

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION



New Contract - - Amendment to Existing Contract: 200-10-007 Amendment Number: 1

Division	Contract Manager:	MS-	Phone	CM Training Date
600 Fuels and Transportation Division	Michelle Tessier		916-653-9662	7/27/2010

Contractor's Legal Name	Federal ID Number
Comprehensive Housing Services, Inc.	33-0463093

Title of Project
Prevailing Wage Support

Term	Start Date	End Date	Amount
New/Original Contract	5 / 4 / 11	9 / 13 / 12	\$ 300,000

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

Amendment #	End Date (mm/dd/yy)	Amount
LOA	9/13/12	-82,644.67
1	5/13/13	0.00

Business Meeting Information			
Proposed Business Meeting Date	4/20/11	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Michelle Tessier	Time Needed:	5 minutes

Agenda Item Subject and Description
This is a 8 month no-cost time extension for Prevailing Wage Support Contract. The terms and conditions are being modified.

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 solicitation is to select a contractor to provide support services to assist the Energy Commission's Federal Economic Recovery Program with ensuring that the Energy Commission and the recipients of its ARRA funded programs comply with applicable California and federal prevailing wage requirements.

**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 provides services of a technical nature..

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	\$		\$	Yes	Federal		901.003	\$67,355.33
ECAA	\$		\$	No	Federal		901.003	\$150,000
State- ERPA	\$		\$	No	Funding Source			\$
Federal	\$300,000	09/10	\$300,000	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$300,000		TOTAL: \$300,000			TOTAL: \$217,355			
Reimbursement Contract #:					Federal Agreement #: JE-EE0000905, 221			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Gayle Bloomingdale	Name:	Heidi Hagan
Address:	8840 Warner Avenue, Ste. 203	Address:	8840 Warner Avenue, Ste. 203
City, State, Zip:	Fountain Valley, CA 92708	City, State, Zip:	Fountain Valley, CA 92708
Phone/ Fax:	714-841-6610	Phone/ Fax:	714-841-6610
E-Mail:	gayleb@comphouse.net	E-Mail:	heidih@comphouse.net

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 IFB Solicitation #: 200-10-203
 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:

This contract was solicited through an IFB and the vendor selected, Comprehensive Housing Services was the lowest bidder.

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

Lowest bidder.

Disabled Veteran Business Enterprise Program (DVBE)

- 1. Not Applicable
- 2. Meets DVBE Requirements DVBE Amount:\$ 9,300.00 DVBE %: 3%
 - Contractor is Certified DVBE
 - Contractor is Subcontracting with a DVBE: Casamar Group
- 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:
- Casamar Group No SB MB DVBE
- GCAP Services No SB MB DVBE
- No SB MB 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
- It is 2 years to complete all aspects of the Prevailing Wage life cycle, including Certified Weekly Payroll reviews.

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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 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 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