

CONTRACT REQUEST FORM (CRF)



A) New Agreement 150-17-009 (To be completed by CGL Office)

150 Office of the Executive Director	Rachel Grant Kiley	18	916-654-4379
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Alliance to Save Energy	52-1082991
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Alliance to Save Energy Membership

1 / 1 / 2018	12 / 31 / 2018	\$ 25,000
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- 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	12 / 14 / 2016	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Rachel Grant Kiley	Time Needed:	0 minutes

Please select one list serve. Select

Agenda Item Subject and Description

Proposed resolution approving Agreement 150-17-009 with Alliance to Save Energy for a \$25,000 contract to renew the Energy Commission's membership for one year. Membership allows Energy Commission staff to meet with key policy and decision makers and officials from over 100 organizations to advance energy efficiency through unique and effective policy, market transformation, education, communications, and research and technology initiatives. These meetings provide a forum for exchanging information, ideas and resources.

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 this is a membership in an organization only.
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
 - Initial Study
 - Negative Declaration
 - Mitigated Negative Declaration
 - Environmental Impact Report
 - Statement of Overriding Considerations

Legal Company Name:	Budget	SB	MB	DVBE
	\$ 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"/>

Legal Company Name:

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J) Budget Information			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
State - ERPA		100.022	\$25,000
Funding Source			\$
R&D Program Area:	Select Program Area		\$25,000
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

Name:	Erin Harper Mao	Name:	Scott Thach
Address:	1850 M Street, NW Suite 610	Address:	1850 M Street, NW Suite 610
City, State, Zip:	Washington DC, 20036	City, State, Zip:	Washington DC, 20036
Phone:	202-530-2233	Fax:	202-331-9588
Phone:	202-530-2215	Fax:	202-331-9588
E-Mail:	eharper@ase.org	E-Mail:	sthach@ase.org

Solicitation Select Type Solicitation #: _____ # of Bids: _____ Low Bid? No Yes
 Non Competitive Bid (Attach CEC 96)
 Exempt Membership

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)

If yes, check appropriate box: No Yes
 SB MB DVBE

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:

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

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



R) Justification of Rates

Membership dues are set by the organization. Dues are consistent for entities at this membership level.

- 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)

- 1. Will there be Work Authorizations? No Yes
- 2. Is the Contractor providing confidential information? No Yes
- 3. Is the contractor going to purchase equipment? No Yes
- 4. Check frequency of progress reports
 Monthly Quarterly Other... _____
- 5. Will a final report be required? No Yes
- 6. Is the Agreement, with amendments, longer than a year? If yes, why? No Yes

- 1. Exhibit A, Scope of Work N/A Attached
- 2. Exhibit B, Budget Detail N/A Attached
- 3. CEC 96, NCB Request N/A Attached
- 4. CEC 95, DVBE Exemption Request N/A Attached
- 5. CEQA Documentation N/A Attached
- 6. Resumes N/A Attached
- 7. CEC 105, Questionnaire for Identifying Conflicts Attached

Agreement Manager

Date

Office Manager

Date

Deputy Director

Date

EXHIBIT A

SCOPE OF WORK

PURPOSE

The purpose of this Agreement is to formalize the Energy Commission's membership in the Alliance to Save Energy. Membership allows Energy Commission staff to meet with key policy and decision makers and officials from over 100 organizations to advance energy efficiency through unique and effective policy, market transformation, education, communications, and research and technology initiatives. These meetings provide a forum for exchanging information, ideas and resources.

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: ALLIANCE TO SAVE ENERGY

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 150-17-009 with Alliance to Save Energy for a \$25,000 contract to renew the Energy Commission's membership for one year. Membership allows Energy Commission staff to meet with key policy and decision makers and officials from over 100 organizations to advance energy efficiency through unique and effective policy, market transformation, education, communications, and research and technology initiatives. These meetings provide a forum for exchanging information, ideas, and resources; 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 February 21, 2018.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Cody Goldthrite,
Secretariat