

EXHIBIT A

Scope of Work

PURPOSE

The purpose of this Agreement is to formalize the California Energy Commission's (Energy Commission) membership in the National Association of State Energy Officials (NASEO). This membership allows the Energy Commission staff to connect with key policy and decision makers; and officials from other state and territorial energy offices; and affiliates from the private and public sectors. This membership provides a forum for exchanging information; ideas and resources; and to learn about new funding and partnership opportunities. Additionally, the membership provides an opportunity to guide regional, state and federal government officials toward an understanding of energy's pivotal role in the economy and environment and to inform them about specific energy priorities and concerns to California.

CONTRACT REQUEST FORM (CRF)



A) New Agreement _____ (To be completed by CGL Office)

B) Division	Agreement Manager:	MS-	Phone
160 Office of Governmental Affairs	Mary Cole	30	916-654-4942

C) Contractor's Legal Name	Federal ID Number
National Association of State Energy Officials (NASEO)	52-1474553

D) Title of Project
Annual Membership Dues and Meeting Fees - National Association of State Energy Officials

E) Term and Amount	Start Date	End Date	Amount
	6 / 30 / 2013	9 / 30 / 2014	\$ 19,759

F) Business Meeting Information

Operational agreement (see CAM Manual for list) to be approved by Executive Director

ARFVTP agreements under \$75K delegated to Executive Director.

Proposed Business Meeting Date	06 / 12 / 2013	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Jay Dickenson	Time Needed: 5 minutes	

Please select one list serve. Select

Agenda Item Subject and Description

The purpose of this Agreement is to formalize the California Energy Commission's (Energy Commission) membership in the National Association of State Energy Officials (NASEO). This two-year membership allows the Energy Commission staff to connect with key policy and decision makers; and officials from other state and territorial energy offices; and affiliates from the private and public sectors. The membership also provides a forum for exchanging information; ideas and resources; and to learn about new funding and partnership opportunities.

G) California Environmental Quality Act (CEQA) Compliance

1. Is Agreement considered a "Project" under CEQA?
 Yes (skip to question 2) No (complete the following (PRC 21065 and 14 CCR 15378)):
 Explain why Agreement is not considered a "Project":
 Agreement will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because the agreement is for a membership.

2. If Agreement is considered a "Project" under CEQA:
 a) Agreement **IS** exempt. (Attach draft NOE)
 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 Agreement is exempt under the above section:
 This is a membership.

b) Agreement **IS NOT** exempt. (Consult with the legal office to determine next steps.)
 Check all that apply
 Initial Study Environmental Impact Report
 Negative Declaration Statement of Overriding Considerations
 Mitigated Negative Declaration

H) List all subcontractors (major and minor) and equipment vendors: (attach additional sheets as necessary)

Legal Company Name:	Budget	SB	MB	DVBE
	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I) List all key partners: (attach additional sheets as necessary)

Legal Company Name:



J) Budget Information			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
State - ERPA	12/13		\$9,879
State - ERPA	13/14		\$9,879
Funding Source			\$
Funding Source			\$
Funding Source			\$
R&D Program Area:	Select Program Area	TOTAL:	\$19,758
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

K) Contractor's Administrator/ Officer				Contractor's Project Manager			
Name:	David Terry, Executive Director			Name:	Kate Marks, Deputy Director		
Address:	2107 Wilson Blvd., Suite 850			Address:	2107 Wilson Blvd., Suite 850		
City, State, Zip:	Arlington, VA 22201			City, State, Zip:	Arlington, VA 22201		
Phone:	703-299-8800	Fax:	703-299-6208	Phone:	703-299-8800	Fax:	703-299-6208
E-Mail:	dterry@naseo.org			E-Mail:	Kate@naseo.org		

L) Selection Process Used (For amendments, address amendment exemption or NCB, do not identify solicitation type of original agreement.)	
<input type="checkbox"/> Solicitation	Select Type Solicitation #: _____ - _____ # of Bids: _____ Low Bid? <input type="checkbox"/> No <input type="checkbox"/> Yes
<input type="checkbox"/> Non Competitive Bid	(Attach CEC 96)
<input checked="" type="checkbox"/> Exempt	Membership

M) Contractor Entity Type
<input checked="" type="checkbox"/> Private Company (including non-profits)
<input type="checkbox"/> CA State Agency (including UC and CSU)
<input type="checkbox"/> Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

N) 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

O) Civil Service Considerations
<input checked="" type="checkbox"/> Not Applicable (Agreement 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 type="checkbox"/> The Services are of such an:
<input type="checkbox"/> urgent
<input type="checkbox"/> temporary, or
<input type="checkbox"/> occasional nature
that the delay to implement under civil service would frustrate their very purpose.
Justification:
NASEO is a nonprofit organization created to improve effectiveness and quality of state energy programs and policies and provide leadership on energy issues. It offers energy offices access to educational and technical assistance programs

P) Payment Method
<input type="checkbox"/> A. Reimbursement in arrears based on:
<input 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 checked="" type="checkbox"/> C. Other, explain: Annual Dues Membership

Q) Retention	
1. Is Agreement subject to retention?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If Yes, Will retention be released prior to Agreement termination?	<input type="checkbox"/> No <input type="checkbox"/> Yes



R) Justification of Rates

The rate of \$9,879.64 per membership year is a negotiated rate below the current annual membership rate of \$19,000 and is applicable to two membership years.

S) Disabled Veteran Business Enterprise Program (DVBE)

- 1. Exempt (Interagency/Other Government Entity)
- 2. Meets DVBE Requirements DVBE Amount:\$ 0 DVBE %: _____
 - Contractor is Certified DVBE
 - Contractor is Subcontracting with a DVBE: Name of DVBE Company
- 3. Contractor selected through CMAS or MSA with no DVBE participation.
- 4. Requesting DVBE Exemption (attach CEC 95)

T) Miscellaneous Agreement Information

- 1. Will there be Work Authorizations? No Yes
- 2. Is the Contractor providing confidential information? No Yes
- 3. Is the contractor going to purchase equipment? No Yes
- 4. Check frequency of progress reports
 - Monthly Quarterly Other... _____
- 5. Will a final report be required? No Yes
- 6. Is the Agreement, with amendments, longer than a year? If yes, why? No Yes
 It is a two-year membership.

U) The following items should be attached to this CRF (as applicable)

- 1. Exhibit A, Scope of Work N/A Attached
- 2. Exhibit B, Budget Detail N/A Attached
- 3. CEC 96, NCB Request N/A Attached
- 4. CEC 30, Survey of Prior Work N/A Attached
- 5. CEC 95, DVBE Exemption Request N/A Attached
- 6. CEQA Documentation N/A Attached
- 7. Resumes N/A Attached
- 8. CEC 105, Questionnaire for Identifying Conflicts N/A Attached

Agreement Manager

Date

Office Manager

Date

Deputy Director

Date