

## PIER Glossary

- An acronym table is provided as a “starting point” for determining the proper term. The reader can then look up the term in the glossary.
- Note that “synonyms” are not usually considered to be the preferred terminology. They are listed as a part of the definition as a demonstration of “commonly misused terminology.”

### Commonly Used Acronyms

<b>Acronym</b>	<b>Description</b>
AB 1890	Assembly Bill 1890
AB 995	Assembly Bill 995
ASD	Administrative Services Division
BCP	Budget Change Proposal
C & F	Completeness and Feasibility
CCM	Commission Contract Manager
CCO	Commission Contract Officer
CCST	California Council on Science and Technology
CEC	California Energy Commission - Please do not use in reports!
CEC26	Contract Request Memo Transmittal Form
CEC30	Contract Literature Search Form
CEC84	Contract Progress Evaluation Form
CEQA	California Environmental Quality Act
CNS	Competitive Negotiation Solicitation
CPD	Contractor Project Director
CPR	Critical Project Review
CPUC	California Public Utilities Commission
CRM	Contract Request Memorandum
CRP	Contract Request Package
DGS	Department of General Services
DVBE	Disabled Veteran Business Enterprise
EEIA	Employment and Economic Incentive Act
EISG	Energy Innovations Small Grant
EPAG	Environmentally-Preferred Advanced Generation

<b>Acronym</b>	<b>Description</b>
GRDA	Geothermal Resources Development Account
IA	Interagency Agreement
IAW	Industrial / Agricultural / Water
IP	Intellectual Property
IRP	Independent Review Panel
LAMBRA	Local Area Military Base Recovery Area
NOI	Notice of Intent to Bid
NOPA	Notice of Proposed Award
OLS	Office of Legal Services
PAC	Policy Advisory Council
PIER	Public Interest Energy Research
PIMS	PIER Information Management System
PON	Program Opportunity Notice
RCMS	Research Contract Management System
RFP	Request for Proposal
RD&D	Research, Development, and Demonstration
SB 90	Senate Bill 90
STD4	Contract / Contractor Evaluation Form
STD209	Invoice Dispute Notification Form
STD213	Signature Page for State Contracts and Interagency Agreements
STD215	Agreement Summary
Ts & Cs	Terms and Conditions
TACPA	Target Area Contract Preference Act
TC	Tailored Collaboration
TSD	Technology Systems Division

PIER Glossary

<b>Word</b>	<b>Definition</b>
Actual Project Duration (start/end date)	From Kickoff Meeting to delivery of the Final Report. This date can change without a formal process.
Administrative Screening	Administrative Screening is performed by the Contracts Office to verify the proposal includes all of the administratively required forms. At a minimum, it is: the proposal arrived before the due date and time, complies with DVBE, has signed State certification clauses, and is not, in its entirety, marked confidential.
Administrative Services Division (ASD)	This part of the Energy Commission performs all the work in support of various technology and research initiatives. The Contracts Office, the Legal Office, and the Accounting Office – among various offices are a part of ASD.
Agreement	The document signed by the Bidder and the Commission, and approved by the California Department of General Services. An agreement is defined in the Public Contracts Code as an agreement or joint development agreement to provide labor, services, material, supplies, or equipment in the performance of an agreement awarded for or on behalf of the State of California. It can take the form of a contract, grant, or work authorization.
Agreement Budget	The proposed Commission-reimbursable expenditures AND the Contractor's match fund expenditures for that portion of the program covered by the agreement term.
Agreement Term	The start and end dates stated in the agreement between the Commission and the Contractor. The program may be shorter than, coincide with, or extend beyond, the agreement term. However, all Commission reimbursed and matched activities must occur during the agreement term.
Amendment	A change of a material item, such as the term, cost, or scope of work, in one or more provisions of an existing contract. An adjustment to a contract for: 1) a No-Cost Time Extension, 2) a change to the budgeted dollars awarded to the contract, or 3) a change in the scope of the contract. Depending on the extent of the change, the amendment process could be as little as a signoff by the CCM or as much as a full amendment package going through another Business Meeting cycle.
Applicant	Respondent to an RFP. <i>Synonym: Bidder</i>

<b>Word</b>	<b>Definition</b>
Application	How a technology, once it is developed, is used to achieve a desired result or objective.
Applied Research	The objective of the sponsoring agency is to gain knowledge or understanding necessary to determine how a recognized need may be met especially needs to achieve specific commercial objectives with respect to products, processes, or services.
Appropriation	An authorization from a specific fund to a specific agency or program to make expenditures/incur obligations for a specific purpose and period of time.
Assembly Bill 1890 ( <i>AB 1890</i> )	State assembly bill wherein the California Public Utilities Commission (CPUC) transferred responsibility to the Energy Commission for annual administration of PIER funds for specified RD&D efforts.
Assembly Bill 995 ( <i>AB 995</i> )	State assembly bill extending PIER funding until January 1, 2011.
Assembly District	Zip code and/or specific address location divided and presided over by a particular Assemblyperson.
Attachment A-2	Document included in the Contract Request Package that defines the outline and specifications of the Final Report to be written by the Contractor at the Close of the Contract.
Audit	Each PIER contract is subject to examination and audit by the Bureau of State Audits and the Commission or its representatives at any time during the duration of the contract, but no more frequently than once every twelve months. Audits of a contractor can continue for up to three years after completion of the contract. <i>See PIER Audit Program.</i>
Augmentation	Refers to additional amounts of time or money being added to an existing contract. <i>See Amendment.</i>
Backup Package	A set of documents sent by the Contracts Office to the Secretariat after the Preliminary Agenda Review Meeting is passed. This package includes copies of the CRM, Resolution, and all Exhibits that have been updated.
Balanced RD&D Portfolio	A group of projects that together achieve an acceptable balance in addressing the competing goals of various stakeholders and short-term, medium-term, and long-term societal goals.

Word	Definition
Baseline condition	A quantitative snapshot of the current state-of-the-art technology or body of knowledge for a particular topic.
Basic Research	The objective of the sponsoring agency is to gain more complete knowledge or understanding of the fundamental aspects of phenomena and of observable facts, without specific applications toward processes or products in mind. Basic research often produces a wide range of applications, but the output of basic research itself usually is not of direct commercial value; the output is knowledge, rather than a product; the output of basic research typically cannot be patented.
Bidder	<i>See Applicant.</i>
Biomass	Energy resources derived from organic matter. These include wood, agricultural waste, and other living-cell material that can be burned to produce heat energy. They also include algae, sewage, and other organic substances that may be used to make energy through chemical processes.
Boilerplate	<i>See Terms and Conditions.</i>
Budget Change Proposal ( <i>BCP</i> )	This is the amount budgeted to each area within the Energy Commission. For PIER, this is the amount set aside for each program area to spend. The Budgets Office and Accounting Office track this information as a part of the Contract Initiation Process.
Building End-Use Energy Efficiency (Residential and Non-Residential) Program Area	Buildings end-use efficiency RD&D decreases energy costs and improves the quality of buildings through the development of new or improved energy-related technologies, design strategies, energy management tools, construction practices, and building performance evaluation methods. Energy efficiency research facilitates: the construction and operation of buildings that are energy efficient, healthy and comfortable; improves building affordability and value through the development of cost-effective, energy efficient building products and strategies; and reduces energy costs through the development and use of energy efficient consumer options for reducing or managing loads.

Word	Definition
Building Envelope	The assembly of exterior partitions of a building which enclose conditioned spaces, through which thermal energy may be transferred to or from the exterior, unconditioned spaces, or the ground. [See California Code of Regulations, Title 24, Section 2-5302]
Business Meeting	In this public forum, recommended NOPAs, finalized contracts, and amendments are presented for formal approval to the Commissioners. This meeting is regularly scheduled and drives the completion dates for all activities to take place in preparation for it.
Business Meeting Date	The date that a contract (completed or “in draft”) is approved at a Business Meeting by the Commission. The Contractor (with CCM approval) may spend match funds, but no invoicing for PIER-reimbursable funds may be dated prior to the pending DGS Approval Date. <i>See Contract Start Date</i>
California Energy Commission (CEC)	<p>The state agency established by the <u>Warren-Alquist State Energy Resources Conservation and Development Act</u> in 1974 (Public Resources Code, Sections 25000 et seq.) responsible for energy policy. The CEC's five major areas of responsibilities are:</p> <ol style="list-style-type: none"> <li>1. Forecasting future statewide energy needs</li> <li>2. Licensing power plants sufficient to meet those needs</li> <li>3. Promoting energy conservation and efficiency measures</li> <li>4. Developing renewable and alternative energy resources, including providing assistance to develop clean transportation fuels.</li> </ol> <p><i>Synonyms: Energy Commission; The Commission</i></p>
California Environmental Quality Act (CEQA)	<p>The basic goal of the California Environmental Quality Act (CEQA) (<u>Pub. Res. Code §21000 et seq.</u>) is to develop and maintain a high-quality environment now and in the future, while the specific goals of CEQA are for California's public agencies to:</p> <ol style="list-style-type: none"> <li>1. identify the significant environmental effects of their actions; and, either</li> <li>2. avoid those significant environmental effects, where feasible; or</li> <li>3. mitigate those significant environmental effects, where feasible.</li> </ol>

Word	Definition
Co-Funded Project	<p>This is a targeted research project. It is funded solely by the Commission and does not necessarily derive from membership. This type of project is currently (January 2003) funded under an E21 contract.</p> <p><i>“Co-funding is an artifact of canceling funds in several projects in 100-98-001 with EPRI. When this happened, PIER needed a place to put the funds pending a new project selection. These funds weren’t membership-related and did not involve the use of the 25% membership match. The projects that came out of this reserve pool were called co-funded projects (although this appears to be a bad naming choice).” – submitted by Gary Klein</i></p>
Collaborative Research	<p>Participation in the ongoing research programs of an institution, which is supported by contributions of multiple parties. <i>Synonym: Membership.</i></p>
Comments Letter	<p>Vehicle through which grant applicants are provided feedback on their application.</p>
Commercialization	<p>The process of developing and activating the infrastructure necessary to make, market, and deliver a product to its intended market. For a hardware or software product, commercialization would include manufacturing, pricing, distribution, sales, advertising, and service. For an information product, commercialization includes printing, advertising to potential users, distribution, and sales.</p>
Commission	<p><i>See California Energy Commission.</i></p>
Commission Contract Manager (CCM)	<p>A person designated by the Commission to oversee performance on a contract. No staff member of the Commission may act as a Contract Manager until they have become certified by: 1) Taking the one-day contract management course given by General Services, and 2) Participating in a one-on-one training with the Contracts Officer assigned to their office/division. <i>Synonyms: Internal Contract Manager; Internal Project Manager.</i></p>

Word	Definition
Commission Contract Officer (CCO)	<p>A person in the Contract Office assigned to the contract team. A Commission Contract Manager monitors the contract to ensure compliance with all contract provisions, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Frequent contact with contractor to track if project is on schedule and alert if any potential problems;</li> <li>• Monitor progress of work to ensure that services are performed according to the quality, quantity, objectives, time frames, and manner specified in contract;</li> <li>• Ensure that all work is completed and accepted before the contract expires;</li> <li>• Review and approves invoices for payment and evaluates the contractor's performance at the end of the contract, (only for consultant services.)</li> </ul>
Commission Project Manager	<p>A California Energy Commission (CEC) employee assigned to manage one project or to manage the top level of a multiple project contract. <b>This term is specific to managing a Grant.</b></p>
Competitive Negotiation Solicitation (CNS)	<p>This solicitation type allows the Commission to “negotiate” the details of competing proposals, rather than be restricted to the “take or leave it” process of a traditional request for proposal. Commission plans to use CNS for highly focused, targeted research projects where a small number of proposals are anticipated, so sufficient time may be devoted to negotiate with each applicant.</p>
Competitive Solicitation Types	<p>Includes: (1) General, (2) Targeted, (3) Targeted Programmatic, (4) Programmatic, (5) Competitive Negotiations, or (6) Grants.</p> <p>All competitive solicitation types result in: (1) a Contract; (2) an Interagency Agreement; or (3) a Grant Agreement.</p>
Completeness & Feasibility (C&F) Screening	<p>Proposals are evaluated for completeness based on whether or not the proposal contains sufficient information to enable a useful evaluation to be conducted. Similarly, proposals are evaluated for fundamental feasibility based on whether the proposed project appears to comply with known scientific principles, and-if not-whether the proposal contains a sufficiently sound explanation to justify proceeding with a further evaluation. Proposals that fail the C&amp;F screening will not be evaluated further.</p>

Word	Definition
Confidential Information	<p>The Commission will NOT accept proposals that are submitted <b>entirely</b> in confidence. However, all proposals are kept confidential until the Notice of Proposed Awards is posted.</p> <p>If applicants feel that certain confidential information would be important for evaluators to consider, or would clarify the status of the development of a technology prior to any awarded contract (i.e., benchmarking for royalty purposes), applicants can submit such specifically-requested confidential information as a separate volume to the Commission.</p> <p>All requests for confidentiality are evaluated pursuant to the Commission's confidentiality regulations contained in Title 20, California Code of Regulations, Sections 2501-2505.</p>
Contract	<p>A legally binding agreement between the state and another entity, public or private, for the provision of goods or services. The agreement signed by all parties and approved by the Department of General Services. <i>Synonym: Final Contract See Agreement.</i></p>
Contract Amendment Phase	<p>In the overall life of an Energy Commission contract, this is the period of time in which any changes are made to a contract. Depending on the extent and type of change being made, this phase may call for as little as some paperwork changes or as much as being re-presented at an Energy Commission Business Meeting.</p>
Contract Approval Date	<p><i>See Contract Start Date.</i></p>
Contract Approval Document	<p><i>See Contract Request Package.</i></p>
Contract Budget	<p><i>See Agreement Budget.</i></p>
Contract Closure Phase	<p>In the overall life of an Energy Commission contract, this is the period of time just after the Contractor has provided the final technical deliverable. At this point, a Final Report is written, final meetings are held to review and highlight the work done, and final payments are made to the contractor.</p>
Contract Completion	<p>For a general solicitation or sole source, the date after which DGS has accepted the Standard 4. For Interagency Agreements and Grants the date the final report has been accepted and the payment of retained funds is completed.</p>

<b>Word</b>	<b>Definition</b>
Contract / Contractor Evaluation Form ( <i>STD 4</i> )	As per California Public Contract Code (PCC 10369), each state agency shall conduct a post-evaluation, by completing the post-evaluation form, of each consulting services contract totaling five thousand dollars (\$5,000) or more that it executes. The agency shall evaluate the performance of the contractor in doing the work or delivering the services for which the contract was awarded. Within the Energy Commission, the CCM is to complete a STD 4 and submit it – along with the Final Report – to the Accounting Office at the closing of the contract. The Contractor must also submit the Release of Retention Funds Invoice to the Accounting Office prior to the STD 4. <i>Synonym: Standard 4.</i>
Contract Cover Memo	<i>See Contract Request Memorandum.</i>
Contract Initiation Phase	In the overall life of an Energy Commission contract, this is the period of time in which the Contract Request Package is compiled, the contract is drawn up, presented and approved at an Energy Commission Business Meeting, and is signed by all parties – including DGS – making it a formally executed contract.
Contract Literature Search Form ( <i>CEC 30</i> )	Submitted to the Contracts Office as a part of the Contract Request Package, it contains information gathered from the Energy Commission Library on prior contracts which addressed the same issues as the contract being initiated. This is in support of the ‘survey of prior work’ information which must be a part of the Contract Request Memo.
Contract Management Phase	In the overall life of an Energy Commission contract, this is the period of time in which contract work is being done by the Contractor, and the Commission Contract Manager (CCM) performs oversight on such work. This phase continues until the final technical deliverable is done or contract work is halted at the order of the Energy Commission.
Contract Officer	A representative of the Energy Commission’s Contracts Office, this person is responsible for making sure that the PIER contract meets all Energy Commission and DGS contract requirements and is fully documented within the Energy Commission.

Word	Definition
Contract Progress Evaluation Form (CEC 84)	<p>As defined by the DGS Office of Legal Services, this form is to be completed by the Contractor and the Commission Contract Manager on a monthly basis.</p> <p>The Contractor's version includes an overview of: contract period dates, schedule status, budget status, Statement of Work stability, problems / Comments.</p> <p>The Commission Contract Manager's version is to accompany all invoices submitted to the Accounting Office. It includes an overview of the Contractor's performance the project's status. These reports should be sent to the Contracts Office on a monthly basis regardless of whether or not there was a Contractor invoice for that month. <i>See Progress Report.</i></p>
Contract Request Memo Transmittal Form (CEC 26)	<p>Submitted to the Contracts Office as a part of the Contract Request Package, it contains signatures of the Contract Manager, Office Manager, Division Chief, and the Budgets Office. This form is also submitted to the Secretariat for inclusion on the Business Meeting agenda. <i>Synonyms: Contract Request Transmittal, Contract Request Memo Transmittal Form</i></p>
Contract Request Memorandum (CRM)	<p>Serves as the primary source of information for contract preparation. Included with the Contract Request Package when initiating a contract. This document has information on: contract manager, term of contract, purpose, CEQA compliance, a survey of prior work, Information Technology (IT) expenditures, civil service considerations, work statement (Exhibit A), deliverables and due dates (Exhibit B), budgetary considerations (Exhibit C), Business Meeting participants, and selection process. <i>Synonym: Contract Cover Memo</i></p>
Contract Request Package (CRP)	<p>The conglomeration of all forms, memos, and Exhibits that are required by the Energy Commission Contracts Office to initiate a contract. <i>Synonym: Contract Approval Document</i></p>
Contract Request Transmittal	<p><i>See Contract Request Memo Transmittal Form.</i></p>
Contract Start Date	<p>The exact date that the contract is signed and approved by DGS. The contractor can not invoice for any work prior to this date. This date supersedes the estimated <i>Contract Term Start Date</i> that is written into the contract. This is the first date Commission-reimbursable expenses can be incurred. <i>Synonyms: Contract Approval Date, DGS Approval Date</i></p>

<b>Word</b>	<b>Definition</b>
Contract Team	The key stakeholders in the contract initiation process. Usually consists of Sparkey, the CCM, the Legal Office, the Contracts Officer, the Contractor Project Manager, and any pertinent parties from the Contractor's organization.
Contract Team Meeting	A meeting held early in the contract initiation process to assemble the contract package. Key stakeholders in the contract (see <i>Contract Team</i> ) are in attendance. The goal is to review the Contract Request Package and make edits to it that are acceptable to all parties before submitting the final package to the Contracts Office.
Contract Template Development Team	A team made up of Sparkey, the Contracts Office, and the Legal Office that is working to standardize the PIER contract templates to meet requirements imposed by OLS and further streamline the contract initiation process.
Contract Term	<i>See Agreement Term.</i>
Contract Term End Date	A specific date contained in the contract signed and approved by DGS. The contract end date is the last date Commission reimbursable expenses can be incurred and is the expiration of the contract.
Contract Term Start Date	The start date contained in the contract. This is typically <i>estimated</i> as being ten working days after the Business Meeting, which allows time for the approved contract to work through the process of being signed off at DGS.
Contractor	A bidder on a project, after a contract with the Commission has been signed and approved.
Contractor Project Director (CPD)	See External Contract Manager
Cost Points	The portion of the proposal evaluation dedicated to budgetary and program funding criteria. Used in administrative scoring of proposals.
Critical Project Review (CPR)	Meeting between the Contractor, Commission Contract Manager, and other individuals selected by the Commission Contract Manager to assist in addressing the status of the project and its progress toward achieving its goals and objectives. They also make a determination as to whether there is satisfactory project progress to justify continuation of the project. The Critical Project Review is considered an "off ramp" for assessing whether or not the project should continue or should be stopped.

Word	Definition
Customers	<p><b>Agricultural:</b> Customers using energy to grow food. Note: customers storing and distributing food are commercial customers.</p> <p><b>Residential:</b> Customers using energy at their residence.</p> <p><b>Utility:</b> Customers generating and/or supplying energy.</p> <p><b>Water:</b> Customers using energy to collect, clean, store and distribute water.</p> <p><b>Industrial:</b> Customers using energy to process/refine raw materials, recycle/waste-manage used materials, manufacture products, warehouse/store products/materials, and/or distribute products/materials.</p> <p><b>Commercial:</b> Customers using energy to sell goods and provide services.</p> <p><b>Regulators/Policy:</b> Customers regulating the use of energy.</p>
Data rights	All data generated under the contract, except data the Commission agrees to keep confidential and excludes from this term, belongs to the Commission.
Debriefing	After the Notice of Proposed Awards is posted, each unsuccessful applicant may request a debriefing conference with the Commission's Contracts Office. A debriefing conference is an opportunity for an unsuccessful applicant to learn why their particular proposal was not successful.
Decision Memo	<p>A brief document written for presentation at a PIER RD&amp;D Meeting during the contract initiation process. It's used by the RD&amp;D Policy Committee to evaluate the contract proposal being brought before it. The memo is to include:</p> <ul style="list-style-type: none"> <li>• the title / date / staff contact name;</li> <li>• a brief statement of the decision the committee will be considering;</li> <li>• state staff's recommendation;</li> <li>• background of how the item developed;</li> <li>• justification for the recommendation.</li> </ul>
Deliverable	A product that incorporates the knowledge and understanding gained by performing the activities and that are submitted to the Energy Commission for review, comment, and approval.

<b>Word</b>	<b>Definition</b>
Demonstration	Operation of a completed product embodying a prototype or commercial configuration of a technology for the purpose of proving the attainment of project goals.
Department of General Services (DGS)	<p>A branch of the California state government which provides the following services to the Energy Commission pertaining to contract processing:</p> <ul style="list-style-type: none"> <li>• Exercises the contract review and approval function of the Director of General Services;</li> <li>• Provides preventive legal advice for State agencies regarding contracting issues;</li> <li>• Provides training on State contracting;</li> <li>• Provides leadership for constructive change in state contracting processes</li> </ul>
Development	Bringing into reality or activity a product embodying a commercial configuration of a technology.
DGS Approval Date	<i>See Contract Start Date.</i>
Disabled Veteran Business Enterprise (DVBE)	Public Contract Code part 10115, et seq., and Title 2, California Code of Regulations, Part 1896.62, require all Contractors who are not governmental agencies to pursue DVBE participation in their projects. Bidders either must have three percent DVBE participation in the project or must document a good faith effort to obtain DVBE participation.
Disencumbrance	The “freeing up” of money that is otherwise set aside for a contract. In a typical situation, there may be less money liquidated in the life of a contract than was encumbered for the contract. At the close of the contract, the CCM must direct the Energy Commission Accounting Office to disencumber this remaining amount. All disencumbered monies roll forward into the next fiscal year to be encumbered within a fresh six-year period.
Dispute Resolution Process	If the Commission Contract Manager (CCM) and the Contractor Project Director (CPD) cannot resolve a contract dispute or grievance, CPD and CCM shall each prepare a package in writing stating the issues in dispute, the legal authority or other basis for their respective positions and the remedy sought. The packages must be submitted to the Commission Dispute Resolution Committee. The Committee shall make a determination on the problem within ten (10) working days after receipt of the package.

Word	Definition
Disqualified by Scoring Committee	Failure to attain a minimum number of points as specified in the RFP, resulting in no further consideration for funding.
Distributed Generation	Generating technologies that are smaller than 50 MW of net generation capacity.
Draft Contract	During the initiation phase of the contract process, this is the contract as it is under development. Until the point after the Contract Team Meeting where edits have been incorporated and submitted to the Contracts Office, a contract is considered to be in a “draft” mode. <i>Synonym: Draft Final Contract</i>
Draft Final Contract	<i>See Draft Contract.</i>
Draft Final Report	As a part of the process in generating a Final Report during the contract closure process, this is the report prepared with input from the Contractor and the CCM. It is reviewed and edited by a team coordinated by the Technology Transfer Group to meet the requirements of the Final Report specifications within the PIER Program.
DVBE Exemption Letter	When Commission staff feel that DVBE goals are not appropriate for a particular contract, a DVBE exemption letter must be prepared and provided with the Contract Request Package. The Contracts Office staff will send the exemption letter to the Executive Director as part of the contract approval process. If the Executive Director agrees it is appropriate to exempt the DVBE participation, he will sign the letter and approve the exemption. If the exemption is not approved, DVBE participation goal requirements must be met. <i>Synonym: DVBE Memo.</i>
DVBE Memo	<i>See DVBE Exemption Letter.</i>
Economic Benefit	The realization of economic gain or other tangible benefits by the Contractor or its affiliates through the use of project-related products and rights.
Economic Outcomes	Measurable change over time in one or more economic variables (costs of technologies or services, price of electricity, level of employment, etc.) that reflect benefits or costs that accrue to California electric customers and the public, and that can be traced to the introduction of PIER RD&D products or information.
Electricity Sector	A segment of the electricity supply chain, described as: Supply, Demand, and System

Word	Definition
Element	A group of research projects linked together to improve information sharing, technical success, market acceptance and other technical and economic goals. <i>Synonym: emphasis area</i>
Emphasis Area	<i>See Element.</i>
Employment and Economic Incentive Act (EEIA)	Government Code Section 7070 <i>et seq.</i> , provides an incentive for business and job development in distressed and declining areas of the state (LAMBRA and TACPA).
Encumbrance	A commitment of funds guaranteeing a source of payment for a specific transaction. Within the Energy Commission, encumbrance on a contract takes place when the Accounting Office signs off on the contract package prior to approval at a Commission Business Meeting.
Encumbrance Information Page	Document developed by the Budgets Office after the CEC26 is submitted to it from the Contracts Office. This document formally states that PIER money has been <u>reserved</u> (note: not encumbered) for use on a particular contract.
Encumbrance Period	<p>The amount of time that funds have been committed for guaranteeing a source of payment for a specific transaction. Appropriations that have been budgeted must be allocated to PIER projects within this time period.</p> <p>The PIER Program encumbrance period is two years. For example, a dollar that is budgeted to PIER on July 1, 2003, must be encumbered to an agreement by no later than June 30, 2005.</p>
End-User	An entity that consumes energy, including electricity or thermal energy, or that directly generates and/or markets energy systems.
Energy Consumption Sector	A subdivision of the energy-user base, broken down into: residential, commercial, industrial, agricultural, and generation.
Energy Cost Savings	Difference between the baseline energy cost and the system operation and maintenance cost for each year over the life of the project's repayment period.

Word	Definition
Energy Innovations Small Grant Program ( <i>EISG</i> )	EISG provides funding (up to \$75,000) to establish the feasibility of innovative energy research concepts. This program is intended to offer a simplified evaluation and funding process for small businesses, small non-profits, research institutions and individuals.
Energy-related Environmental Enhancements Program Area	<p>Electricity production, delivery and use affects various aspects of the environment such as the quality of our air (both indoors and outdoors), the quality and availability of our water resources, the populations and habitat of aquatic and terrestrial wildlife and plants, our aesthetic response to the view shed, the occurrence of hazardous material and toxic wastes, and our cultural and recreational resources. These impacts are usually difficult to quantify and to separate from non-energy influences.</p> <p>The environmental efforts of this program area aim at understanding and/or addressing the environmental effects and costs of energy production, delivery and use in California, as well as exploring how new electricity applications and products can solve environmental issues.</p>
Energy Sectors	<p><b>End Use:</b> The sector composed of energy consumers using energy to power equipment and systems.</p> <p><b>Distribution:</b> The sector composed of energy distributors supplying power to end use customers through low voltage lines.</p> <p><b>Transmission:</b> The sector composed of energy distributors supplying bulk power from generators to suppliers and from suppliers to other suppliers over long distance high voltage lines.</p> <p><b>Generation Renewable:</b> The sector composed of energy generators utilizing renewable sources of energy (solar, wind, geothermal, hydro, wood, etc.)</p> <p><b>Generation Non-Renewable:</b> The sector composed of energy generators utilizing non-renewable sources of energy (coal, oil, natural gas, etc.)</p> <p><b>System Wide:</b> A combination of all sectors from generation to end use.</p>

<b>Word</b>	<b>Definition</b>
Energy Systems Research Program Area	<p>Strategic energy research RD&amp;D activities cover two or more program areas, represent potential high-risk/high-reward advances, or provide energy-related public interest science and/or technologies not addressed in other program areas. Activities include system-related projects that integrate renewable energy, advanced generation, energy efficiency, and/or environmental technologies. Strategic research:</p> <ul style="list-style-type: none"> <li>• improves the reliability and efficiency of the electrical transmission, distribution and delivery grid;</li> <li>• makes the electricity system safer and more resistant to damage and interruptions from natural disasters;</li> <li>• identifies new electrical generation and transmission system management techniques.</li> </ul>
Environmentally-Preferred Advanced Generation Program Area (EPAG)	<p>RD&amp;D activities targeting the development of highly efficient electric generation technologies using clean fuels. In determining whether a particular fuel is “clean” or not, consideration must be given to environmental impacts across the entire fuel cycle of the type of generation proposed. RD&amp;D efforts in this area should address improvements in generation efficiency and/or environmental performance. Examples of generation systems include but are not limited to, new advanced generation cycles, fuel cell technologies, and next generation gas turbines. Public benefits in this area, included reduced electricity production costs, reduced fuel consumption and reduced environmental impacts.</p>
Equipment	<p>An item or group of items having a useful life of at least one year, having an acquisition unit cost of at least \$5,000, and purchased with Commission funds. Equipment means any products, objects, machinery, apparatus, implements or tools purchased, used or constructed within the program, including those products, objects, machinery, apparatus, implements or tools from which over thirty percent (30%) of the equipment is composed of materials purchased for the program.</p> <p>For purposes of determining depreciated value of equipment used in the agreement, the program shall terminate at the end of the normal useful life of the equipment purchased, funded and/or developed with Commission funds. The Commission may determine the normal useful life of such equipment.</p>
Evaluator	<i>See Reviewer.</i>
Executed Contract	A contract that has been signed by the Energy Commission, the Contractor, and the Department of General Services (DGS).

Word	Definition
Exhibit A	<p>As a part of the PIER contract, this document represents the scope of work to be performed by the Contractor along with guidelines for preparation of milestone reports and deliverables. Prepared by the Contract Team.</p> <p><b>In the forcible future:</b> This exhibit still contains the Scope of Work, but now also includes the schedule of deliverables and due dates (formerly “Exhibit B”).</p>
Exhibit B	<p>A listing of deliverables and due dates; prepared as a part of the Contract Request Memo when initiating a contract with the Contracts Office.</p> <p><b>In the forcible future:</b> As a part of the PIER contract, this document is the listing of budget Ts &amp; Cs, with an attachment defining the particulars of the budget within the specific contract (formerly “Exhibit C”).</p>
Exhibit C	<p>A listing of the expected expenditures for a given contract; prepared as a part of the Contract Request Memo when initiating a contract with the Contracts Office.</p> <p><b>In the forcible future:</b> As a part of the PIER contract, this document lists the general Ts &amp; Cs of DGS, which are non-negotiable.</p>
Exhibit D	<p>A listing of all the key contact people and their contact information. This list includes parties both internal to the Energy Commission and within the Contractor’s organization; prepared as a part of the Contract Request Package when initiating a contract with the Contracts Office.</p> <p><b>In the forcible future:</b></p> <ol style="list-style-type: none"> <li>1. As a part of the PIER contract, this document lists all the specific Ts &amp; Cs as identified by the Energy Commission. These terms are non-negotiable and address issues particular to the Commission.</li> <li>2. The documentation identified prior to January 2003 is now contained in Exhibit F.</li> </ol>

Word	Definition
Exhibit E	<p>A listing of confidential deliverables and intellectual property associated with a contract; prepared as a part of the Contract Request Package when initiating a contract with the Contracts Office.</p> <p><b>In the forcible future:</b> As a part of the PIER contract, this document lists additional provisions (Ts &amp; Cs) that are specific to the PIER Program. Although not negotiable, these terms are variable and represent Ts &amp; Cs not already addressed in Exhibits “C” and “D.” Among other things, it includes the confidential deliverables and intellectual property involved as one of its attachments.</p>
Exhibit F	<p><b>In the forcible future:</b> A listing of all the key contact people and their contact information (formerly “Exhibit D”). This list includes parties both internal to the Energy Commission and within the Contractor’s organization; prepared as a part of the Contract Request Package when initiating a contract with the Contracts Office.</p>
External Commission Contract Manager	<p>A counterpart to the CCM at the Contractor’s organization, this person manages the contract on the Contractor’s side.</p>
External Reviewer	<p>A non-Commission employee who evaluates proposals.</p>
External Scorer	<p>A non-Commission employee who scores proposals.</p>
Feasibility Study	<p>A preliminary study undertaken before the real work of a project starts to ascertain the likelihood of the projects success.</p>
Final Agenda Review Meeting	<p>A meeting held two business days prior to the Business Meeting with the Executive Director. Forum to inform Executive Director, RD&amp;D Committee, and Commission on proposed projects or contracts. It gives Energy Commission executives the chance to better understand the project at hand and to make sure that their prior questions and concerns (raised at the <i>Preliminary Agenda Review Meeting</i>) have been addressed.</p>
Final Contract	<p><i>See Contract</i></p>

<b>Word</b>	<b>Definition</b>
Final Report	<p>As a part of the closure phase of the contract process, the Final Report is a public document and is a comprehensive overview of the project with conclusions and recommendations based on project experiences.</p> <p>If the Contractor has obtained confidential status and will be preparing a confidential version of the final report as well, the Contractor shall perform the following task for both the public and confidential versions of the Final Report: (1) describe original objectives/purpose, (2) describe approach; and (3) describe results of the project.</p> <p>There is a process outlined in the Statement of Work (currently in Attachment A-2) on the contract detailing how the review and publishing of the Final Report is to take place.</p>
Final Review Meeting	<p>Occurring during the closing phase of the contract process, the objective of this task is for the Contractor to meet with the Commission to present findings, conclusions, recommended next steps, and discuss the technical and administrative aspects of contract closeout. This is typically in a public forum, and it could include a demonstration of results.</p>
Financial Statements	<p>Balance sheets, statements of operations, statements of cash flows, and capital statements.</p>
General Solicitation	<p>Flexible funding mechanism geared to a general audience, designed for individual public interest RD&amp;D projects addressing a broad range of technology opportunities and market needs without clearly defined project performance targets.</p>
Geothermal Resources Development Account ( <i>GRDA</i> )	<p>These are funds made available each fiscal year for awards to qualifying applicants, and are provided as grants or loans. The funding source is revenue paid to the United States government by geothermal developers from production on federal leases in California. The mission of the Geothermal Program is to promote the research, development, demonstration, and commercialization of California's enormous earth heat energy sources. A major program goal is to continue to develop a portfolio of near- to long-term R&amp;D projects in California.</p>
Goal	<p>A long-term target that states what the organization wants to accomplish.</p>
Grant	<p>A subsidy for public funds used as a funding vehicle by the Commission to solicit and manage projects.</p>

<b>Word</b>	<b>Definition</b>
Gross Revenues	Means the gross sales price, rentals, and other amounts received by Contractor from or on account of the sale, lease, or other transfer or use of Project-Related Products and Rights, less sales tax paid. Gross Revenues shall be determined as above and in accordance with appropriate Federal Cost principles and any economic benefit.
Indemnification	Contractual provision in which one party will reimburse the other party for settlements or judgments on claims arising from the contract. Contractors must “hold harmless” the State for any contract activities that result in litigation, and must defend the State if any lawsuits are filed.
Independent Review Panel ( <i>IRP</i> )	Legislation (SB-90) required the California Energy Commission (CEC) to complete a two-year independent evaluation of the public benefits of the PIER Program. The Commission contracted with the California Council on Science and Technology (CCST) to form an independent panel to evaluate the program between April 1999 and June 2001. The panel submitted preliminary (March 2000) and final (March 2001) reports to the Legislature. A future independent review panel may be formed for similar purposes as required through legislation that extended the PIER Program.
Industrial/Agricultural/Water Efficiency End-Use Energy Efficiency ( <i>IAW</i> ) Program Area	The PIER IAW program facilitates research for energy efficiency, power quality, reliability, and energy load reduction in industrial facilities and processes, agricultural operations, and water and wastewater treatment facilities. The program seeks to improve process-related energy economics while reducing environmental pollution and meeting energy needs in a sustainable manner.
Innovation	Previously unknown, unused, or not broadly adopted combination of methods, materials, processes, or conditions.
Intellectual Property ( <i>IP</i> )	Any new, unique, and novel ideas, material objects, or systems that are developed by a Contractor in the course of a contract. Depending on Ts & Cs of the contract, the State will either make public such ideas or allow the Contractor the benefit of legally protecting its discoveries.
Interagency Agreement ( <i>IA</i> )	An agreement between two or more state agencies (GC § 11256-11263; SCM 3.03). Does not require Standard 4 at contract closure. If the contracting party is another state agency, no matter what solicitation method is utilized, any resulting contract is termed to be an interagency agreement.
Internal Contract Manager	<i>See Commission Contract Manager.</i>

Word	Definition
Internal Project Manager	<i>See Commission Contract Manager.</i>
Intranet	A secure network, usually corporate, that uses Internet technology to integrate desktop, work group, and enterprise computing into a single cohesive framework.
Invoice	The vehicle used to seek reimbursement for project expenditures. The Contractor provides these to the Energy Commission Accounting Office for processing. All invoices must be approved by the CCM before payment by the Accounting Office.
Invoice Dispute	The vehicle the Commission may use to “stop the clock” if there is a question or inaccuracy regarding the invoice submitted by a Contractor. An Invoice Dispute Notification Form ( <i>STD209</i> ) is generated by the CCM to initiate such a stoppage, and is distributed between the Contractor, the Accounting Office, and the CCM.
Invoice Payment	The Commission agrees to reimburse Contractor for expenses incurred in accordance with the contract budget as listed in Exhibit C. The consideration to be paid shall be in compensation for all the Contractor’s expenses incurred in the performance hereof, including travel, per diem, and taxes unless otherwise expressly so provided. The Commission will accept computer-generated invoices without backup documentation provided the Contractor sends a hardcopy the same day to the Commission. Payment shall be made no more frequently than monthly in arrears.
Key Personnel	Those individuals who are critical to the successful completion of the proposed project and are difficult to replace because of their experience, capabilities and knowledge. A contractor’s key personnel, listed in Exhibit D, may NOT be substituted without the CCM’s prior written approval.
Key Subcontractor	Those contractors, subcontractors, or vendors to the Contractor who are critical to the outcome of the projects. As with <i>Key Personnel</i> , these subcontractors may have expertise in the particular field or have experience that is not available from another source and their replacement may significantly affect the project.

Word	Definition
Kickoff Meeting	The objectives of the kick-off meeting are to review the Commission's expectations for: (1) accomplishing tasks described in the Scope of Work; (2) administrative requirements in the terms and conditions; (3) data disclosure limitations; (4) monthly progress reporting format and content; and (5) the Commission's roles and responsibilities. See <i>Exhibit A</i>
Liquidation Date	The final date that the PIER Program is authorized to liquidate funds that have been allocated to the program. This date is six years after initial appropriation (e.g.: Annual Funds allocated on 07/01/03 have a liquidation date of 06/30/09).
Liquidation Period	The period of time funds are available from an appropriation to pay on an obligation for services or goods received. PIER's liquidation period for funds is six years.
Local Area Military Base Recovery Area ( <i>LAMBRA</i> )	A California state program to help communities reduce the adverse economic impact of military base closures, to assist in revitalizing these facilities, and to restore them to their role of economic centers for communities throughout California. (Chapter 1216, Statutes of 1993 - AB 693, Cannella)
Long Term Projects	Projects that are expected to take 15 years or more to provide tangible impacts.
Market Connected	A key objective of PIER program is to develop energy products or services that will be applied in the real world, and will thus produce benefits for California's ratepayers. A strong connection with the market can be demonstrated by: (1) identifying a specific market(s) for the products or services; (2) estimating the size of that market and how much of that market exists in California; (3) providing an overview of the pathway(s) by which such products or services will ultimately enter the marketplace; and (4) identifying people and entities that can aid in facilitating market entry. Typically, demonstration projects should be closely connected to the market while fundamental research projects may have a less-quantifiable market connection.
Market Sector	Subset of a larger population whose members share a set of common characteristics with respect to the purchase and use of a prospective product. For example, with respect to energy use, the <i>residential sector</i> is the subset of all energy users who use energy in for their living quarters. Further, the <i>single-family residential sector</i> is the subset of the <i>residential sector</i> that uses energy for living quarters in a one-family house.

Word	Definition
Match Fund	Cash or in-kind (non-cash) contributions that will be used by the Contractor, subcontractors, or other parties in performance of an agreement. During the solicitation and selection phase, match funding is typically evaluated and scored as one of the evaluation criteria. The amount of match funding provided by Bidders is evaluated and scored relative to the type and amount of estimated benefits. Care should be taken to provide match funding in amounts proportional to expected private benefits compared to public benefits generated by the project.
Match Fund Partner	Any party that supplies match funds to a project.
Membership	<i>See Collaborative Research.</i>
Mid –Term Projects	Projects that are expected to start having an impact within approximately five to fifteen years.
Milestone	A significant point in the performance of a project. Examples include: the Critical Project Review; the completion of a task; the submittal of a deliverable; the completed installation of a piece of hardware; and the initial operation of a new system.
National Lab	Testing facility with exclusive capabilities; usually a Department of Energy, Government-owned, or contractor-operated research and development institution.
Near-term projects	Projects that will start to have an impact on the market in less than five years.
Negotiated	Flexible funding mechanism designed for individual public interest RD&D projects addressing specific technology opportunities and market needs with clearly defined project performance targets where the Scope of Work is negotiable.
Noncompetitive Solicitation Mechanism	Sole source solicitation mechanism that results in either: (1) a Contract; (2) an Interagency Agreement; or (3) a Membership.
Non-Profit Organization	Possess IRS tax exemption status. Non-profit organizations that are already under contract to the California Energy Commission (CEC) to perform PIER related work outside of the EISG Program are prohibited from applying to the EISG Program.

Word	Definition
Notice of Intent to Bid ( <i>NOI</i> )	This Notice is not binding on prospective applicants. It may or may not be requested in the Request for Proposal. It's the bidders' notification to PIER that they intend to bid on a specific Request for Proposal. This helps with workload planning for the leads and division management. This also helps the leads gather technology-specific staff in advance of actual receipt of proposals.
Notice of Proposed Award ( <i>NOPA</i> )	This is a public notice of the final status of all proposals received, reviewed, and scored as a result of a solicitation. These final recommendations are presented in a <i>Draft Notice of Proposed Award</i> , which is then approved at a Business Meeting. All proposals received by the Commission are kept in confidence until the NOPA is published. There is no communication allowed between PIER / RD&D staff or external reviewers or scorers and the applicant until after the NOPA is published.
Objective	An aim or goal to be attained or a purpose to be achieved; a measurable result or accomplishment that indicates success or progress in implementing the organization's strategies and reaching its goals. <i>Synonyms: Outcome; Outcome Measure; Output</i>
Organizational Process Map	<i>See Process Flow Chart.</i>
Outcome	<i>See Objective.</i>
Outcome Measure	<i>See Objective.</i>
Output	<i>See Objective.</i>
Patent Rights	The right of the Contractor to license any Subject Invention that comes out of its work on a contract.
Performance Goals	A long-term target(s) that states what the project/program/organization wants to accomplish.
Performance Measurement	Involves determining what to measure, identifying data collection methods, and collecting the data. Evaluation involves assessing progress toward achieving performance expectations, usually to explain the causal relationships that exist between program activities and outcomes. Performance measurement and evaluation are components of performance-based management, the systematic application of information generated by performance plans, measurement, and evaluation to strategic planning and budget formulation.

Word	Definition
Performance Metric	An indicator of the performance of a product that allows the research product to be evaluated on its ability to meet the identified technical, economic, and performance goals.
PIER Audit Program	<p>A program consisting of a combination of random and targeted assessments, reviews, and audits. Its purpose is to advise and assist PIER contractors in meeting the Commission's administrative requirements while reducing the overall administrative reporting burden on PIER contractors and Commission staff.</p> <p>PIER audits can take place at anytime after DGS signoff of the contract up until three years after the contract comes to its close.</p>
PIER Information Management System ( <i>PIMS</i> )	Arrangement of people, data, processes, interfaces, networks and technology that interact to support and improve both the day-to-day operations of PIER as well as support the problem solving and decision-making needs of management.
PIER Mission Statement	The mission of the PIER Program is to conduct public interest energy research that seeks to improve the quality of life for California's citizens by providing environmentally sound, safe, reliable and affordable energy services and products. Public interest energy research includes the full range of research, development and demonstration activities that will advance science or technology not adequately provided by competitive and regulated markets.
PIER Objectives	(1) Create a public interest RD&D knowledge base and disseminate information that will allow citizens, businesses, government, and other entities to make informed decisions concerning energy technologies and services; (2) Ensure that public interest RD&D program is connected to the market; (3) Ensure public input and accountability for the public interest RD&D program; (4) Ensure the efficient administration and stewardship of public interest RD&D funds; and (5) Provide leadership and coherence for California's public interest RD&D efforts.
PIER Substantive Goals and Objectives	(1) The proposed project is research, development or demonstration, (2) the funding for the proposed project or activity is not adequately provided by competitive and regulated markets, (3) the project or activity produces benefits for California, and (4) the proposed project or activity addresses priority energy issues or problems.

Word	Definition
Policy Advisory Council (PAC)	Body formed to structure communication between PIER Program Managers and the California energy community. Seeks advice from technical experts and stakeholders in program development and design and evaluates the public benefits of PIER Program activities.
Pre-bid conference	An opportunity to meet with Commission staff to discuss issues, questions, or concerns on a specific solicitation. Optional for applicants.
Preliminary Agenda Review Meeting	A meeting held twelve business days prior to the Business Meeting with the Executive Director. This is a forum to inform Executive Director, RD&D Committee, and Commission on items such as Draft NOPAs, proposed projects, or contracts. It gives Energy Commission executives the chance to better understand the project at hand, ask questions about specific aspects of the project, and thereby determine if the contract should remain on the upcoming Business Meeting Agenda. The CCM and the Program Area Lead must address concerns that come out of this meeting before proceeding to the <i>Final Agenda Review Meeting</i> .
Private Benefit	Economic returns or profits that the Bidder or a member of the team acquires for its own advantage.
Process Flow Chart	Visual representation of all necessary steps to arrive at desired outcome. <i>Synonyms: Organizational Process Map, Swimlanes</i>
Process Owner	Identified resource that performs the set of interrelated activities that transform inputs into outputs.
Production Readiness Plan	Projects that will lead to the mass manufacturing of developed hardware within the next five years should also include a task addressing production readiness and should contain the following: (1) identification of critical production processes, equipment, facilities, personnel resources and support systems that will be needed to product a commercially viable product; (2) internal manufacturing facilities, as well as supplier technologies, capacity constraints imposed by the design under consideration, identification of design critical elements and the use of hazardous or non-recyclable materials; (3) a projected “should cost” for the product when in production; (4) the expected investment threshold to launch the commercial product, and (5) an implementation plan to ramp up to full production.

Word	Definition
Program	A collection of several elements (or emphasis areas with the same set of overall goals and objectives) wherein each element (or emphasis area) contains multiple projects, and each project develops a unique product or service to help achieve the overall program goals and objectives. Within a program, the individual elements (or emphasis areas) are separable and the research could be completed independently. Although separable, they should have specific linkages that lead to synergies that make the program more effective as a total than if the elements and projects were conducted separately.
Program Area Lead	The person responsible for soliciting and managing projects within the seven program areas of the PIER program. Each Program Area has its own budget and unique issues its projects are addressing. Each program area lead projects the forthcoming year's work schedule and development efforts, and serves as an advisor to Energy Com mission Contract Managers on program-specific contracts.
Program Opportunity Notice (PON)	Announces the availability of funds and explains how to obtain an application for a grant. Solicitations for Commission grant (and loan) programs are made by mailing these to potential applicants.
Programmatic Solicitation	A flexible funding mechanism designed for program-level support of public interest RD&D activities where applicants can request funding for a collection of linked energy RD&D projects that address specific RD&D goals within a single proposal.
Progress Payment	Partial payment related to steps or phases toward the completion of the required services under a contract.
Progress Report	<p>As defined within the PIER program, a specific Progress Report format, outlined in the Statement of Work, is written by the Contractor and included with each invoice sent to the Accounting Office. This is reviewed by the CCM and used as a basis for approving invoices. A copy of the report is kept by the CCM, and the original is returned to the Accounting Office, which forwards it to the Contracts Office to place in the contract file.</p> <p>These reports are typically presented on a monthly basis. This progress report takes the place of the Commission's Contract Progress Evaluation Form. <i>See Contract Progress Evaluation Form. Synonym: Monthly Progress Report</i></p>

Word	Definition
Project	An RD&D effort intended to advance science and/or is technology-based and pertains to a specific set of goals and objectives and is implemented according to a valid technical approach.
Project End Date	<b>The <u>project itself</u> may be shorter than or coincide with the contract term as stated in the body of the contract.</b> The true project end date is the date the project's final task is completed (usually the Final Report) and not necessarily the contract term end date. This is because the contract term end date is the last day for submitting Commission-reimbursable expenses and meeting the final liquidation date.
Project Fact Sheet	A document listing technical highlights from a research contract. Although not a part of the contract Ts & Cs, it's sometimes requested that the Contractor publish this at the close of a contract. In some cases, there are two Project Fact Sheets: one that is very technical in nature, and one that is more pedestrian. Some CCMs work with the Contractor to constantly update their Project Fact Sheets during the life of the contract; this information is then used in making presentations on the contract's progress to Energy Commission executives and people outside the Energy Commission.
Project Schedule	A timeline or schedule for the project tasks which are proposed for PIER funding and the corresponding completion date.
Project Status	The incremental technical and financial status of the project.
Projected Outcomes	The quantitative changes to Baseline Conditions expected from research efforts. These projections should look well past the end of the research contract term to estimate market impacts that are reasonably expected to occur as a result of the proposed research/development.
Proposal	The formal written response to a Request for Proposal from the bidder. If the Commission accepts the proposal, it will be expressly incorporated into the agreement.
Proposal Approval	Used with regards to the applicant-initiated sole source proposal process; once an Applicant's proposal is reviewed and accepted by the PIER Program, the Applicant will be given this direction to go ahead and work with Sparkey in setting up an agreement.

Word	Definition
Proposal Authorization	Used with regards to the applicant-initiated sole source proposal process; an Applicant contacts a Program Area Lead or the PIER Program Manager and receives this direction to go ahead with submitting a proposal for review by the PIER Program.
Protest Period	A specified time range within which an applicant may file a protest against the proposed awarding of a contract. Once a protest has been filed, contracts will not be awarded until the protest is withdrawn, the Commission cancels the Request for Proposal, or the Department of General Services decides the matter.
Public Benefit	<p>Part of the merit-based selection guideline to judge a proposal. Can include:</p> <ul style="list-style-type: none"> <li>• improvements to the quality of the environment above and beyond the current legal requirements;</li> <li>• beneficial utilization of indigenous and /or renewable sources of energy;</li> <li>• reduction in statewide energy requirements;</li> <li>• increases in the overall efficiency and reliability of generation or end-use of energy;</li> <li>• positive impacts on the economics at the regional or statewide levels through consumer cost savings and creation of jobs.</li> </ul>
Public Interest Energy Research (PIER) Program Area	<p>Senate Bill (SB) 90 states among other things, "...required portfolio to include five "relevant core subject areas." The five core subject areas included in the PIER program are renewable energy, environmentally preferred advanced generation, energy-related environmental enhancements, end-use energy efficiency, and strategic energy research.</p> <p>After passage of SB 90, the Commission divided the end-use energy efficiency core subject area into two efficiency programs areas: (1) Buildings; and (2) Industrial / Agricultural / Water.</p>
Questions and Answers (Q&A)	During the pre-bid conference, potential applicants are encouraged to ask Request for Proposal-specific questions. The rules state that no entity or individual will be given preferential treatment; therefore, <b>any</b> information given to one entity or individual must formally be given to all potential applicants. This is done via the pre-bid workshop. Whoever attends these workshop(s) gets a full copy of each question and answer.

Word	Definition
RD&D Committee	A committee within the Technology Systems Division which is charged with review, comment, and approval on proposals, concepts, and contracts within the program. During contract initiation, the committee must review and approve moving forward with contract development before the Contract Team can meet. <i>Synonym: RD&amp;D Policy Committee</i>
RD&D Policy Committee	<i>See RD&amp;D Committee.</i>
Recipient	Applicant, after a grant with Commission has been signed and approved. <i>Synonym: Grantee</i>
Release of Retention Funds Document	An invoice provided by the Contractor to the Accounting Office stating the exact amount of funds retained by the Energy Commission during the life of the contract. (This amount can be ascertained by contacting the Energy Commission's Accounting Office.) Once all deliverables and documentation pertaining to the closing of a contract have been received (e.g.: Final Report), this invoice can be paid.
Reliability	The degree of performance of the elements of the bulk electric system that results in electricity being delivered to customers within acceptable standards and in the amount desired.
Renewable Energy Technologies Program Area	<p>One of the research programs within PIER, it focuses on renewable energy sources that can provide public benefits such as: energy price security; improved environmental quality; increased benefits to local and regional economies; improved management of natural resources through the use of indigenous energy resources; and protection of public health and safety.</p> <p>Renewable energy sources include solar radiation, geothermal fluids, biomass, water, and wind available for conversion to energy. Technology applications include, but are not limited to: photovoltaic systems, solar thermal, wind turbines, hydropower, geothermal energy, and biomass energy. Renewable technologies hybridized with fossil fuel fired energy are acceptable within the definition of renewable energy.</p>
Request for Proposal ( <i>RFP</i> )	The competitive process of selecting contractors to provide services for the benefit of the Energy Commission.

Word	Definition
Research	The careful, systematic, and reasonably thorough study and investigation in a particular field of knowledge, for the purpose of discovering or establishing facts or principles and developing a product or process. It is fundamentally new knowledge.
Research Contract Management System (RCMS)	<p>This software was replaced in June of 2004 with PIMS.</p> <p>A PIER software system based on the need to find an enterprise-wide system to manage contracts. The concept was to have this packaged system be used as a tool to reduce the tracking time required on contracts. Although first proposed for use with transition contracts, it was ultimately implemented for the entire PIER program.</p>
Research, Development, and Demonstration (RD&D)	The process of advancing science and technology from the initial stages of exploring a concept, through the laboratory and the application testing of components and systems, to the eventual introduction into the market.
Reservation	PIER monies that have been noted by the Budgets Office as being allocated to budget line items. This process is done after the formal Contract Request Package is received at the Contracts Office and is sent to the Budgets Office for signoff.
Responsibility Sheet	A tracking sheet developed by Sparkey and distributed to the CCM, the CCM's Supervisor, and the contract's Program Area Lead during contract initiation. This document is used as a reference to identify delivery dates and key milestones in the process leading up to a targeted Business Meeting date.
Reviewer	An internal or external technologist who determines the applicability of a technology and its strengths and weaknesses. Their reviews provide detailed project-specific information to the Scoring Committee. <i>Synonym: Evaluator</i>

Word	Definition
Royalty	<p>The statutory language granting the Commission discretion with regard to the nature and extent of royalty provisions pertaining to persons or entities receiving RD&amp;D funds through the PIER Program.</p> <p>There are two options that PIER funds will be provided (a) with royalty payment provisions; or (b) through an exemption without royalty payment provisions. Repayment is based on royalties once the Contractor generates gross revenues, or a subcontractor generates gross revenues that are paid to the Contractor.</p> <p>Within the PIER program, there are two types of royalty:</p> <ul style="list-style-type: none"> <li>• <u>General Royalty</u>: All parties, unless exempted, receiving RD&amp;D funds are required to repay to the PIER Program Trust Account one and a half percent (1 ½%) of the sale price of each project-related product or right for up to 15 years, as further defined in the terms and conditions of the PIER program contract.</li> <li>• <u>Exempted Royalty</u>: At the discretion of the Commission, a project may be exempted from the general royalty requirements if: (1) the project in question is primarily expected to produce new knowledge and/or understanding of the subject under study, rather than any commercial application of that knowledge, within the next ten years (basic research); <b>and</b> (2) the applicant agrees to place all intellectual property developed from the project into the public domain.</li> </ul>
Scope of Work	<p>A detailed description of the work to be performed, including the specific goals and objectives of the projects and the tasks and approaches to be used for achieving them; must also define major milestones to be achieved during the course of a project. <i>Synonyms: Exhibit A, Statement of Work, Work Statement</i></p>
Score Matrix	<p>A table of each scorer's scores for each applicant that passed the score threshold. This is mailed to applicants. One copy has each scorer by name that CANNOT be made public. The public copy lists each scorer by a Number.</p>
Score Threshold	<p>A minimum passing score a proposal must receive to pass the Scoring Committee and move on to possible funding recommendations. Specified within each Request for Proposal and PON.</p>

Word	Definition
Scorer	A technical expert who evaluates the merits and scores each proposal that passed the administrative screening and the completeness and feasibility screenings.
Senate Bill 90 (SB 90)	With the passage of this bill, the California Energy Commission (California Energy Commission (CEC)) was created. The California Energy Commission (CEC) has the authority to administer funds collected from the state's investor-owned utilities to support renewable energy technologies.
Senior Management	<p>PIER's Top-Level Management Team, made up of:</p> <ul style="list-style-type: none"> <li>• PIER Program Manager – tasked to manage, direct, and provide leadership to the PIER program under the supervision of the Executive Director;</li> <li>• Associate PIER Program Manager – tasked to report to, and receive direction from, the PIER Program Manager. The Associate PM plans, organizes, directs, and manages the staff and activities of the PIER Program;</li> <li>• TSD Deputy Division Chief – tasked to report to the Deputy Director of the Technology Systems Division and receive direction on PIER duties from the PIER Program Manager.</li> </ul>
Small Business Certification and Participation Program	Small business status entitles firms to a five percent bidding preference on state contracts. A certified firm is also eligible for higher interest penalties for late undisputed invoice payments under the Prompt Payment Act. The State of California's small business preference program applies only to state contracts. <i>Synonym: Small Business</i>
Small Grant	Flexible funding mechanism designed for individual public interest early R&D conceptual projects addressing a broad range of technology opportunities and market needs without clearly defined project performance targets. Included as a part of the PIER Program portfolio but limited in total funding to \$75,000 per applicant.

Word	Definition
Sole source	<p>Focused <u>noncompetitive</u> funding mechanism primarily designed to obtain specialized products from entities possessing a unique capacity to address specific technology opportunities and market needs with clearly defined project performance target. These entities may include other state or federal agencies such as California Department of Forestry (CDF), the Air Resources Board (ARB), Department of Energy (DOE), and National Renewable Energy Laboratory (NREL) as well as profit and not-for-profit organizations.</p> <p>PIER contracts do not require DGS sole source approval or Resource Agency sole source approval at the time a contract is prepared, as these approvals have already been given to PIER. However, DGS/Legal Office and the Legislature are to be notified of the contract by your Contracts Officer.</p>
Sole Source Memorandum	<p>As a part of the Contract Request Package for a “sole source” contract being initiated, The sole source memorandum must include:</p> <ul style="list-style-type: none"> <li>• Contractor’s Name and Address</li> <li>• Contract amount and term</li> <li>• Purpose of Contract</li> <li>• Justification for Sole source</li> <li>• Exemption request to the Disabled Veteran Business Enterprise Program</li> <li>• Marketplace Survey</li> </ul>
Solicitation	A Commission vehicle used to gather concepts to fund as projects that support the Commission’s technology R&D initiatives.
Solicitation Lead	A Commission staff member assigned to or designated by the Program Area Lead to oversee and take responsibility for a solicitation.
Solicitation Team	A group of individuals who work with the solicitation lead during the solicitation process.
Sparkey	The name given to a process, a team, and a system used to streamline the development and maintenance of contract initiation forms and exhibits. This unit advises CCMs on schedule and requirements in an effort to improve overall contract initiation timing; developed at the recommendation of the 2001 PIER Independent Review Panel.

Word	Definition
Stages And Gates	<p>A process whose objective is to produce just enough information to make project-related decisions. <b>Stages</b> are groups of analytical and developmental activities within an individual project focused on solving market, technical, and business problems related to a technology/product. <b>Gates</b> are decision points about a project's future. Decision criteria are mutually agreed upon in advance by gatekeepers and team members. Decisions are based on information provided by the project contributors relative to business, technical, and market criterion. The gatekeepers make decisions.</p> <p>Within the PIER program, the Stages &amp; Gates methods are being developed for application within each program area as a means for assessing the success of contract results and determining if further research is needed in the subject area.</p>
Stakeholder	<p>An entity, such as an individual, corporation, trade organization, end user, research organization, university, regulatory body, government agency, financial organization, sponsor, or marketer that has a title, financial share, special skill or resource, mandated responsibility, or other direct interest in the undertaking to develop, enable, negotiate, deploy, or commercialize a technology.</p>
Standard 209 (STD 209)	<p><i>See Invoice Dispute.</i></p>
Standard 213 (STD 213)	<p>This is the signature page for all parties in the contract and is prepared by the Contracts Officer. This document became effective for the PIER Program in January 2003.</p>
Standard 215 (STD 215)	<p>This document is the overview of pertinent contract information including funding sources. It is prepared and signed by Contracts Officer. This document became effective for the PIER Program in January 2003.</p>
Standard 4 (STD 4)	<p><i>See Contract / Contractor Evaluation Form.</i></p>
Statement of Impartial Evaluation and Non-Disclosure	<p>Document sent to solicitation reviewers outside of the Commission. This document states that the reviewer has no personal or financial interest in the Request for Proposal and that they will not reveal any confidential information provided to them during the process of proposal review. <i>Synonym: Confidential Disclosure Form</i></p>
Statement of Work	<p><i>See Scope of Work.</i></p>

<b>Word</b>	<b>Definition</b>
Stop Work Order	By written notice to the Contractor, the Commission may require – at any time –the Contractor to stop all or part of the contract’s work tasks. Stop Work Orders may be issued for reasons such as: exceeding budget; unacceptable standard of performance; out-of-scope work; a delay in project schedule; or misrepresentations. The Contractor shall resume the stopped work only upon receipt of written instructions from the Commission to terminate the Stop Work Order. The Stop Work Order is usually a product of a Critical Project Review performed during the life of a contract.
Strategic Planning	A disciplined effort to produce fundamental decisions and actions that shape and guide what an organization/project/program is, what it does, and why it does it.
Subject Technology	The body of knowledge, system component, device, generating system, manufacturing technique, material, etc. that will be improved as a result of the project proposed by the bidder.
Supervisor	An Energy Commission employee who is legally responsible for the contract work done by CCMs. Supervisors are responsible for authorizing all staff resource actions based on joint decision-making with Team Leads, the development of personnel work plans, and for maintaining an understanding of programmatic activities.
Swimlanes	<i>See Organizational Process Map.</i>
Tailored Collaboration (TC)	This is a targeted research project often derived from more general work conducted as part of the EPRI membership agreement. The TC funding pool is created by a combination of 25% included in membership by EPRI and a dollar-for-dollar match from the Commission. TCs sometimes have other funders besides the Commission and EPRI, although this has happened only on a few occasions for PIER. TCs are currently ( <i>January 2003</i> ) funded under an E2I contract.
Target Area Contract Preference Act (TACPA)	Established by CA Government Code Section 4530 <i>et seq.</i> , it provides a five-percent preference to California-based companies that perform state contract work in a distressed area.

<b>Word</b>	<b>Definition</b>
Targeted Programmatic Solicitation	A solicitation for proposals similar to the programmatic solicitation requiring multiple interrelated projects under the overall management of a program director. However, like the targeted solicitation it is also designed to address a specific energy technology and defined performance goals within one of the PIER program areas. A target audience of applicants is also implied in this type of solicitation.
Targeted Solicitation	Focused funding mechanism designed for individual public interest RD&D projects addressing specific technology opportunities and market needs with clearly defined project performance and applicant targets.
Task	A distinct research effort that includes an objective, a description of related activities, and a list of deliverables.
Team Member	A stakeholder with contractual responsibilities to the Energy Commission or to the Bidder associated with a project.
Teamwork	Teamwork represents a set of values that encourages behavior such as listening and constructively responding other points of view, giving others the benefit of the doubt, providing support to those who need it, and recognizing the interests and achievements of others.
Technological Baseline	The current state-of-the-art or the developmental status of the subject technology to be developed, or the body of knowledge to be advanced.
Technology	The body of knowledge, system component, device, manufacturing technique, material, etc. that will be improved as a result of the projects proposed by the Bidder.
Technology Systems Division ( <i>TSD</i> )	The division within the California Energy Commission that the PIER Program is a part of.
Technology Transfer Group	A section within PIER that makes sure that knowledge and results from research and projects is accurately communicated to decision-makers inside and outside the Energy Commission. Uses vehicles such as a contract Final Report, Project Fact Sheets, semi-annual, and annual reports. <i>Synonym: Tech Transfer Group</i>
Technology Transfer Plan	A process through which the knowledge, experimental results, and lessons learned are disseminated by the contractor and are made readily available to decision-makers. The plan must explain how the deliverables from the other tasks will be distributed and how it will be made available to the public.

<b>Word</b>	<b>Definition</b>
Technology Type	The specific technology type grouping the project encompasses. Predefined types for accurate analysis/presentation.
Terms and Conditions	Standard language used in PIER contracts/grants in relation to project terms and conditions. These are the mutual promises or consideration included with each contract; they outline an act or performance that must occur in order to obligate another party to a contractual obligation. <i>Synonyms: Boilerplate; Ts &amp; Cs</i>
Transmittal Cover Memo	Sent by the Contracts Office to the Contractor along with the final version of the contract for signoff.
Usability	An index indicating the ease of operation from the end-user perspective.
Vision Statement	A description of what an organization/project/program will look like if it succeeds in implementing its strategies and achieves its full potential. It is an ideal and unique image of the future.
Work Authorization	A work authorization (WA) is a sub agreement within a larger contract. In many ways it is a “mini-contract”. The PIER program uses WA for the UCOP- MRA, the UCOP-BOA, the E2I agreements and for all technical support contracts. Depending on the work to be done and the specific agreement WA contain a description of the project the relationship to PIER goals, the objective(s) of the WA the scope of work, the schedule, the deliverables and the budget. WA can also identify key personnel and key sub-contractors, travel, equipment, preexisting intellectual property and confidential deliverables.
Work Statement	<i>See Scope of Work.</i>