

CONTRACT REQUEST FORM (CRF)



A) New Agreement 400-15-010 (To be completed by CGL Office)

B) Division	Agreement Manager:	MS-	Phone
400 Efficiency Division	Abhilasha Wadhwa	25	916-653-0378

C) Contractor's Legal Name	Federal ID Number
CoStar Realty Information, Inc.	-

D) Title of Project
CoStar Data Procurement

E) Term and Amount	Start Date	End Date	Amount
	03 / 10 / 2016	03 / 09 / 2017	\$ 59,124

F) Business Meeting Information

Operational agreement (see CAM Manual for list) to be approved by Executive Director

ARFVTP agreements \$75K and under delegated to Executive Director.

Proposed Business Meeting Date	03 / 09 / 2016	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Laith Younis	Time Needed:	5 minutes

Please select one list serve. Efficiency

Agenda Item Subject and Description

Proposed resolution approving Agreement 400-15-010 with CoStar Realty Information, Inc for a \$59,124 contract to procure building characteristics data for nonresidential and multifamily sector. The data will help inform the building benchmarking program and other Energy Commission policy work.

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 it is a data procurement agreement to help facilitate analysis.

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
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:
N/A

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CEC-94 (Revised 10/2015)

CALIFORNIA ENERGY COMMISSION

**J) Budget Information**

Funding Source	Funding Year of Appropriation	Budget List No.	Amount
State - ERPA	FY 15-16	400.003	\$59,124
Funding Source			\$
R&D Program Area: N/A		TOTAL:	\$59,124
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

K) Contractor's Administrator/ Officer

Contractor's Administrator/ Officer				Contractor's Project Manager			
Name:	Max Linnington (VP of Sales)			Name:	Mark Furuta		
Address:	1331 L Street, NW			Address:	980 9 th Street, 16 th Floor		
City, State, Zip:	Washington DC 20005-4101			City, State, Zip:	Sacramento, CA 95		
Phone:	800-204-5960	Fax:	202-346-6370	Phone:	916-990-2703	Fax:	916-244-7204
E-Mail:	mlinnington@costar.com			E-Mail:	mfuruta@costar.com		

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 Proprietary Subscriptions

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:

Costar Realty offers a subscription-based service to access public property records verified and enhanced through its field surveys, interviews and other methods to gather information about existing and under construction commercial and multifamily properties. Costar's online tool has advanced search functionality to allow filtering by utility territory, building type, size etc. The company also collects tenant information. These features are essential for staff to understand the building stock and develop AB 802 benchmarking regulations and other policy work.

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

Costar Realty is providing a bulk discount for 10 licenses for Energy Commission. In October 2014, DGS approved and purchased 3 user licenses for a monthly cost of \$1,033.3 per license. Energy Commission will be paying a monthly cost of \$492.7 per license.

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: Name of DVBE Company
 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 Costar is a subscription data access service. Reports are not required.
 5. Will a final report be required? No Yes
 6. Is the Agreement, with amendments, longer than a year? If yes, why? No 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 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 95, DVBE Exemption Request | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 5. CEQA Documentation | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 6. Resumes | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 7. 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

The California Energy Commission (CEC) requires access to online web-based services that provide current real property data for all property types in all 58 California counties.

1. PROJECT SUMMARY:

A. Contractor agrees to provide all software and Internet on-line web based access subscription to the California Energy Commission (CEC), for realty downloads of information based on a census style approach to data collection. The products include comps – all property types, property web, professional directory and for sale professional – all data for all California counties.

2. TERM:

A. The term of this agreement is one year. CEC will have the option to extend the contract term upon written notice to the contractor for one (1) additional year term.

3. PROJECT REPRESENTATIVES:

STATE AGENCY: California Energy Commission Efficiencies Division	CONTRACTOR: COSTAR REALTY INFORMATION, INC.
CONTACT: Abhilasha Wadhwa	CONTACT: Mark Furuta
PHONE: 916-653-0378	PHONE: 916-990-2703
EMAIL: Abhilasha.Wadhwa@energy.ca.gov	FAX: 916-244-7204
ADDRESS: 1516 9th Street, Sacramento, CA. 95814	E-MAIL ADDRESS: mfuruta@costar.com
	ADDRESS: 1331 L St NW Washington DC 20005-4101

4. PERFORMANCE DETAILS:

A. Contractor shall obtain and shall maintain, at its sole cost and expense, at all times during the Work, all licenses, permits, and other authorizations from governmental authorities or boards, necessary to enable it to provide these services.

B. The Contractor's personnel will comply with all current rules and regulations of the State of California, including all applicable City and County Codes.

5. SERVICE DETAILS:

A. Contractor shall issue and make available, as described herein, 10 user licenses for CEC authorized staff.

B. Contractor agrees to provide unlimited user access via its website for each user 24 hours a day seven days a week to authorized CEC users. This unlimited service shall be for the term of this agreement.

C. Each user shall have access to the Contractor's internet based realty information program.

D. PRODUCTS:

COSTAR PROPERTY WEB: track properties for lease and for sale, full inventory including fully leased, properties, historical data, analytical data, key tenants, building photos, maps and floor plans.

COSTAR COMPS: researched, verified Sales and Lease comparison information, comprehensive State coverage of comparable sales transactions allowing CEC staff to research property comparable info, track market trends, identify true buyers and sellers, and expedite and save money on the appraisal process for property valuations

COSTAR TENANT: verified profiles of commercial tenants across top U.S. markets. Get critical pieces of information including: lease expiration dates, business types, neighboring tenants, employee size, contact names and growth rates.

COSTAR PROFESSIONAL DIRECTORY: All Data

COSTAR FOR SALE PROFEFSSIONAL: All Data

Information will be able to be exported in the following formats: .csv,.xls, .pdf

E. Immediate help or technical assistance must be available during normal business hours (8:00 AM – 5:00 PM PST) Monday through Friday except holidays.

F. Training: Contractor shall provide training to all CEC authorized users by in-person training within 1 month of the start of the contract or GotoMeeting conferencing within 1 month of the start of the contract. Instructional information to use Contractor's service, data base and/or links must be available on the Contractor's home website page.

In person training shall be at CEC main office located at:

1516 9th Street, Sacramento, CA. 95814

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: COSTAR REALTY INFORMATION, 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 400-15-010 with CoStar Realty Information, Inc. for a \$59,124 contract to procure building characteristics data for nonresidential and multifamily sector. The data will help inform the building benchmarking program and other Energy Commission policy work; 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 March 9, 2016.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Tiffani Winter,
Secretariat