



STATE OF CALIFORNIA

**CONTRACT REQUEST FORM (CRF)**

CEC-94 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

**A) New Agreement # 400-21-001 (to be completed by CGL office)**

<b>B) Division</b>	<b>Agreement Manager:</b>	<b>MS-</b>	<b>Phone</b>
400 Efficiency Division	Christine Collopy		916-214-1432

<b>C) Contractor's Legal Name</b>	<b>Federal ID #</b>
National Association of State Energy Officials (NASEO)	52-1474553

<b>D) Title of Project</b>
Annual Membership Dues and Meeting Fees - National Association of State Energy Officials

**E) Term and Amount**

<b>Start Date</b>	<b>End Date</b>	<b>Amount</b>
10 / 01 / 2021	09 / 30 / 2022	\$ 24,921

**F) Business Meeting Information**

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

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

Proposed Business Meeting Date 09 / 08 / 2021 ☒ Consent ☐ Discussion

Business Meeting Presenter Time Needed: minutes

Please select one list serve. Select

**Agenda Item Subject and Description:**

Proposed resolution approving Agreement 400-21-001 with the National Association of State Energy Officials (NASEO) for a \$24,921 contract to formalize the California Energy Commission's (CEC) membership. This one-year membership allows CEC staff to connect with key policy and decision makers, officials from other state and territorial energy offices, and affiliates from the private and public sectors. The membership also provides a forum for exchanging information, ideas, and resources, and to learn about new funding and partnership opportunities. (ERPA Funding) Contact: Christine Collopy.

**G) California Environmental Quality Act (CEQA) Compliance**

1. Is Agreement considered a "Project" under CEQA?

☐ Yes (skip to question 2) ☒ No (complete the following (PRC 21065 and 14 CCR 15378)):

Explain why Agreement is not considered a "Project":

Agreement will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because is for a membership.

2. If Agreement is considered a "Project" under CEQA:

a) ☐ Agreement **IS** exempt.

☐ 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)



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Check all that apply

- ☐ Initial Study
- ☐ Negative Declaration
- ☐ Mitigated Negative Declaration
- ☐ Environmental Impact Report
- ☐ Statement of Overriding Considerations

**H) List all subcontractors (major and minor) and equipment vendors:** (attach additional sheets as necessary)

Legal Company Name:	Budget
	\$ 0.00
	\$ 0.00
	\$ 0.00

**I) List all key partners:** (attach additional sheets as necessary)

Legal Company Name:

**J) Budget Information**

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
State - ERPA	21/22	100.022	\$24,921
Funding Source			\$
Funding Source			\$
Funding Source			\$
Funding Source			\$

R&D Program Area: Select Program Area      TOTAL: \$24,921

Explanation for "Other" selection

Reimbursement Contract #:

Federal Agreement #:

**K) Contractor's Contact Information****1. Contractor's****Administrator/Officer**

Name: David Terry

Address: 1300 N. 17<sup>th</sup> Street

City, State, Zip: Arlington, VA  
22209

Phone: 703-299-8800

E-Mail: dterry@naseo.org

**2. Contractor's Project Manager**

Name: Garth Otto

Address: 1300 N. 17<sup>th</sup> Street

City, State, Zip: Arlington, VA  
22209

Phone: 703-299-8800

E-Mail: gotto@naseo.org

**L) Selection Process Used**



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☐ Solicitation Select Type Solicitation #: - - # of Bids: Low Bid ☐ No ☐ Yes

☐ Non Competitive Bid (Attach DGS-GSPD-09-007 <https://www.dgs.ca.gov/PD/Forms> )

☒ Exempt Membership

### M) Contractor Entity Type

☒ Private Company (including non-profits)

☐ CA State Agency (including UC and CSU)

☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

### N) Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

If yes, check appropriate box(es): ☐ SB ☐ MB ☐ DVBE

### O) Civil Service Considerations

☒ Not Applicable (Agreement is with a CA State Entity or a membership/co-sponsorship)

☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)

☐ The Services Contracted:

☐ are not available within civil service

☐ cannot be performed satisfactorily by civil service employees

☐ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.

☐ The Services are of such an:

☐ urgent

☐ temporary, or

☐ occasional nature

that the delay to implement under civil service would frustrate their very purpose.

### Justification:

NASEO is a nonprofit organization created to improve effectiveness and quality of state energy programs and policies and provide leadership on energy issues. It offers energy offices access to educational and technical assistance program.

### P) Payment Method



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1. ☒ Reimbursement in arrears based on:  
☐ Itemized Monthly ☐ Itemized Quarterly ☐ Flat Rate ☒ One-time
2. ☐ Advanced Payment
3. ☐ Other, explain: Annual dues membership

**Q) Retention**Is Agreement subject to retention? ☒ No ☐ YesIf Yes, Will retention be released prior to Agreement termination? ☐ No ☐ Yes**R) Justification of Rates**

The rate of \$24,921 is the rate billed to the California Energy Commission for membership participation for the 2021/2022 year.

**S) Disabled Veteran Business Enterprise Program (DVBE)**


1. ☐ Exempt (Interagency/Other Government Entity)
2. ☐ Meets DVBE Requirements DVBE Amount:\$ 0 DVBE %:  
a. ☐ Contractor is Certified DVBE  
b. ☐ Contractor is Subcontracting with a DVBE: Name of DVBE Company
3. ☐ Contractor selected through CMAS or MSA with no DVBE participation
4. ☒ Requesting DVBE Exemption (attach CEC 95)

**T) Miscellaneous Agreement Information**

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

**U) The following items should be attached to this CRF (as applicable)**

- |   |   |  |           |
|---|---|--|-----------|
| 1. Exhibit A, Scope of Work                         | <input type="checkbox"/> N/A            | <input checked="" type="checkbox"/> Attached |           |
| 2. Exhibit B, Budget Detail                         | <input type="checkbox"/> N/A            | <input checked="" type="checkbox"/> Attached |           |
| 3. DGS-GSPD-09-007, NCB Request                     | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached            | 8/11/2021 |
| 4. CEC 95, DVBE Exemption Request                   | <input type="checkbox"/> N/A            | <input checked="" type="checkbox"/> Attached |           |
| 5. CEQA Documentation                               | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached            |           |
| 6. Resumes  | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached            |           |
| 7. CEC 105, Questionnaire for Identifying Conflicts |   | <input checked="" type="checkbox"/> Attached |           |

  
**Agreement Manager**

8-11-2021

**Date**

8/11/2021

\_\_\_\_\_  
**Office Manager**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Deputy Director**

\_\_\_\_\_  
**Date**

## **EXHIBIT A**

### **Scope of Work**

#### **PURPOSE**

The purpose of this Agreement is to formalize the California Energy Commission's (CEC) membership in the National Association of State Energy Officials (NASEO). This membership allows the CEC staff to connect with key policy and decision makers; officials from other state and territorial energy offices; and affiliates from the private and public sectors. This membership provides a forum for exchanging information; ideas and resources; and to learn about new funding and partnership opportunities. Additionally, the membership provides an opportunity to guide regional, state, and federal government officials toward an understanding of energy's pivotal role in the economy and environment and to inform them about specific energy priorities and concerns to California.

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STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION NATIONAL ASSOCIATION OF STATE ENERGY OFFICIALS  
(NASEO)

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

**RESOLVED**, that the CEC approves Agreement 400-21-001 with NASEO for a \$24,921 contract to formalize CEC membership. This one-year membership allows staff to connect with key policy and decision makers, officials from other state and territorial energy offices, and affiliates from the private and public sectors. The membership also provides a forum for exchanging information, ideas, and resources, and to learn about new funding and partnership opportunities; and

**FURTHER BE IT RESOLVED**, that the Executive Director or his/her designee shall execute the same on behalf of the CEC.

**CERTIFICATION**

The undersigned Secretariat to the CEC 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 CEC held on September 8, 2021.

AYE:

NAY:

ABSENT:

ABSTAIN:

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Liza Lopez  
Secretariat