

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION


 New Contract 200-12-005 Amendment to Existing Contract: _____ - _____ Amendment Number: _____

Division	Contract Manager:	MS-	Phone	CM Training Date
200 Human Resources and Support Services	Christina Edwards	52	916-657-3825	9/20/12

Contractor's Legal Name	Federal ID Number
Los Rios Community College District	94-1576340

Title of Project
Meaningful Performance Appraisals

Term	Start Date	End Date	Amount
New/Original Contract	1 / 1 / 13	6 / 30 / 13	\$ 12,825

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	11/14/12	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Mark Hutchison	Time Needed:	3-5 minutes

Agenda Item Subject and Description
Individual Performance Appraisal Training -This training is being brought to the Energy Commission for supervisors and managers to be trained in giving effective performance appraisals for their staff.

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 training on how to conduct effective performance appraisals to supervisors and managers. We plan on rolling this training out in January 2013 so that managers and supervisors will be trained effectively to do their own performance appraisals for their staff beginning in February 2013. As a result of completing performance appraisals by May 2013, we hope that a budget can be prepared for an annual training plan for Energy Commission staff. This is something that we want to continue to do annually and by managers and supervisors mastering effective performance appraisals, we can make sure that we are identifying professional development opportunities for staff and that we can provide additional skills and knowledge that foster improvement and career growth.



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 it will only be providing classroom training services for Energy Commission staff and will have no significant environmental effect.

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	\$		\$	No	Funding Source	12/13	100.100	\$12,825
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$12,825	12/13	\$12,825	No	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other:	\$		\$	No	Other:			\$
TOTAL: \$12,825		TOTAL: \$12,825			TOTAL: \$12,825			
Reimbursement					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Bruce Winner	Name:	Bruce Winner
Address:	1410 Ethan Way	Address:	1410 Ethan Way
City, State, Zip:	Sacramento, CA 95825	City, State, Zip:	Sacramento, CA 95825
Phone/ Fax:	(916) 563-3232/(916) 563-3270	Phone/ Fax:	(916) 563-3232/(916) 563-3270
E-Mail:	winnerb@losrios.edu	E-Mail:	winnerb@losrios.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	
<input type="checkbox"/> Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship) <input type="checkbox"/> Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER) <input type="checkbox"/> The Services Contracted: <input type="checkbox"/> are not available within civil service <input type="checkbox"/> cannot be performed satisfactorily by civil service employees <input type="checkbox"/> are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system. <input checked="" type="checkbox"/> The Services are of such an: <input type="checkbox"/> urgent <input checked="" type="checkbox"/> temporary, or <input type="checkbox"/> occasional nature that the delay to implement under civil service would frustrate their very purpose. Justification: Contract term is less than 30 days	

Payment Method	
<input checked="" type="checkbox"/> A. Reimbursement in arrears based on: <input type="checkbox"/> Itemized Monthly <input type="checkbox"/> Itemized Quarterly <input type="checkbox"/> Flat Rate <input checked="" type="checkbox"/> One-time <input type="checkbox"/> B. Advanced Payment <input type="checkbox"/> C. Other, explain:	

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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

Justification of Rates	
Budget is an hourly rate of \$285. The Energy Commission will only be billed for actual hours used.	

Disabled Veteran Business Enterprise Program (DVBE)	
1. <input checked="" 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 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 checked="" type="checkbox"/> Evaluations will be done at the end of the training program. 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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

CONTRACT REQUEST 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	
9. CEC 106, IT Component Reporting Form		<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

EXHIBIT A SCOPE OF WORK

BACKGROUND/PROBLEM STATEMENT

The California Energy Commission (CEC) needs to prepare an annual budget for a training plan for CEC staff to assure that it is identifying professional development opportunities for staff and can provide additional skills and knowledge that foster improvement and career growth.

On Friday, August 10, Christina Edwards of the CEC's Training Office, contacted Bruce Winner of the Los Rios Community College District (LRCCD), and asked for information and availability of a Los Rios Government Training Academy program entitled "Meaningful Performance Appraisals. The course had been designed for another state agency in 2011 and delivered to CA State supervisors and managers throughout the state of California. After discussion, the decision was made to offer the workshop to supervisors and managers from the California Energy Commission.

GOAL OF THE AGREEMENT

The purpose of this contract is to provide supervisors and managers training on how to conduct effective performance appraisals. The supervisors and managers will be trained effectively to do their own performance appraisals for their staff beginning in February 2013.

Summary of Courses Proposed

Five identical one-day workshops will be provided in January 2013 and facilitated by Dennis Wade, a LRCCD and Government Training Academy trainer and workshop developer.

Course Objectives

Upon completion of this module, participants will have:

- Increased their ability to write performance appraisals that add value to their employees' development needs
- Come to appreciate the importance of written appraisals
- Increased their ability to deliver appraisals in a way that contributes to their employees' success

Agenda - Overview

- Why Written Appraisals?
- Planning Work
- Observing Performance
- Developing Capacity to Perform
- Evaluating Performance
- Recognizing Performance
- Action Plan

Course Venue

Courses will all take place in Sacramento, CA at the offices of the LRCCD, Workforce and Economic Development Building at 1410 Ethan Way, Sacramento, CA 95825 (Room 252)

Approach and Intervention Hours

5 full day workshops in Sacramento – 8 hours per day

Total hours 40 hours

Workshop Hours TBD, with approval of both parties

Materials to be used

Participant Guide provided by LRCCD for each participant (*Guide was provided in advance to CA Energy Commission for perusal and approval*)

Timetable

Contract period is January 1, 2013 – June 30, 2013

Proposed Training Dates:

January 3, 10, 11, 17, and 22, 2013 were chosen as course dates. These dates may be changed with the approval of both CEC and LRCCD