participants.

The administrative portion of the meeting shall include, but not be limited to, the following:

- Terms and conditions of the Agreement
- CPRs (Task 1.2)
- Match fund documentation (Task 1.7)
- Permit documentation (Task 1.8)

The technical portion of the meeting shall include, but not be limited to, the following:

- The Commission Contract Manager’s expectations for accomplishing tasks described in the Scope of Work;

- An updated Schedule of Deliverables
- An updated Gantt Chart
- Progress Reports (Task 1.4)
- Technical Deliverables (Task 1.5)
- Final Report (Task 1.6)

The Commission Contract Manager shall designate the date and location of this meeting.

Contractor Deliverables:

- An Updated Schedule of Deliverables
- An Updated List of Match Funds
- An Updated List of Permits

Commission Contract Manager Deliverables:

- Final Report Instructions

Task 1.2 CPR Meetings

The goal of this task is to determine if the project should continue to receive Energy Commission funding to complete this Agreement and if it should, are there any modifications that need to be made to the tasks, deliverables, schedule or budget.

CPRs provide the opportunity for frank discussions between the Energy Commission and the Contractor. CPRs generally take place at key, predetermined points in the Agreement, as determined by the Commission Contract Manager and as shown in the Technical Task List above and in the Schedule of Deliverables. However, the Commission Contract Manager may schedule additional CPRs as necessary, and any additional costs will be borne by the Contractor.

Participants include the Commission Contract Manager and the Contractor, and may include the Commission Contracts Officer, the PIER Program Team Lead, other Energy Commission staff and Management as well as other individuals selected by the Commission Contract Manager to provide support to the Energy Commission.

The Commission Contract Manager shall:

- Determine the location, date and time of each CPR meeting with the Contractor. These meetings generally take place at the Energy Commission, but they may take place at another location.
- Send the Contractor the agenda and a list of expected participants in advance of each CPR. If applicable, the agenda shall include a discussion on both match funding and permits.
- Conduct and make a record of each CPR meeting. One of the outcomes of this meeting will be a schedule for providing the written determination described below.

- Determine whether to continue the project, and if continuing, whether or not to modify the tasks, schedule, deliverables and budget for the remainder of the Agreement, including not proceeding with one or more tasks. If the Commission Contract Manager concludes that satisfactory progress is not being made, this conclusion will be referred to the Energy Commission's Research, Development and Demonstration Policy Committee for its concurrence.
- Provide the Contractor with a written determination in accordance with the schedule. The written response may include a requirement for the Contractor to revise one or more deliverable(s) that were included in the CPR.

The Contractor shall:

- Prepare a CPR Report for each CPR that discusses the progress of the Agreement toward achieving its goals and objectives. This report shall include recommendations and conclusions regarding continued work of the projects. This report shall be submitted along with any other deliverables identified in this Scope of Work. Submit these documents to the Commission Contract Manager and any other designated reviewers at least 15 working days in advance of each CPR meeting.
- Present the required information at each CPR meeting and participate in a discussion about the Agreement.

Contractor Deliverables:

- CPR Report(s)
- CPR deliverables identified in the Scope of Work

Commission Contract Manager Deliverables:

- Agenda and a List of Expected Participants
- Schedule for Written Determination
- Written Determination

Task 1.3 Final Meeting

The goal of this task is to closeout this Agreement.

The Contractor shall:

- Meet with the Energy Commission to present the findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement.

This meeting will be attended by, at a minimum, the Contractor, the Commission Contracts Officer, and the Commission Contract Manager. The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be two separate meetings at the discretion of the Commission Contract Manager.

The technical portion of the meeting shall present findings, conclusions, and recommended next steps (if any) for the Agreement. The Commission Contract Manager will determine the appropriate meeting participants.

The administrative portion of the meeting shall be a discussion with the Commission Contract Manager and the Contracts Officer about the following Agreement closeout items:

- What to do with any state-owned equipment (Options)
 - Need to file UCC.1 form re: Energy Commission's interest in patented technology
 - Energy Commission's request for specific "generated" data (not already provided in Agreement deliverables)
 - Need to document Contractor's disclosure of "subject inventions" developed under the Agreement
 - "Surviving" Agreement provisions, such as repayment provisions and confidential deliverables
 - Final invoicing and release of retention
- Prepare a schedule for completing the closeout activities for this Agreement.

Deliverables:

- Written documentation of meeting agreements and all pertinent information
- Schedule for completing closeout activities

REPORTING

See Exhibit D, Reports/Deliverables/Records.

Task 1.4 Monthly Progress Reports

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the research objectives of this Agreement.

The Contractor shall:

- Prepare progress reports which summarize all Agreement activities conducted by the Contractor for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due to the Commission Contract Manager within 10 working days after the end of the reporting period. Attachment A-2, Progress Report Format, provides the recommended specifications.

Deliverables:

- Monthly Progress Reports

Task 1.5 Test Plans, Technical Reports and Interim Deliverables

The goal of this task is to set forth the general requirements for submitting test plans, technical reports and other interim deliverables, unless described differently in the Technical Tasks. When creating these deliverables, the Contractor shall use and follow, unless otherwise instructed in writing by the Commission Contract Manager, the latest version of the PIER Style Manual published on the Energy Commission's web site:

<http://www.energy.ca.gov/contracts/pier/contractors/index.html>

The Contractor shall:

- Unless otherwise directed in this Scope of Work, submit a draft of each deliverable listed in the Technical Tasks to the Commission Contract Manager for review and comment in accordance with the approved Schedule of Deliverables. The Commission Contract Manager will provide written comments back to the Contractor on the draft deliverable within 10 working days of receipt. Once agreement has been reached on the draft, the Contractor shall submit the final deliverable to the Commission Contract Manager. The Commission Contract Manager shall provide written approval of the final deliverable within 5 working days of receipt. Key elements from this deliverable shall be included in the Final Report for this project.

Task 1.6 Final Report

The goal of this task is to prepare a comprehensive written Final Report that describes the original purpose, approach, results and conclusions of the work done under this Agreement. The Commission Contract Manager will review and approve the Final Report. The Final Report must be completed on or before the termination date of the Agreement. When creating these deliverables, the Contractor shall use and follow, unless otherwise instructed in writing by the Commission Contract Manager, the latest version of the PIER Style Manual published on the Energy Commission's web site:

<http://www.energy.ca.gov/contracts/pier/contractors/index.html>

The Final Report shall be a public document. If the Contractor has obtained confidential status from the Energy Commission and will be preparing a confidential version of the Final Report as well, the Contractor shall perform the following subtasks for both the public and confidential versions of the Final Report.

Task 1.6.1 Final Report Outline

The Contractor shall:

- Prepare a draft outline of the Final Report.

- Submit the draft outline of Final Report to the Commission Contract Manager for review and approval. The Commission Contract Manager will provide written comments back to the Contractor on the draft outline within 10 working days of receipt. Once agreement has been reached on the draft, the Contractor shall submit the final outline to the Commission Contract Manager. The Commission Contract Manager shall provide written approval of the final outline within 5 working days of receipt.

Deliverables:

- Draft Outline of the Final Report
- Final Outline of the Final Report

Task 1.6.2 Final Report

The Contractor shall:

- Prepare the draft Final Report for this Agreement in accordance with the approved outline.
- Submit the draft Final Report to the Commission Contract Manager for review and comment. The Commission Contract Manager will provide written comments within 10 working days of receipt.

Once agreement on the draft Final Report has been reached, the Commission Contract Manager shall forward the electronic version of this report for Energy Commission internal approval. Once the approval is given, the Commission Contract Manager shall provide written approval to the Contractor within 5 working days.

- Submit one bound copy of the Final Report with the final invoice.

Deliverables:

- Draft Final Report
- Final Report

MATCH FUNDS, PERMITS, AND ELECTRONIC FILE FORMAT

Task 1.7 Identify and Obtain Matching Funds

The goal of this task is to ensure that the match funds planned for this Agreement are obtained for and applied to this Agreement during the term of this Agreement.

The costs to obtain and document match fund commitments are not reimbursable through this Agreement. While the PIER budget for this task will be zero dollars, the Contractor may utilize match funds for this task. Match funds shall be spent concurrently or in advance of PIER funds during the term of this Agreement. Match funds must be identified in writing, and the associated commitments obtained before the Contractor can incur any costs for which the Contractor will request reimbursement.

The Contractor shall:

- Prepare a letter documenting the match funding committed to this Agreement and submit it to the Commission Contract Manager at least 2 working days prior to the kick-off meeting:
 1. If no match funds were part of the proposal that led to the Energy Commission awarding this Agreement and none have been identified at the time this Agreement starts, then state such in the letter.
 2. If match funds were a part of the proposal that led to the Energy Commission awarding this Agreement, then provide in the letter:
 - A list of the match funds that identifies the:
 - Amount of each cash match fund, its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied.
 - Amount of each in-kind contribution, a description, documented market or book value, and its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Contractor shall identify its owner and provide a contact name, address and telephone number, and the address where the property is located.
 - A copy of the letter of commitment from an authorized representative of each source of cash match funding or in-kind contributions that these funds or contributions have been secured.
- Discuss match funds and the implications to the Agreement if they are significantly reduced or not obtained as committed, at the kick-off meeting. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide the appropriate information to the Commission Contract Manager if during the course of the Agreement additional match funds are received.
- Notify the Commission Contract Manager within 10 working days if during the course of the Agreement existing match funds are reduced. Reduction in match funds may trigger an additional CPR.

Deliverables:

- A letter regarding Match Funds or stating that no Match Funds are provided
- Letter(s) for New Match Funds
- A copy of each Match Fund commitment letter
- Letter that Match Funds were Reduced (if applicable)

Task 1.8 Identify and Obtain Required Permits

The goal of this task is to obtain all permits required for work completed under this Agreement in advance of the date they are needed to keep the Agreement schedule on track.

Permit costs and the expenses associated with obtaining permits are not reimbursable under this Agreement. While the PIER budget for this task will be zero dollars, the Contractor shall show match funds for this task. Permits must be identified in writing and obtained before the Contractor can incur any costs related to the use of the permits for which the Contractor will request reimbursement.

The Contractor shall:

- Prepare a letter documenting the permits required to conduct this Agreement and submit it to the Commission Contract Manager at least 2 working days prior to the kick-off meeting:
 1. If there are no permits required at the start of this Agreement, then state such in the letter.
 2. If it is known at the beginning of the Agreement that permits will be required during the course of the Agreement, provide in the letter:
 - A list of the permits that identifies the:
 - Type of permit
 - Name, address and telephone number of the permitting jurisdictions or lead agencies
 - Schedule the Contractor will follow in applying for and obtaining these permits.
- The list of permits and the schedule for obtaining them will be discussed at the kick-off meeting, and a timetable for submitting the updated list, schedule and the copies of the permits will be developed. The implications to the Agreement if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in the progress reports and will be a topic at CPR meetings.
- If during the course of the Agreement additional permits become necessary, then provide the appropriate information on each permit and an updated schedule to the Commission Contract Manager.
- As permits are obtained, send a copy of each approved permit to the Commission Contract Manager.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the Commission Contract Manager within 5 working days. Either of these events may trigger an additional CPR.

Deliverables:

- A letter documenting the Permits or stating that no Permits are required

- Updated list of Permits as they change during the Term of the Agreement
- Updated schedule for acquiring Permits as it changes during the Term of the Agreement
- A copy of each approved Permit

Task 1.9 Electronic File Format

The goal of this task is to unify the formats of electronic data and documents provided to the Energy Commission as contract deliverables. Another goal is to establish the computer platforms, operating systems and software that will be required to review and approve all software deliverables.

The Contractor shall:

- Deliver documents to the Commission Contract Manager in the following formats:
 - Data sets shall be in Microsoft (MS) Access or MS Excel file format.
 - PC-based text documents shall be in MS Word file format.
 - Documents intended for public distribution shall be in PDF file format, with the native file format provided as well.
 - Project management documents shall be in MS Project file format.
- Request exemptions to the electronic file format in writing at least 90 days before the deliverable is submitted.

Deliverables:

- A letter requesting exemption from the Electronic File Format (if applicable)

Task 1.10 Establish the PAC

The goal of this task is to create an advisory committee for this Agreement.

The PAC should be composed of diverse professionals. The number can vary depending on potential interest and time availability. The Contractor's Project Manager and the Commission Contract Manager shall act as co-chairs of the PAC. The exact composition of the PAC may change as the need warrants. PAC members serve at the discretion of the Commission Contract Manager.

The PAC may be composed of qualified professionals spanning the following types of disciplines:

- Researchers knowledgeable about the project subject matter
- Members of the trades who will apply the results of the project (e.g., designers, engineers, architects, contractors, and trade representatives)
- Public Interest Market Transformation Implementers
- Product Developers relevant to project subject matter

- U.S. Department of Energy Research Manager
- Public Interest Environmental Groups
- Utility Representatives
- Members of the relevant technical society committees

The purpose of the PAC is to:

- Provide guidance in research direction. The guidance may include scope of research; research methodologies; timing; coordination with other research. The guidance may be based on:
 - technical area expertise
 - knowledge of market applications
 - linkages between the agreement work and other past, present or future research (both public and private sectors) they are aware of in a particular area.
- Review deliverables. Provide specific suggestions and recommendations for needed adjustments, refinements, or enhancement of the deliverables.
- Evaluate tangible benefits to California of this research and provide recommendations, as needed, to enhance tangible benefits.
- Provide recommendations regarding information dissemination, market pathways or commercialization strategies relevant to the research products.

The Contractor shall:

- Prepare a draft list of potential PAC members that includes name, company, physical and electronic address, and phone number and submit it to the Commission Contract Manager at least 2 working days prior to the kick-off meeting. This list will be discussed at the kick-off meeting and a schedule for recruiting members and holding the first PAC meeting will be developed.
- Recruit PAC members and ensure that each individual understands the member obligations described above, as well as the meeting schedule outlined in Task 1.11.
- Prepare the final list of PAC members.
- Submit letters of acceptance or other comparable documentation of commitment for each PAC member.

Deliverables:

- Draft List of PAC Members
- Final List of PAC Members
- Letters of acceptance, or other comparable documentation of commitment for each PAC Member

Task 1.11 Conduct PAC Meetings

The goal of this task is for the PAC to provide strategic guidance to this project by participating in regular meetings or teleconferences.

The Contractor shall:

- Discuss the PAC meeting schedule at the kick-off meeting. The number of face-to-face meetings and teleconferences and the location of PAC meetings shall be determined in consultation with the Commission Contract Manager. This draft schedule shall be presented to the PAC members during recruiting and finalized at the first PAC meeting.
- Organize and lead PAC meetings in accordance with the schedule. Changes to the schedule must be pre-approved in writing by the Commission Contract Manager.
- Prepare PAC meeting agenda(s) with back-up materials for agenda items.
- Prepare PAC meeting summaries, including recommended resolution of major PAC issues.

Deliverables:

- Draft PAC Meeting Schedule
- Final PAC Meeting Schedule
- PAC Meeting Agenda(s) with Back-up Materials for Agenda Items
- Written PAC meeting summaries, including recommended resolution of major PAC issues

TECHNICAL TASKS

The Contractor shall prepare all deliverables in accordance with the requirements in Task 1.5. Deliverables not requiring a draft version are indicated by marking “(no draft)” after the deliverable name.

Task 2 FINALIZE DATABASE OF ALL CALIFORNIA PV SYSTEMS

The goal of this task is to complete the existing technical database of grid-connected PV systems in California.

The Contractor shall:

- Document and characterize the set of existing system data already in the database (e.g., Pacific Gas and Electric (PG&E) California Solar Initiative (CSI) Large Commercial Program >10 kilowatt (kW))
- Define categories of systems outside the database (e.g., large plants delivering to wholesale markets; selected PG&E systems under the Self-Generation Incentive Program (SGIP))

- Develop a data collection plan to collect the missing system data. This Plan shall include but not be limited to:
 - Characterization of existing systems and programs
 - Characterization of missing systems and programs
 - Plan for contacting utilities
- Obtain data in accordance with approved plan as available by contacting California utilities and other entities as necessary to obtain system location, hardware and orientation details as necessary for modeling.
- Enter this data into the database through either a web-based entry form or flat-file import.
- Prepare the Data Collection Report. This report shall include, but not be limited to, the following:
 - Highlights from the data collection plan
 - List of all utilities contacted
 - Summary of data received
 - Numerical count of system data entered into the program
 - Relevant information, as appropriate

Deliverables:

- Data Collection Plan
- Data Collection Report

Task 3 RUN METHODOLOGY USING HIGH RESOLUTION SOLAR DATA

The goal of this task is to calculate PV variability results using high resolution solar data for a defined fleet of PV systems.

The Contractor shall:

- Interact with CAISO to define the PV fleet. Technical data for the systems that already exist will have been imported under the previous task.
- Run model using high resolution solar data to calculate PV fleet variability and determine results for both load following and regulation reserve requirements. This model will include effects of both the clearness index and clear sky irradiance.
- Prepare the High Resolution Analysis Report. This report shall include, but not be limited to, the following:
 - List of systems in the CAISO fleet definition
 - Plant capacities
 - Plant output results associated with selected time intervals and irradiance levels
 - Variability measures

Deliverables:

- High Resolution Analysis Report

Task 4 GENERATE TIME SERIES DATA TO INTEGRATE INTO CASIO PROCESSES

The goal of this task is to compare and contrast the contractor's methodology with the appropriate methodology that is currently used by CAISO.

The Contractor shall:

- Interact with CAISO to develop a data format specification for time series PV fleet data that will be compatible with their system expectations.
- Design, test, and implement a method to produce a set of synthetic PV fleet performance data at any time increment (from a few seconds to a few minutes). This method will use existing PV forecasting and variability models.
- Create time series data streams, deliver to CAISO for their use, and assist CAISO in analyzing, using, and implementing this data as required.
- Prepare the Fleet Performance Report. This report shall include, but not be limited to, the following:
 - a description of the process used to translate results
 - samples of selected data for illustrative purposes
 - results of the CAISO process as it relates to the PV variability data provided
- Send a copy of all deliverables completed to date to the PAC
- Invite PAC to attend CPR
- Participate in CPR as per Task 1.2

Deliverables:

- Fleet Performance Report
- CPR Report

Task 5 VALIDATE USING MEASURED PV SYSTEM DATA

The goal of this task is to validate results using high-speed PV system output data provided by CAISO.

The Contractor shall:

- Work with CAISO to determine data availability, resolve time synchronization issues, and take steps necessary to ensure data integrity.
- Obtain data and upload to the contractor's data servers.
- Perform analysis using methods previously used for similar United States data sources.

- Prepare the Fleet Model Validation Report. This report shall include, but not be limited to, the following:
 - Description of the model used
 - Description of the data sources
 - Description of the analysis process
 - Validation results

Deliverables:

- Fleet Model Validation Report

Task 6 TECHNOLOGY TRANSFER ACTIVITIES

The goal of this task is to develop a plan to make the knowledge gained, experimental results and lessons learned available to key decision-makers.

The Contractor shall:

- Prepare a Technology Transfer Plan. The plan shall explain how the knowledge gained in this project will be made available to the public. The level of detail expected is least for research-related projects and highest for demonstration projects. Key elements from this report shall be included in the Final Report for this project.
- Conduct technology transfer activities in accordance with the Technology Transfer Plan. These activities shall be reported in the Monthly Progress Reports.
- Indicate the intended use and users of the project results.

Deliverables:

Technology Transfer Plan