

CONTRACT REQUEST FORM (CRF)



A) New Agreement 400-13-006 (To be completed by CGL Office)

B) Division	Agreement Manager:	MS-	Phone
400 Efficiency Renewable Energy Division	Maunee Berenstein	25	916-653-1639

C) Contractor's Legal Name	Federal ID Number
Benningfield Group, Inc.	27-0268309

D) Title of Project
Appliance Market Survey

E) Term and Amount	Start Date	End Date	Amount
	2 / 3 / 2014	06 / 30 / 2015	\$ 259,000

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	1 / 15 / 2014	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Maunee Berenstein	Time Needed:	10 minutes

Please select one list serve. Efficiency

Agenda Item Subject and Description

Possible approval of Contract 400-13-006 with Benningfield Group, Inc. in the amount of \$259,000.00 to perform an appliance market survey throughout the state to assess the compliance of 27 appliances regulated under Title 20.

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 contract consists only of a visual survey of appliances being sold or offered for sale in California.

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

<input type="checkbox"/> Initial Study	<input type="checkbox"/> Environmental Impact Report
<input type="checkbox"/> Negative Declaration	<input type="checkbox"/> Statement of Overriding Considerations
<input type="checkbox"/> 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
Veteran Enterprises	\$ 18,500	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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
ERPA- SEP	2013-2014	400.005	\$259,000
Funding Source			\$
R&D Program Area:	Select Program Area	TOTAL:	\$259,000
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #: DE-EE0003941	

K) Contractor's Administrator/ Officer				Contractor's Project Manager			
Name:	Brian Selby			Name:	Brian Selby		
Address:	400 Plaza Drive, Suite 120			Address:	400 Plaza Drive, Suite 120		
City, State, Zip:	Folsom, CA 95630			City, State, Zip:	Folsom, CA 95630		
Phone:	916-293-4636	Fax:	916-404-0422	Phone:	916-293-4636	Fax:	916-404-0422
E-Mail:	brian.selby@benningfieldgroup.com			E-Mail:	brian.selby@benningfieldgroup.com		

L) Selection Process Used (For amendments, address amendment exemption or NCB, do not identify solicitation type of original agreement.)							
<input checked="" type="checkbox"/>	Solicitation	Select Type	Solicitation #:	IFB-13-402	# of Bids:	3	Low Bid? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
<input type="checkbox"/>	Non Competitive Bid (Attach CEC 96)						
<input type="checkbox"/>	Exempt Select Exemption (see instructions)						

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 type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
If yes, check appropriate box:		<input checked="" type="checkbox"/> SB	<input checked="" type="checkbox"/> MB <input type="checkbox"/> DVBE

O) Civil Service Considerations	
<input 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 checked="" type="checkbox"/>	The Services Contracted: <ul style="list-style-type: none"> <input type="checkbox"/> are not available within civil service <input type="checkbox"/> cannot be performed satisfactorily by civil service employees <input checked="" 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: <ul style="list-style-type: none"> <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:	
To staff's knowledge, there are no state agencies that provide appliance market survey services.	

P) Payment Method	
<input checked="" type="checkbox"/>	A. Reimbursement in arrears based on: <ul style="list-style-type: none"> <input checked="" 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 type="checkbox"/>	C. Other, explain:

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



R) Justification of Rates
Rates are consistent with industry standards as identified by bids submitted from other companies.

S) Disabled Veteran Business Enterprise Program (DVBE)
1. <input type="checkbox"/> Exempt (Interagency/Other Government Entity)
2. <input checked="" type="checkbox"/> Meets DVBE Requirements DVBE Amount:\$ <u>18,500</u> DVBE %: <u>7%</u> <input type="checkbox"/> Contractor is Certified DVBE <input checked="" type="checkbox"/> Contractor is Subcontracting with a DVBE: <u>Veteran Enterprises</u>
3. <input type="checkbox"/> Contractor selected through CMAS or MSA with no DVBE participation.
4. <input 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other... _____
5. Will a final report be required? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
6. Is the Agreement, with amendments, longer than a year? If yes, why? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Additional time needed to collect sufficient information for appliance surveys.

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 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. 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 type="checkbox"/> Attached

 Agreement Manager Date Office Manager Date Deputy Director Date

Exhibit A SCOPE OF WORK

TASK LIST

Task #	CPR	Task Name
1	N/A	Administration
2		Catalog and Internet Surveys
3		Retail/Wholesale Store Surveys
4		Additional Surveys as Needed
5		Final Summary Report of All Surveys

ACRONYMS/GLOSSARY

Specific acronyms and terms used throughout this scope of work are defined as follows:

Acronym	Definition
CAM	Commission Agreement Manager
Energy Commission	California Energy Commission

BACKGROUND/PROBLEM STATEMENT

The California Energy Commission's (Energy Commission) Appliance Efficiency Program was developed to increase the energy efficiency of appliances sold or offered for sale to California consumers and businesses. Under the Warren-Alquist Act [Public Resources Code § 25402(c)(1)], the Energy Commission is directed to develop, implement, and enforce standards that require either appropriate minimum energy or water efficiencies or maximum energy or water consumption allowances for each category of regulated appliances. To accomplish this Appliance Efficiency Regulations (Regulations) found in the California Code of Regulations, Title 20, Division 2, Chapter 4, Article 4, Sections 1601-1608), were adopted on November 3, 1976.

The Regulations apply to new appliances if they are "sold or offered for sale in California." Periodically it is necessary to survey the marketplace to determine which regulated appliances are being sold or offered for sale in California, and evaluate them for compliance with appliance efficiency regulations.

GOALS and OBJECTIVES OF THE AGREEMENT

The Contractor will conduct surveys of new appliances sold or offered for sale in California in retail and wholesale outlets, through catalogs, and via the internet. The purpose of this survey will be to assess the extent of compliance with the Regulations. The results of the market surveys will enable the Energy Commission to focus its enforcement efforts on; (1) those regulated appliance types for which the most non-compliance occurs; and (2) those market participants who are most non-compliant.

The Contractor shall perform wholesale, retail, internet and catalog market surveys for each of the appliances shown in the list of Appliances to be Surveyed below. For the Energy Commission to make the best use of limited resources, the list of Appliances to be Surveyed may be prioritized according to appliance category by the Commission Agreement Manager (CAM). The contractor

shall permit the CAM or appropriate Energy Commission staff to accompany the surveyors during the performance of their duties; and in addition, demonstrate to Energy Commission staff the steps taken to select the survey sites, and record and report the data collected.

Appliances to be Surveyed
Ceiling Fan Light Kits
Ceiling Fans (Excluding Low-Profile Ceiling Fans)
Clothes Dryers
Clothes Washers
Commercial Convection Ovens
Commercial Hot Food Holding Cabinets
Commercial Ice Makers (Automatic Commercial Ice Makers)
Commercial Pre-Rinse Spray Valves
Commercial Range Tops
Compact Audio Products
Compact Fluorescent Lamps
Computer Room Air-Cooled Air Conditioners
Computer Room Water-Cooled Air Conditioners
Consumer Battery Charger Systems
Faucets (Kitchen & Bath)
Florescent Lamp Ballasts
General Service Incandescent Lamps
Infrared Gas Space Heaters (Patio Heaters & Non-Patio Heaters)
Metal Halide Luminaires
Portable (Spot) Air Conditioners
Portable Luminaires
Refrigerated Canned/Bottled Beverage Vending Machines
Refrigerators w/o Doors (Reach-in Cabinets)
Residential Pool Pumps
Residential Wine Chillers
Showerheads
Tub Spout Diverters
To Be Determined *

* The CAM may request additional appliance types be surveyed. It is anticipated that such requests would be made for purposes of gathering information to respond to or address specific enforcement matters received by the Energy Commission, or to collect compliance data on a given appliance type (see Task 4).

FORMAT/REPORTING REQUIREMENTS

Deliverables/Reports

When creating reports, the Contractor shall use and follow, unless otherwise instructed in writing by the CAM, the latest version of the Consultant Reports Style Manual published on the Energy Commission's web site:

http://www.energy.ca.gov/contracts/consultant_reports/index.html

Each final deliverable shall be delivered as one original, reproducible, 8 ½" by 11", camera-ready master in black ink. Illustrations and graphs shall be sized to fit an 8 ½" by 11" page and readable if printed in black and white.

Electronic File Format

The Contractor shall deliver an electronic copy (CD ROM or memory stick or as otherwise specified by the CAM) of the full text in a compatible version of Microsoft Word (.doc).

The following describes the accepted formats of electronic data and documents provided to the Energy Commission as contract deliverables and establishes the computer platforms, operating systems and software versions that will be required to review and approve all software deliverables.

- Data sets shall be in Microsoft (MS) Access or MS Excel file format.
- PC-based text documents shall be in MS Word file format.
- Documents intended for public distribution shall be in PDF file format, with the native file format provided as well.
- Project management documents shall be in MS Project file format.

Software Application Development

If this scope of work includes any software application development, including but not limited to databases, websites, models, or modeling tools, contractor shall utilize the following standard Application Architecture components in compatible versions:

- Microsoft ASP.NET framework (version 3.5 and up) Recommend 4.0
- Microsoft Internet Information Services (IIS), (version 6 and up) Recommend 7.5
- Visual Studio.NET (version 2008 and up) Recommend 2010
- C# Programming Language with Presentation (UI), Business Object and Data Layers
- SQL (Structured Query Language)
- Microsoft SQL Server 2008, Stored Procedures Recommend 2008 R2
- Microsoft SQL Reporting Services Recommend 2008 R2
- XML (external interfaces)

Any exceptions to the Software Application Development requirements above must be approved in writing by the Energy Commission Information Technology Services Branch.

TASK 1: AGREEMENT MANAGEMENT

Task 1.1 Kick-off Meeting

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement.

The Contractor shall:

- Attend a “kick-off” meeting with the CAM, the Commission Agreement Officer (CAO), and a representative of the Accounting Office. If the contractor is located in Northern California, the kick-off meeting shall be held at the California Energy Commission offices at 1516 9th Street, Sacramento, CA. If the contractor is located in Central or Southern California, the kick-off meeting will be held via WebEx or telephone conference call. The date, time and location of the kick-off meeting shall be scheduled by the Contract Manager. The purpose of the meeting will be to discuss the tasks in the Scope of Work and the administrative requirements of the Agreement. The Contractor shall include their Project Manager, Contracts Administrator, Accounting Officer, and others designated by the CAM in this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting.
- If necessary, prepare an updated Schedule of Deliverables based on the decisions made in the kick-off meeting.

The CAM shall:

- Arrange the meeting including scheduling the date and time.
- Prior to the kick-off meeting, provide an agenda to all potential meeting participants.

Deliverables:

- An Updated Schedule of Deliverables (if applicable)

TASK 1.2 Invoices**The Contractor shall:**

- Prepare invoices for all reimbursable expenses incurred performing work under this Agreement in compliance with the Terms and Conditions of the Agreement. Invoices shall be submitted consistent with the frequency of progress reports. Invoices must be submitted to the Energy Commission’s Accounting Office.

Deliverables:

- Invoices

TASK 1.3 Manage Subcontractors

The goal of this task is to ensure quality products, to enforce subcontractor Agreement provisions, and in the event of failure of the subcontractor to satisfactorily perform services, recommend solution to resolve the problem.

The Contractor shall:

- Manage and coordinate subcontractor activities. The Contractor is responsible for the quality of all subcontractor work and the Energy Commission will assign all work to the Contractor. If the Contractor decides to add new subcontractors, they shall 1) comply with the terms and conditions of the contract, and 2) notify the CAM who will follow the Energy Commission’s process for adding or replacing subcontractors.

Task 1.4 Progress Reports

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement.

The Contractor shall:

- Prepare progress reports which summarize all Agreement activities conducted by the Contractor for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due to the CAM within 15 calendar days after the end of the reporting period. The CAM will provide the format for the progress reports.

Deliverables:

- Monthly Progress Reports and a descriptive labor report documenting the time and task each person performed that month.

TASK 2: CATALOG AND INTERNET SURVEYS

The Contractor shall:

- Search catalogs and websites verifying that models of each category in the list of Appliances to be Surveyed is found in a minimum of eight (8) catalogs and/or websites, when possible. In instances where a catalog cannot be obtained for any particular appliance type, then a website or web catalog may be substituted. Other website types may be surveyed if deemed appropriate by the Contractor or CAM, including manufacturer or distributor websites, to ensure that all appliance types are surveyed. Included in the websites searched shall be at least one auction-type website (for example, eBay and craigslist) to determine if regulated new appliances are being made available to California purchasers through these types of websites.
- Survey the twenty seven (27) regulated appliance categories shown in the list of Appliances to be Surveyed which are offered for sale in California through the internet or through manufacturer's catalogs.
- In addition, the Contractor may also be asked by the CAM to survey additional regulated appliance types not listed in the list of Appliances to be Surveyed. See Task 4.
- If possible and when allowed by the website, make note of the number of units available for sale.
- Compile a list of appliance models of each of the twenty-seven (27) categories of appliances specified in the list of Appliances to be Surveyed that are being sold or offered for sale in California as determined through catalogs and internet site surveys.
- When compiling this list, compare the models surveyed to those active models which are listed in the Energy Commission's Appliance Database and identify the surveyed models that are not in the Database. For those models not found in the Database, indicate whether the statement "not for sale in California" was present.
- Compile interim data sets containing survey data gathered during the first half of the contract period. The data shall be submitted to the CAM in an electronic format suitable for sorting, filtering and further analysis; such as, Microsoft Excel. Interim data sets may be requested more frequently by the CAM.
- Upon completion of the surveys, compile final data sets of all survey data gathered during the contract period. The data shall be submitted in an electronic format suitable for sorting, filtering and further analysis by the CAM. The CAM understands that a comprehensive list of appliance models sold through the internet or through websites on the internet may not be feasible.

The following data shall be displayed in the interim and completed survey data sets:

- Where a catalog search is performed (name of the catalog)
- Internet address (hyperlink) of each site searched

- Store or business name, address, contact information, and internet address(s)
- Dates of internet/catalog queries
- Physical location of the manufacturer (address, including country)
- Complete list of appliance models that were surveyed. For each appliance model, list:
 - Appliance category
 - Manufacturer's name
 - Brand name
 - Model number
 - Where multiple numbers are present that could be considered a model number, the contractor shall make note of all numbers (including but not limited to model#, SKU# and stock#, but not UPC#) and compare all numbers with the appliance database to avoid erroneous non-compliance determinations.
 - Date model was manufactured (if available)
 - Whether the model complies with the marking requirements of the Regulations (if able to determine)
 - Whether the model appears in the Energy Commission's Active Appliance Database
 - For non-complying or non-certified models, include a notation stating whether the website or catalog states that those models cannot be sold or offered for sale in California.
 - If the model is a ceiling fan with lights, a ceiling fan light kit, or a portable luminaire, indicate if it came with a compliant light bulb.
 - An indication of any information itemized in this list that was not available at the time of the survey.
 - Periodically review the data collected for accuracy by 1) re-verifying the appliance is or is not in the Energy Commission's Appliance Database, and 2) confirming the accuracy of the model number utilizing the internet.

Deliverables:

- Interim Catalog/Internet Survey Data Sets
- Final (completed) Catalog/Internet Survey Data Sets

TASK 3: RETAIL / WHOLESALE STORE SURVEYS

The Contractor shall:

- Develop, for the review and approval of the CAM, a list of the physical locations of retail/wholesale store survey sites prior to beginning the survey work. The list of sites shall include the name of the store or business, address, and appliance(s) to be surveyed at the specified locations. This list shall include a minimum of ten (10) physical locations each within Northern, Central, and Southern California (for a total of 30 sites), and shall be comprised of a representative amount of small and large sized businesses as appropriate. Whenever possible, multiple appliance categories shall be surveyed at each location. The contractor shall be allowed to self-select up to two (2) additional sites per approved site visit while in the field, as long as the site is likely to carry at least three (3) appliance types. This will allow for sites to be captured that may have been overlooked during the initial site search.
- Survey the twenty-seven (27) appliance categories listed in the list of Appliances to Survey which are sold or offered for sale in California through retail/wholesale/distributor sites.
- In addition, the contractor may also be asked by the CAM to survey additional regulated appliance types not listed in the list of Appliances to be Surveyed. See Task 4.

- Compile a list of all appliance models of each of the twenty-seven groups of appliances specified above that the surveys find are being sold or offered for sale through retail/wholesale stores in California.
- When compiling this list, compare the models surveyed to those active models which are listed in the Energy Commission's Appliance Database and identify the surveyed models that are not in the Database.
- Prepare interim data sets containing survey data gathered during the first half of the contract period. The data shall be submitted in an electronic format suitable for sorting, filtering and further analysis by the CAM. The CAM may request interim reports whenever deemed necessary to facilitate enforcement efforts.
- Periodically review the data collected for accuracy by 1) re-verifying the appliance is or is not in the Energy Commission's Appliance Database, and 2) confirming the accuracy of the model number utilizing the internet.
- Upon completion of the surveys, compile data sets of all survey data gathered during the contract period.

The following data shall be displayed in the interim and final (completed) data sets:

- Store or Business name, address and phone number
- Date of visit
- Name and title of contact person(s)
- Complete list of appliance models that were surveyed. For each appliance model, list:
 - Appliance category
 - Manufacturer's name
 - Brand name
 - Model number
 - Where multiple numbers are present that could be considered a model number, the contractor shall make note of all numbers (including but not limited to model#, SKU# and stock#, but not UPC#) and compare all numbers with the appliance database to avoid erroneous non-compliance determinations.
 - Date model was manufactured (if available).
 - If the model is a ceiling fan with lights, a ceiling fan light kit, or a portable luminaire, indicate if it came with a compliant light bulb.
 - Whether the model complies with the marking requirements of the Regulations (if able to determine).
 - Whether the model appears in the Energy Commission's Active Appliance Database.
 - An indication of any information itemized in this list that was not available at the time of the survey.

Deliverables:

- List of Sites (physical locations) to be surveyed
- Interim Wholesale/Retail Store Survey Data Sets
- Final (Completed) Wholesale/Retail Store Survey Data Sets

TASK 4: ADDITIONAL SURVEYS AS NEEDED

The CAM may request additional appliances or other specific sales venues to be surveyed. It is anticipated that such requests would be made for purposes of gathering information to respond to or address specific enforcement matters received by the Energy Commission, to collect data for a newly regulated appliance type, or for general data collection. In response to specific enforcement matters, photographs from the survey site may be requested. This additional work will be similar to that in Task 3 but may be abbreviated at the direction of the

CAM.

TASK 5: FINAL SUMMARY REPORT OF ALL SURVEYS

The Contractor shall:

- Prepare and submit a draft outline of the Final Summary Report format for review and approval. The CAM will provide written comments to the Contractor on the draft format outline. The Contractor shall review the comments and discuss any issues with the recommended changes with the CAM.
- Prepare and submit the final outline of the Final Summary Report, incorporating CAM comments.
- Prepare a Draft Summary Report summarizing the results of all the retail/wholesale, catalog and internet surveys performed, and submit the draft report to the CAM for review and approval. The draft report shall include a summary table of each appliance surveyed and the Contractor’s analysis of any non-compliance found. The draft report shall also include a review of survey methods and any problems encountered during the survey work. The draft report shall be submitted in a Microsoft Word for Windows format.
- Review the Draft Summary Report with the CAM and incorporate any agreed-upon changes into the final version of the report both in printed form, and electronically on CD Rom or DVD.
- Submit a CD Rom or DVD containing the raw survey data.

Deliverables:

- Draft Outline of the Final Summary Report
- Final Outline of the Final Summary Report
- Draft Summary Report
- Final Summary Report
- CD Rom or DVD Containing Raw Survey Data

SCHEDULE OF DELIVERABLES AND DUE DATES

Task Number	Task Name/Deliverable	Due Date
1	ADMINISTRATION	
1.1	Kick-off Meeting	February 3, 2014
1.1	An Updated Schedule of Deliverables (if applicable)	February 3, 2014
1.2	Invoices	With monthly progress reports
1.3	Manage Subcontractors	N/A
1.4	Monthly Progress Reports	Monthly during term of agreement
2	CATALOG AND INTERNET SURVEYS	
	Interim Catalog/Internet Survey Data Sets	August 1, 2014
	Final (completed) Catalog/Internet Survey Data Sets	April 30, 2015
3	RETAIL/WHOLESALE STORE SURVEYS	
	List of Sites (physical locations) to be surveyed	February 10, 2014 and ongoing
	Interim Wholesale/Retail Store Survey Data Sets	August 1, 2014
	Final (completed) Wholesale/Retail Store Survey Data Sets	April 30, 2015

5	FINAL SUMMARY REPORT OF ALL SURVEYS	
	Draft Outline of the Final Summary Report	April 15, 2015
	Final Outline of the Final Summary Report	April 22, 2015
	Draft Summary Report	May 1, 2015
	Final Summary Report	June 1, 2015
	CD Rom or DVD containing raw survey data	June 1, 2015

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: BENNINGFIELD GROUP, INC.

RESOLVED, that the State Energy Resources Conservation and Development Commission (Energy Commission) approves Agreement 400-13-006 with **Benningfield Group, Inc.**, for **\$259,000** to perform a statewide appliance market survey to assess the compliance of 27 appliances regulated under Title 20.

FURTHER BE IT RESOLVED, that this document authorizes the Executive Director to execute the same on behalf of the Energy Commission.

CERTIFICATION

The undersigned Secretariat to the Commission does hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted at a meeting of the California Energy Commission held on January 15, 2014.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Harriet Kallemeyn,
Secretariat