

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION


 New Contract - - Amendment to Existing Contract: 600-10-011 Amendment Number: 1

Division	Contract Manager:	MS-	Phone	CM Training Date
600 Fuels and Transportation Division	Aniss Bahreinian	41	916-653-0381	June 26, 2008

Contractor's Legal Name	Federal ID Number
Macro International Inc.	52-0955232

Title of Project
2011 California Vehicle Survey

Term	Start Date	End Date	Amount
New/Original Contract	July / 25 / 11	March / 31 / 13	\$ 673,083

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

Amendment #	End Date (mm/dd/yy)	Amount
1	December/30/2013	

Business Meeting Information

Proposed Business Meeting Date	3/20/13	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Aniss Bahreinian	Time Needed:	minutes

Agenda Item Subject and Description

MACRO INTERNATIONAL. Possible approval of Amendment 1 to Contract 600-10-011 with Macro International for a nine month no-cost time extension to complete a survey that will collect data on both revealed and stated vehicle preferences of California household and commercial LDV fleet owners, and estimate vehicle choice models for both household and commercial sectors... Continue below:

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

Continue from above: The Energy Commission vehicle survey is coordinated with Caltrans travel survey to integrate vehicle and travel survey data for California households. (ERPA funding)

Purpose of the amendment is to allow for more time to complete the contract requirements. The contract has typically collected light duty vehicle survey data for the household and commercial sectors and estimated light duty vehicle demand models that are then used in policy analysis and forecasting transportation fuel demand. The current contract is unique in that it involves interagency collaboration, depends on the completion of Caltrans' California Household Travel Survey (CHTS) and involves integration of both Caltrans' travel survey and Energy Commission's vehicle survey data sets. The last set of CHTS data is due to be completed for delivery by the end of March, and it will take additional time to complete the vehicle survey and use the survey results to estimate vehicle choice models and prepare the reports.



- 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:

Conduct of this kind of survey, and of this volume, requires specialized and extensive organization infrastructure, experience and expertise, currently not in place throughout the civil service system.

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

They offered the highest number of hours among the bidders, and the lowest cost.

Disabled Veteran Business Enterprise Program (DVBE)

1. Not Applicable
2. Meets DVBE Requirements DVBE Amount:\$ 70,415 DVBE %: 10
- Contractor is Certified DVBE
 - Contractor is Subcontracting with a DVBE: SourceOne Communication
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:

SourceOne Communication	<input type="checkbox"/> No	<input type="checkbox"/> SB	<input checked="" type="checkbox"/> MB	<input checked="" 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? 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
- The sampling frame is such that survey execution spans over one year, followed by analysis of data.

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 type="checkbox"/>	N/A	<input checked="" 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

 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