

**CONTRACT REQUEST FORM (CRF)**

CEC-94 (Revised 01/13)

CALIFORNIA ENERGY COMMISSION

A) New Agreement 600-15-009 (To be completed by CGL Office)

B) Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Tami Haas	44	916-651-2938

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
	01 / 01 / 2016	12 / 31 / 2018	\$ 14,997

F) Business Meeting Information			
<input type="checkbox"/> Operational agreement (see CAM Manual for list) to be approved by Executive Director			
<input checked="" type="checkbox"/> ARFVTP agreements under \$75K delegated to Executive Director.			
Proposed Business Meeting Date	10 / 14 / 2015	<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
Proposed resolution approving Agreement 600-15-009 with CALSTART, Inc. for up to \$14,997 for membership in the California Plug-In Electric Vehicle Collaborative (PEVC) for three fiscal years (2015/16, 2016/17, 2017/18). 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? <input type="checkbox"/> Yes (skip to question 2) <input checked="" type="checkbox"/> 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 membership activities funded under this agreement include collaboration and communication of PEVs with any demonstration projects or activities to be subject to separate approval.
2. If Agreement is considered a "Project" under CEQA: <input type="checkbox"/> a) Agreement <b>IS</b> exempt. (Attach draft NOE) <input type="checkbox"/> Statutory Exemption. List PRC and/or CCR section number: _____ <input type="checkbox"/> Categorical Exemption. List CCR section number: _____ <input type="checkbox"/> Common Sense Exemption. 14 CCR 15061 (b) (3) Explain reason why Agreement is exempt under the above section:  <input type="checkbox"/> b) Agreement <b>IS NOT</b> 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
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

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<b>J) Budget Information</b>			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTF	2015/2016	600.118E	\$4,999
ARFVTF	2016/2017	600.118F	\$4,999
ARFVTF	2017/2018	600.118G	\$4,999
Funding Source			\$
Funding Source			\$
R&D Program Area:	Select Program Area	TOTAL:	\$14,997
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

<b>K) Contractor's Administrator/ Officer</b>				<b>Contractor's Project Manager</b>			
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		

<b>L) Selection Process Used</b> (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						

<b>M) Contractor Entity Type</b>	
<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)

<b>N) Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?</b>		<input type="checkbox"/> No	<input type="checkbox"/> Yes
If yes, check appropriate box:		<input type="checkbox"/> SB	<input type="checkbox"/> MB <input type="checkbox"/> DVBE

<b>O) Civil Service Considerations</b>	
<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.
<b>Justification:</b>	

<b>P) Payment Method</b>				
<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 membership fee			

<b>Q) Retention</b>	
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



<b>R) Justification of Rates</b>

<b>s) Disabled Veteran Business Enterprise Program (DVBE)</b>
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)

<b>T) Miscellaneous Agreement Information</b>
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

<b>U) The following items should be attached to this CRF (as applicable)</b>																								
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. Exhibit A, Scope of Work</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/> N/A</td> <td style="width: 20%; text-align: center;"><input checked="" type="checkbox"/> Attached</td> </tr> <tr> <td>2. Exhibit B, Budget Detail</td> <td style="text-align: center;"><input checked="" type="checkbox"/> N/A</td> <td style="text-align: center;"><input type="checkbox"/> Attached</td> </tr> <tr> <td>3. CEC 96, NCB Request</td> <td style="text-align: center;"><input checked="" type="checkbox"/> N/A</td> <td style="text-align: center;"><input type="checkbox"/> Attached</td> </tr> <tr> <td>4. CEC 30, Survey of Prior Work</td> <td style="text-align: center;"><input checked="" type="checkbox"/> N/A</td> <td style="text-align: center;"><input type="checkbox"/> Attached</td> </tr> <tr> <td>5. CEC 95, DVBE Exemption Request</td> <td style="text-align: center;"><input type="checkbox"/> N/A</td> <td style="text-align: center;"><input checked="" type="checkbox"/> Attached</td> </tr> <tr> <td>6. CEQA Documentation</td> <td style="text-align: center;"><input checked="" type="checkbox"/> N/A</td> <td style="text-align: center;"><input type="checkbox"/> Attached</td> </tr> <tr> <td>7. Resumes</td> <td style="text-align: center;"><input checked="" type="checkbox"/> N/A</td> <td style="text-align: center;"><input type="checkbox"/> Attached</td> </tr> <tr> <td>8. CEC 105, Questionnaire for Identifying Conflicts</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/> Attached</td> </tr> </table>	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"/> Attached
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Agreement Manager	Date	Office Manager	Date	Deputy Director	Date
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## 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 2015/2016, FY 2016/2017 and FY 2017/2018. 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).

STATE OF CALIFORNIA

STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: CALSTART, INC.

**RESOLVED**, that the State Energy Resources Conservation and Development Commission (Energy Commission) adopts the staff CEQA findings contained in the Agreement or Amendment Request Form (as applicable)]; and

**RESOLVED**, that the Energy Commission approves Agreement 600-15-009 with CALSTART, Inc. for up to \$14,997 for membership in the California Plug-In Electric Vehicle Collaborative (PEVC) for three fiscal years (2015/16, 2016/17, 2017/18); 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 October 14, 2015.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

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Tiffany Winter,  
Secretariat