

CONTRACT REQUEST FORM (CRF)



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

B) Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Tami Haas	44	916-654-2938

C) Contractor's Legal Name	Federal ID Number
CALSTART	95-4375022

D) Title of Project
Membership in the California Plug-In Electric Vehicle Collaborative

E) Term and Amount	Start Date	End Date	Amount
	06 / 17 / 2013	06 / 30 / 2016	\$ 14,997

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	6 / 12 / 2013	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Tami Haas	Time Needed:	minutes

Please select one list serve. Select

Agenda Item Subject and Description

Possible approval of Agreement [Insert #] with CALSTART, Inc. for up to \$14,997 for membership in the California Plug-In Electric Vehicle Collaborative (PEVC) for three fiscal years (2012/13, 2013/14, and 2014/15). Annual membership fees are \$4,999. Future fiscal year memberships are contingent upon the availability of funds for these purposes. This membership allows the Energy Commission to participate in PEVC working groups which will assist in the Energy Commission's strategic deployment of electric vehicle service equipment under the Alternative and Renewable Fuel and Vehicle Technology Program.

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 Agreement is for a membership in PEV Collaborative working group.

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: _____

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
N/A	\$ 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:
Plug-in Electric Vehicle Collaborative



J) Budget Information			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTF	2011/2012	600.118A	\$4,999
ARFVTF	2012/2013	600.118B	\$4,999
ARFVTF	2013/2014	600.118C	\$4,999
Funding Source			\$
Funding Source			\$
R&D Program Area:	Select Program Area	TOTAL:	\$14,997
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

K) Contractor's Administrator/ Officer				Contractor's Project Manager			
Name:	Josh Boone			Name:	Josh Boone		
Address:	1001 I Street			Address:	1001 I Street		
City, State, Zip:	Sacramento, CA 95814			City, State, Zip:	Sacramento, CA 95814		
Phone:	916-572-8510	Fax:	- -	Phone:	916-572-8510	Fax:	- -
E-Mail:	jboone@pevcollaborative.org			E-Mail:	jboone@pevcollaborative.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 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:	

P) 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:			

Q) Retention	
1. Is Agreement subject to retention?	<input 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

S) Disabled Veteran Business Enterprise Program (DVBE)
1. <input type="checkbox"/> Exempt (Interagency/Other Government Entity)
2. <input type="checkbox"/> Meets DVBE Requirements DVBE Amount:\$ <u>0</u> DVBE %: _____
<input type="checkbox"/> Contractor is Certified DVBE
<input type="checkbox"/> Contractor is Subcontracting with a DVBE: <u>Name of DVBE Company</u>
3. <input type="checkbox"/> Contractor selected through CMAS or MSA with no DVBE participation.
4. <input checked="" type="checkbox"/> Requesting DVBE Exemption (attach CEC 95)

T) Miscellaneous Agreement 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"/> N/A
5. Will a final report be required? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
6. Is the Agreement, with amendments, longer than a year? If yes, why? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

U) The following items should be attached to this CRF (as applicable)
1. Exhibit A, Scope of Work <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Attached
2. Exhibit B, Budget Detail <input checked="" type="checkbox"/> N/A <input 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 type="checkbox"/> N/A <input checked="" type="checkbox"/> Attached
6. CEQA Documentation <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"/> N/A <input checked="" type="checkbox"/> Attached

_____ _____ _____ _____ _____ _____
 Agreement Manager Date Office Manager Date Deputy Director Date

EXHIBIT A

Scope of Work

PURPOSE

The purpose of this agreement is to fund the Energy Commission's membership in the California Plug-In Electric Vehicle Collaborative (PEVC).

BACKGROUND:

The California PEV Collaborative is a multi-stakeholder, public-private effort working to ensure a strong and enduring transition to a Plug-in Electric Vehicle (PEV) market in California. The Collaborative includes elected and appointed officials, automakers, utilities, infrastructure providers, environmental organizations and others. The Collaborative published "*Taking Charge: Establishing California Leadership in the Plug-in Electric Vehicle Marketplace*," and has established working groups to help carry out the recommendations in the report.

As a member of the PEVC, the Energy Commission will continue its participation in discussing and formulating strategies for the effective rollout of PEVs and PEV charging infrastructure. The Energy Commission will provide the Collaborative with important information on its ongoing deployment of PEV infrastructure and development of Regional PEV Readiness Plans and the Energy Commission will benefit from work performed in the PEVC's working groups comprised of key stakeholders. The Energy Commission's staff participation in working groups will provide up-to-date information on various PEV topics such as infrastructure, government incentives, research and market expansion and provide a forum for exchange of ideas essential to the successful deployment of PEVs in California. This success will contribute to the Energy Commission's policy goals of reducing greenhouse gas emissions and petroleum consumption.

SCOPE OF WORK:

The Energy Commission will pay a membership fee of \$4,999 for FY 2012/2013, \$4,999 for FY 2013/2014, and \$4,999 for FY 2014/2015. The annual fee provides the Energy Commission membership in the PEVC, which entails the following:

- Participation in working groups comprised of key stakeholders;
- The opportunity to gain up-to-date information on various PEV topics such as infrastructure, government incentives, research and market expansion;
- A forum to collaborate with stakeholders in the PEV community; and
- PEV staff support for programs and projects as part of its Alternative and Renewable Fuels and Vehicle Technology Program (ARFVTP).