

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 01/13)

CALIFORNIA ENERGY COMMISSION

**J) Budget Information**

Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTF	14/15	601.118G	\$2,000,000
Funding Source			\$
R&D Program Area: N/A		TOTAL:	\$2,000,000
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

K) Contractor's Administrator/ Officer

Contractor's Administrator/ Officer				Contractor's Project Manager			
Name:	Lynne Ornelas, Dean			Name:	Gregory M. Newhouse		
Address:	School of Business, Technical Careers 10440 Black Mountain Road			Address:	ATTE Center Director 10440 Black Mountain Road		
City, State, Zip:	San Diego, CA 92126			City, State, Zip:	San Diego, CA 92126		
Phone:	619-388-7392	Fax:	n/a- -	Phone:	619-388-7673	Fax:	n/a- -
E-Mail:	lornelas@sdccd.edu			E-Mail:	gnewhouse@sdccd.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 Other Governmental Entity

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. <input checked="" 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: _____
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 type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> _____
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 Other Governmental Agency/ NA

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 checked="" type="checkbox"/> N/A <input 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 type="checkbox"/> N/A <input checked="" type="checkbox"/> Attached
8. CEC 105, Questionnaire for Identifying Conflicts <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Attached

Agreement Manager Date Office Manager Date Deputy Director Date

Exhibit A
SCOPE OF WORK

TASK LIST

Task #	Task Name
1	Agreement Management
2	Funding Plan
3	Implementation of Funding Plan
4	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
ATTE	Advanced Transportation Technology and Energy Center
CAM	Commission Agreement Manager
Contractor	San Diego Community College District
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.

There is strong growth in the use of alternative fueled vehicles in California. The increase in usage spans across multiple user types, including personal/private use, business and government fleets. As the market continues upward growth, there is a greater need for technicians to service these specialized vehicles. While there is now more availability of training for clean fuel vehicle technology, specialized training in alternative fueled and advanced vehicle technology is still significantly limited to proprietary training by manufacturers.

THE ADVANCED TRANSPORTATION TECHNOLOGY AND ENERGY CENTER

The Advanced Transportation and Energy (ATTE) Center at San Diego Miramar College is a program that was created through initiative funding from the California Community College's Chancellor's Office and is responsible for implementing the California Community College Advanced Transportation and Renewable Energy initiative.

GOAL OF THE CONTRACT

The goal of this contract is to develop and fund advanced transportation workforce training through the California Community Colleges automotive technologies system. ATTE will publish opportunities to fund alternative fuel and advanced vehicle technology proposals for funding across the California Community College system, and make awards in keeping with each community college's process for receiving and using awarded funding. To the extent possible, and where applicable to training for participants, ATTE will focus on the participation of veterans and persons living in underserved and disadvantaged communities.

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 ATTE Project Manager and necessary staff, 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

TECHNICAL TASKS

Task 2 Submit An Alternative Fuels and Advanced Vehicle Technology Funding Plan for California Community Colleges Automotive Programs for Approval

The goal of this task is to develop and submit a plan for how ATTE will deliver funding for alternative fuels and advanced vehicle training funds for California Community Colleges automotive programs. The 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 funding California Community Colleges Automotive Programs.

- The plan shall include (as applicable):
 - How funding opportunities will be made available throughout the California Community College system
 - The requirements and qualifications to receive potential funding
 - How underserved communities and veterans outreach will be implemented
 - The estimated time frame for delivering the funding
 - Recommended funding amounts for:
 - Curriculum Development
 - Equipment Purchases
 - Train the Trainer Training

- The steps to ensure that the funding is implemented by the colleges and used in a timely manner
 - Steps to include participation by veterans and persons from underserved communities
 - How equipment purchases will be tracked, and used in accordance with the goals of this agreement, and comply with the California Community Colleges current procedures for equipment purchases and use
- Submit Draft Funding Plan to CAM for review
 - Submit Final Funding Plan to CAM for written approval

Deliverables:

- Draft Funding Plan
- Final Funding Plan

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

Task 3 Implementation of Approved Funding Plan

The goal of this task is to implement the approved Funding Plan.

The Contractor shall:

- Implement the Funding Plan in accordance with the approved Funding Plan.
- Provide training, as approved in the Funding Plan for trainers
- Provide the process for equipment purchases by each college as approved in the Funding Plan
- Provide information on the development and publication of curriculum as approved in the Funding Plan
- Provide training to underserved communities and veterans, when applicable
- Provide information in the quarterly reports on the operation and oversight of the approved Funding 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

Task 5 Funding Plan Reporting

The goal of this task is to provide data specific to 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 work with the CAM to develop acceptable criteria for reporting specific data to further inform the public on the progress and benefits for participants from funded training activities that complies with regulatory restrictions and California Community College policy. The Contractor shall prepare and submit a biannual report of specific data that includes, but may not be limited to:

- Which colleges and programs that receive(d) funding
- Type of training
- Number of trainees enrolled
- Number of trainees that complete training courses where funding was provided from this contract (as applicable)
- Certificates and/or credits earned by participant trainees
- Types of equipment purchased
- Job placement status upon completion (as applicable)

Deliverables:

Funding Report (Biannually)

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: SAN DIEGO COMMUNITY COLLEGE DISTRICT

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 600-15-008 for a \$2,000,000 contract with the San Diego Community College District through the Advanced Transportation Technology and Energy Center at San Diego Miramar College to support specialized training for trainers, training in clean fuels advanced vehicle technologies, specialized equipment purchases and curriculum development; 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]

Tiffany Winter,
Secretariat