STATE OF CALIFORNIA

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 01/13) CALIFORNIA ENERGY COMMISSION

A) New Agreement 600-15-004 (To be completed by CGL Office)

B) Division	**Agreement Manager:**	**MS-**	**Phone**
600 Fuels and Transportation Division	David Nichols	27	916-654-4604

C) Contractor's Legal Name	**Federal ID Number**
California Community Colleges Chancellor's Office	68-0230373

D) Title of Project
ARFVTP Apprenticeship Training Contract

E) Term and Amount	**Start Date**	**End Date**	**Amount**
	09 / 15 / 2015	09 / 28 / 2018	$ 250,000

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	08 / 12 / 2015	☐ Consent	☒ Discussion
Business Meeting Presenter	David Nichols	Time Needed:	5 minutes

Please select one list serve. Altfuels (AB118- ARFVTP)

Agenda Item Subject and Description

Proposed resolution approving agreement 600-15-004 with the California Community Colleges Chancellor's Office (CCCCO) for a $250,000 agreement to plan and implement an alternative fuels and advanced vehicle technology apprenticeship training program. Currently, there is a lack of trained individuals to service the growing alternative fuels market within the state. This contract will provide training funds, and will include, but not be limited to classroom training and online training through the Community Colleges, and training from businesses participating with the California Community colleges in clean fuels and advanced transportation technologies, to increase the number of individuals able to repair and maintain alternatively fueled vehicles for California's growing clean vehicles market.

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 .

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 an apprenticeship training contract that does not include the purchase of equipment, or the building of facilities (i.e., there is no construction involved in this project). The apprenticeship activity involved in the training is performed online and within existing facilities such as classrooms. For these reasons, it can be seen with certainty that the activity in question will not have a significant effect on the environment and is therefore not subject to CEQA pursuant 14 C.C.R. § 15061(b)(3).

☐ 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	☐	☐	☐
	$ 0	☐	☐	☐
	$ 0	☐	☐	☐

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
ARFVTF	14/15	601.118G	$250,000
Funding Source			$
Funding Source			$
Funding Source			$
Funding Source			$
R&D Program Area: N/A		TOTAL:	$250,000
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

K) Contractor's Administrator/ Officer				Contractor's Project Manager			
Name:	Wendy Lozoya			Name:	John Dunn		
Address:	1102 Q Street			Address:	1102 Q Street		
City, State, Zip:	Sacramento, CA 95814			City, State, Zip:	Sacramento, CA 95814		
Phone:	916-327-5906	Fax:	916-324-6268	Phone:	916-445-8026	Fax:	916-324-6268
E-Mail:	wlozoya@cccco.edu			E-Mail:	jdunn@cccco.edu		

L) Selection Process Used (For amendments, address amendment exemption or NCB, do not identify solicitation type of original agreement.)

☐ Solicitation Select Type Solicitation #: ____-____-____ # of Bids: _____ Low Bid? ☐ No ☐ Yes
☐ Non Competitive Bid *(Attach CEC 96)*
☒ Exempt Interagency

M) Contractor Entity Type

☐ 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)*

N) Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE? ☒ No ☐ Yes

If yes, check appropriate box: ☐ SB ☐ MB ☐ DVBE

O) Civil Service Considerations

☒ Not Applicable (Agreement is with a CA State Entity or a membership/co-sponsorship)
☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
☐ 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:
Other Governmental Agency

P) Payment Method

☒ A. Reimbursement in arrears based on:
☒ Itemized Monthly ☐ Itemized Quarterly ☐ Flat Rate ☐ One-time
☐ B. Advanced Payment
☐ C. Other, explain:

Q) Retention

1. Is Agreement subject to retention? ☒ No ☐ Yes
   If Yes, Will retention be released prior to Agreement termination? ☐ No ☐ Yes

R) Justification of Rates

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: _____
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- Biannual reports for data on apprenticeship participation.
5. Will a final report be required? ☐ No ☒ Yes
6. Is the Agreement, with amendments, longer than a year? If yes, why? ☐ No ☒ Yes
   Other Governmental Agency/ NA

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		☒ Attached

Agreement Manager	Date	Office Manager	Date	Deputy Director	Date

Exhibit A
SCOPE OF WORK

TASK LIST

Task #	Task Name
1	Agreement Management
2	Apprenticeship Plan Submission
3	Implementation of Approved Apprenticeship Training Plan
4	Apprenticeship Training Program Reporting

ACRONYMS/GLOSSARY

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

Acronym	Definition
AB 8	Assembly Bill 8
AB109	Assembly Bill 109
AB 118	Assembly Bill 118
ARFVTP	Alternative Renewable Fuel and Vehicle Technology Program
Contractor	California Community Colleges Chancellor's Office
CAM	Commission Agreement Manager
Energy Commission	The California Energy Commission

BACKGROUND/PROBLEM STATEMENT

Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007) created the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP). This statute, amended by Assembly Bill 109 (Núñez, Chapter 313, Statutes of 2008) and later by Assembly Bill 8 (Perea, Chapter 401, Statutes of 2013), authorizes the California Energy Commission (Energy Commission) to enter into "Workforce training related to advanced energy technology designed to reduce air pollution, including state-of-the-art equipment and goods, and new processes and system. Workforce training initiatives funded shall be broad-based partnerships that leverage other public and private job training programs and resources. These partnerships may include, though are not limited to, employers, labor unions, labor management partnerships, community organizations, workforce investment boards, postsecondary education providers, including community colleges, and economic development agencies." Assembly Bill 8 extends funding for ARFVTP until January 1, 2024.

GOAL OF THE CONTRACT

The goal of this contract is to develop and fund advanced transportation workforce apprenticeship training through the California Community Colleges Chancellor's Office (Contractor). To the extent possible, Contractor should focus on the participation of veterans and persons living in underserved and disadvantaged.

OBJECTIVE OF THE AGREEMENT

The objective of this agreement is to develop and fund an alternative fuels and advanced vehicle technology workforce apprenticeship training program to increase the number of individuals able to repair and maintain alternative fueled vehicles for California's growing clean vehicles market.

FORMAT/REPORTING REQUIREMENTS

Deliverables/Reports

When creating reports, the Contractor shall use and follow, unless otherwise instructed in writing by the Commission Agreement Manager (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.

ADMINISTRATIVE TASKS

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 Contracts Officer, and a representative of the Accounting Office. The meeting will be held in Sacramento, CA and the CAM will designate the specific location. 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.

- Provide an agenda to all potential meeting participants prior to the kick-off meeting.

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 Exhibit B of the Terms and Conditions of the Agreement. Invoices shall be submitted as the Contractor deems necessary. 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 Agreement, 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 within 15 calendar days after the end of the reporting period. The CAM will provide the format for the progress reports.

Deliverables:
- Quarterly Progress Reports

Task 1.5 Final Report
The goal of this task is to prepare a comprehensive written Final Report that describes the original purpose, approach, results and conclusions of the work completed under this Agreement. The Final Report shall be prepared in language easily understood by the public or layperson with a limited technical background.

The Final Report must be completed before the termination date of the Agreement in accordance with the Schedule of Deliverables.

The Final Report shall be a public document. If the Contractor has obtained confidential status from the Energy Commission and will be preparing both a public and a confidential version of the Final Report, the Contractor shall perform the following subtasks for both the public and confidential versions of the Final Report.

Task 1.5.1 Final Report

The Contractor shall:
- Prepare the Final Report for this Agreement

- Submit the Final Report for review and comment. The CAM will provide written comments to the Contractor. The Contractor shall review the comments and discuss any issues with the recommended changes with the CAM.

- Prepare and submit the Final Report, incorporating CAM comments.

Deliverables:
- Final Report

Task 1.6 Final Meeting
The goal of this task is to discuss closeout of this Agreement and review the project.

The Contractor shall:
- Meet with Energy Commission staff prior to the term end date of this Agreement. The meeting will be held in Sacramento, CA and the CAM will designate the specific location. This meeting will be attended by the Contractor Project Manager and the CAM. The CAM will determine any additional appropriate meeting participants. The administrative and technical aspects of Agreement closeout will be discussed at the meeting.

- Present findings, conclusions, and recommended next steps (if any) for the Agreement, based on the information included in the Final Report.

- Prepare a written document of meeting agreements and unresolved activities.

- Prepare a schedule for completing the closeout activities for this Agreement, based on determinations made within the meeting.

Deliverables:
- Written documentation of meeting agreements
- Schedule for completing closeout activities

<u>TECHNICAL TASKS</u>

Task 2 Submit A Workforce Apprenticeship Training Plan For Approval

The goal of this task is to develop and submit a plan ("Apprenticeship Workforce Training Plan") of how the Contractor shall deliver apprenticeship training for the ARFVTP. The Workforce Training Plan is subject to the review and approval of the Commission Agreement Manager.

The Contractor shall:
Prepare and submit a plan that will be used for workforce training.
- The plan shall include (as applicable):
  - How and where apprenticeship trainees will be recruited for training
  - Any current apprenticeship pathways that the Contractor is using and which the Contractor also plans to use for this Workforce Training Plan.
  - Any costs associated with recruiting apprenticeship trainees
  - Targeted costs for training each apprenticeship participant
  - Types of apprenticeship training available (i.e. fuel type, vehicle technology, organization or business)
  - How the apprentice participant will be tracked from the start of the training through completion of training, certificates (or equivalent) earned, and job placement
  - Estimate of match funding, cash or in-kind
  - Steps to include veterans and persons from underserved communities
- Submit Draft Apprenticeship Workforce Training Plan to CCM for review
  Submit Final Apprenticeship Workforce Training Plan to CCM for written approval

Deliverables:

- Draft Apprenticeship Workforce Training Plan
- Final Apprenticeship Workforce Training Plan

[NOTE: NO WORK MAY PROCEED WITHOUT WRITTEN APPROVAL OF THE CAM]

Task 3 Implementation of Approved Apprenticeship Workforce Training Plan
The goal of this task is to implement the approved apprenticeship training plan.

The Contractor shall:

- Implement the apprenticeship workforce training in accordance with the approved training plan.
- Provide information on the operation and oversight of the approved Workforce Apprenticeship Workforce Training Plan, including:
    - Activities related to monitoring the program
    - Challenges in implementing the program
    - Proposed solutions to challenges faced in implementing the program
    - Information the Contractor deems essential to the success of the program

Deliverables:

- None. Progress shall be reported in Quarterly Progress Reports

Task 4 Apprenticeship Training Reporting
The goal of this task is to provide data specific to apprenticeship trainee enrollees on a biannual basis. If data Contractor collects from enrollees includes personal data as defined by the Information Practices Act (Cal. Civ. Code § 1798.3(a)), Contractor shall comply with the Information Practices Act (Cal. Civ. Code §§ 1798 *et seq*.). Compliance includes, but is not limited to, working with the Energy Commission to develop appropriate notice pursuant to Cal. Civ. Code § 1798.17. Reporting data and dates may be adjusted by approval of the CAM.

The Contractor shall prepare and submit a report of specific data that includes, but may not be limited to:

- Type of apprenticeship training
- Number of trainees enrolled
- Trainees that are already employed in the industry
- Trainees that are new to the industry
- Number of trainees that complete apprenticeship training
- Number of trainees that do not complete apprenticeship training and, if known, why
- Names of organizations/companies providing apprenticeship positions
- Certificates, and or credits earned by apprenticeship trainees
- Apprenticeship funding per trainee
- Job placement status upon apprenticeship completion (as applicable)

Deliverables:

Apprenticeship Workforce Training Report (Biannually)

RESOLUTION NO:

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

RESOLVED, that the State Energy Resources Conservation and Development Commission (Energy Commission) adopts the staff CEQA findings contained in the Agreement Request Form; and

RESOLVED, that the Energy Commission approves Agreement 600-15-004 with the **California Community Colleges Chancellor's Office (CCCCO)** for a **$250,000** contract to plan and implement an alternative fuels and advanced vehicle technology apprenticeship training program. Currently, there is a lack of trained individuals to service the growing alternative fuels market within the state. This contract will provide training funds, and will include, but not be limited to classroom training and online training through the Community Colleges, and training from businesses participating with the California Community colleges in clean fuels and advanced transportation technologies, to increase the number of individuals able to repair and maintain alternatively fueled vehicles for California's growing clean vehicles market; and

FURTHER BE IT RESOLVED, that the Executive Director or his/her designee shall 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 August 12, 2015.

AYE: [List of Commissioners]
NAY: [List of Commissioners]
ABSENT: [List of Commissioners]
ABSTAIN: [List of Commissioners]

_____
Tiffani Winter,
Secretariat