



CONTRACT REQUEST FORM (CRF)

A)05New Agreement # 600-21-009

B) Division	Agreement Manager:	MS-	Phone
Fuels and Transportation	Jeffrey Lu	6	916-903-4503

C) Contractor's Legal Name	Federal ID #
innos Incorporation	61- 1957956

D) Title of Project
Vehicle Interoperability Testing Symposium (VOLTS)

E) Term and Amount

Start Date	End Date	Amount
05/11/2022	08/31/2023	\$ 910,000

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 5 / 11 / 2022 Consent Discussion

Business Meeting Presenter Jeffrey Lu Time Needed: 5 minutes

Please select one list serve. Altfuels

Agenda Item Subject and Description:

innos Inc. Proposed resolution approving Agreement 600-21-009 with innos Inc. for a \$910,000 contract to conduct an electric vehicle (EV) charging interoperability testing symposium in California, and adopting staff's determination that this action is exempt from CEQA. (CTP Funding) Contact: Jeffrey Lu (Staff Presentation: 5 minutes)

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 .

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: 15301 - Existing Facilities

Common Sense Exemption. 14 CCR 15061 (b) (3) Explain reason why Agreement is exempt under the above section:

14 CCR § 15301 outlines provisions for "the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use." This project will host an



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electric vehicle charging interoperability testing symposium at an existing venue in California. Automotive manufacturers, equipment manufacturers, and charging providers will gather to conduct collaborative testing over several days, and the host site will be selected based on its ability to support such an event without major building alterations or construction. For these reasons, this project will have no significant impact on the environment and is categorically exempt under 14 CCR § 15301.

- 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

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

Legal Company Name:	Budget
TBD (furniture)	\$90,000
TBD (contract review)	\$10,000
TBD (audio visual equipment)	\$90,000
TBD (site host)	\$100,000
Electric Power Research Institute	\$80,000
GC Green, Incorporated	\$70,000
Keysight Technologies (formerly Verisco)	\$40,000
DEKRA Certification, Inc.	\$25,000
Wyndham Jade LLC dba MCI USA	\$110,000

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
ARFVTP	FY 18/19	601.118K	\$910,000
Funding Source			\$
Funding Source			\$
Funding Source			\$
Funding Source			\$

R&D Program Area: Select Program Area TOTAL: \$



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Explanation for "Other" selection

Reimbursement Contract #:

Federal Agreement #:

K) Contractor's Contact Information

1. Contractor's Administrator/Officer

Name: Andre Kaufung
Address: 1250 I St NW, Suite 902
City, State, Zip: Washington, DC 20005
Phone: 267-815-2710
E-Mail: kaufung@innos.global

2. Contractor's Project Manager

Name: Ulrike Munz
Address: 1250 I St NW, Suite 902
City, State, Zip: Washington, DC 20005
Phone: N/A
E-Mail: munz@innos.global

L) Selection Process Used

- Solicitation RFP Solicitation #: RFP-21-601 # of Bids: 2 Low Bid No Yes
- Non Competitive Bid (*Attach DGS-GSPD-09-007 <https://www.dgs.ca.gov/PD/Forms>)*
- Exempt Select Exemption (see instructions)

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: Operating an interoperability testing event accommodating both vehicles and charging equipment requires extensive planning and experience with event logistics, site selection, site preparation, and industry collaboration. Collaborative interoperability testing events



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for electric vehicle charging are needed on an occasional basis to identify charging situations that are not easily or sufficiently tested using internal processes alone.

P) Payment Method

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

Q) Retention

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

R) Justification of Rates

Rates provided in the agreement budget are reasonable given the experience and planning required to successfully execute a vehicle and charger interoperability testing event. Innos has demonstrated past success in planning and executing such events.

S) Disabled Veteran Business Enterprise Program (DVBE)

- 1. Exempt (Interagency/Other Government Entity)
- 2. Meets DVBE Requirements DVBE Amount:\$ 0 DVBE %:3%
 - a. Contractor is Certified DVBE
 - b. Contractor is Subcontracting with a DVBE: GC Green, Inc.
- 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 Other...
- 5. Will a final report be required? No Yes
- 6. Is the Agreement, with amendments, longer than three years? If yes, why? No Yes



CONTRACT REQUEST FORM (CRF)

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 |
| 4. CEC 95, DVBE Exemption Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 5. Exhibit C, CEQA Documentation | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 6. Exhibit D, Resumes | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 7. CEC 105, Questionnaire for Identifying Conflicts | | <input checked="" type="checkbox"/> Attached |

Jeffrey Lu
Agreement Manager

April 28, 2022
Date

Office Manager

Date

Deputy Director

Date

Exhibit A

SCOPE OF WORK

Background

Assembly Bill (AB) 118 (Núñez, Chapter 750, Statutes of 2007), created the Clean Transportation Program. The statute authorizes the California Energy Commission (CEC) to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state's climate change, clean air, and alternative energy policies. AB 8 (Perea, Chapter 401, Statutes of 2013) re-authorizes the Clean Transportation Program through January 1, 2024. The Clean Transportation Program has an annual budget of approximately \$100 million and provides financial support for projects that:

- Reduce California's use and dependence on petroleum transportation fuels and increase the use of alternative and renewable fuels and advanced vehicle technologies.
- Produce sustainable alternative and renewable low-carbon fuels in California.
- Expand alternative fueling infrastructure and fueling stations.
- Improve the efficiency, performance and market viability of alternative light-, medium-, and heavy-duty vehicle technologies.
- Retrofit medium- and heavy-duty on-road and non-road vehicle fleets to alternative technologies or fuel use.
- Expand the alternative fueling infrastructure available to existing fleets, public transit, and transportation corridors.
- Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

On September 24, 2021, the CEC released a Request for Proposal entitled "Vehicle Interoperability Testing Symposium (VOLTS)." This competitive solicitation was to select one contractor that will conduct a Vehicle Inter-Operability Testing Symposium (VOLTS) in California to support interoperability of electric vehicle charging. In response to RFP-21-601, innos Incorporation (the Contractor) submitted an application which was proposed for funding in the CEC's Notice of Proposed Awards on January 6, 2022. RFP-21-601 and the Contractor's application are hereby incorporated by reference into this Agreement in their entirety.

In the event of any conflict or inconsistency between the terms of the Request for Proposal, and the terms of the Contractor's Application, the Request for Proposal shall control. In the event of any conflict or inconsistency between the Contractor's Application and the terms of CEC's Award, CEC's Award shall control. Similarly, in the event of any conflict or inconsistency between the terms of this Agreement and the Contractor's Application, the terms of this Agreement shall control.

PROBLEM STATEMENT

For California to achieve its transportation electrification goals, including 100 percent of passenger vehicle sales to be zero-emission by 2035, the industry must continue moving towards interoperability, where vehicles, chargers, and software systems work together, without special knowledge or effort by the user. The market is still nascent, and there are several competing standards for hardware and software for the vehicles, chargers, and related equipment, and the participants involved in integrating networks of infrastructure with the utility

electric grid. Furthermore, new products are rapidly entering the market, posing a challenge for interoperability if harmonization is not accelerated. An ideal mechanism to address this challenge is to support interoperability testing to ensure charging hardware and software work as intended, and the various combinations of chargers and vehicles entering the marketplace are compatible.

GOALS, OBJECTIVES, AND GENERAL REQUIREMENTS

The goal of this contract is to support product development and standards implementation for light-, medium-, and heavy-duty on-road vehicles and associated charging equipment in a collaborative, low-risk environment to move toward an interoperable charging ecosystem.

The VOLTS is meant to convene key electric vehicle (EV) stakeholders to conduct collaborative, low-risk interoperability tests, develop and finalize products, conduct implementation testing and test tool development for charging standards and protocols, and discuss means to overcome common technology barriers facing the industry. These stakeholders include, but are not limited to: electric vehicle supply equipment (EVSE) manufacturers, automotive original equipment manufacturers (OEMs), and EV software/network providers. By gathering all of these stakeholders together, VOLTS will support rapid protocol testing and validation of many combinations of products, and provide an invaluable resource for product development and standards implementation.

This effort will further California's leadership in EV and charging industry innovation by establishing a forum that will support interoperability testing, product development, standards implementation, collaboration, knowledge sharing, and a more competitive market composed of advanced and interoperable products.

VOLTS will address the following objectives:

1. Provide a venue for stakeholders to troubleshoot products at any stage of development and determine whether more research and development needs to occur, or if they are ready to move on to conformance testing and commercialization.
2. Provide a venue for stakeholders to conduct implementation testing and test tool development of charging standards and protocols. This type of event will help catch the "edge cases" and discover potential inconsistencies in software protocols and standards implementations.
3. Provide structure for product roadmaps.
4. Establish a forum for knowledge sharing through a public conference component, engaging a variety of stakeholders.
5. Lower the barrier for stakeholders to participate in these events (for example, reduced or eliminated registration fees, full or partial reimbursement of equipment/vehicle shipping costs).

VOLTS must be located in California. However, the Contractor will have flexibility in the design of the event, including the location in California, the host, and the duration based on what will be most valuable to the market and will support the goals and objectives of this solicitation.

VOLTS will focus on intra-protocol testing to ensure interoperable implementations of ISO 15118 communication between EVSEs and EVs, including cybersecurity testing such as certificate handling to ensure secure and interoperable Public Key Infrastructure (PKI).

As mentioned in the objectives, VOLTS must also include a separate public conference component to complement the private, closed-doors testing. This conference component will be focused on knowledge sharing and advancement and discussions around charging

interoperability. The conference must include interactive components, such as live demos and hands-on activities with ISO 15118.

TASK 1 CONTRACT AGREEMENT MANAGEMENT

The contractor shall manage a team capable of undertaking all work assignments identified in this Scope of Work.

All project work performed by the Contractor team shall be directed by and coordinated with the Commission Agreement Manager (CAM). Work performed by the Contractor or its subcontractors beyond the term end date of the contract will not be reimbursed for payment.

TASK 1.1 KICK-OFF MEETING

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement.

The Contractor shall:

Attend a “kick-off” meeting with the CAM, and the Commission Agreement Officer (CAO). The CAM will designate the location and/or method of meeting. The Contractor shall include their Project Manager, Contracts Administrator, Accounting Officer, and others designated by the CAM in this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting.

- If necessary, prepare an updated Schedule of Deliverables based on the decisions made in the kick-off meeting.

The CAM shall:

- Arrange the meeting including scheduling the date and time.
- Provide an agenda to all potential meeting participants prior to the kick-off meeting.

Deliverables:

- Attend kickoff meeting
- An Updated Schedule of Deliverables (if applicable)

TASK 1.2 INVOICES

The Contractor shall:

- Prepare invoices for all reimbursable expenses incurred performing work under this Agreement in compliance with the Exhibit B of the Terms and Conditions of the Agreement. Invoices shall be submitted with the same frequency as progress reports (Task 1.4). Invoices must be submitted to the CEC’s Accounting Office.

Deliverables:

- Monthly invoices

TASK 1.3 MANAGE SUBCONTRACTORS

The goal of this task is to ensure quality products, to enforce Subcontractor Agreement provisions, and in the event of failure of the Subcontractor to satisfactorily perform services, recommend solution to resolve the problem.

The Contractor shall:

- Manage and coordinate Subcontractor activities. The Contractor is responsible for the quality of all Subcontractor work and the CEC will assign all work to the Contractor. If the Contractor decides to add new Subcontractors, they shall 1) comply with the Terms and Conditions of the Agreement, and 2) notify the CAM who will follow the CEC's process for adding or replacing Subcontractors.

TASK 1.4 PROGRESS REPORTS

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement.

The Contractor shall:

- Prepare progress reports which summarize all Agreement activities conducted by the Contractor for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due within 15 calendar days after the end of the reporting period. The CAM will provide the format for the progress reports.

Deliverables:

- Monthly Progress Reports

TASK 1.5 FINAL REPORT

The goal of this task is to prepare a comprehensive written Final Report that describes the original purpose, approach, results, and conclusions of the work completed under this Agreement. The Final Report shall be prepared in language easily understood by the public or layperson with a limited technical background. The Final Report should, at minimum, include the following:

- Description of the VOLTS event, including event setup, event focus (such as vehicle class or specific standard/protocol), and types of testing conducted.
- Participant list for the VOLTS event.
- Discussion of notable testing results, such as major bugs, gaps identified in existing standards, and so forth. To respect the sensitivity of product development processes, discussion of results should anonymize the identities of specific participants as appropriate.
- Summary of next steps for the industry.
- Summary of the public conference component.

The Final Report must be completed before the termination date of the Agreement in accordance with the Schedule of Deliverables.

The Final Report shall be a public document. If the Contractor has obtained confidential status from the CEC and will be preparing both a public and a confidential version of the Final Report, the Contractor shall perform the applicable Contract Agreement Management and Technical subtasks for both the public and confidential versions of the Final Report.

Deliverables:

- Final Report (draft version)
- Final Report (final version)

Technical Tasks

TASK 2 TECHNICAL ADVISORY COMMITTEE

The goal of this task is to create a Technical Advisory Committee (TAC). For purposes of this contract, the TAC will provide input to the VOLTS testing event and conference, including, but not limited to, setting goals and priorities, determining the tests and use cases that will be conducted, ensuring participants are prepared for events, discussing challenges with testing to properly prepare for events, and identifying conference topics to move the industry forward. The TAC must be composed of representatives from at least three automotive OEMs, three EVSE manufacturers, and three EV software/network providers. Additional representatives from the EV, EV charging, and standards industry may participate as well, including but not limited to representatives from EVSE OEMs, automotive OEMs, network providers, software providers, independent laboratories, Department of Energy (DOE) laboratories, standards and/or certification bodies, utilities, and industry organizations.

TASK 2.1 CREATE THE TAC

The goal of this subtask is to create the TAC. Members may be added to the TAC on an ad-hoc basis throughout the duration of the contract if they are confirmed to participate in VOLTS.

The Contractor shall:

- Submit a draft *List of Potential TAC Members*, including a short justification for inclusion of each potential member, to the CAM for consideration.
- Prepare a final *List of Potential TAC Members* addressing any comments and edits from the CAM.
- Invite potential TAC members to join the committee.
- Prepare the final *List of TAC Members* for CAM review and approval.
- Process requests from stakeholders to join the TAC as needed throughout the agreement. Requests must be shared with the CAM for consideration.
- Submit an updated *List of TAC Members* as needed throughout the duration of the contract if members are added or removed.

Deliverables:

- List of Potential TAC Members (draft and final)
- List of TAC Members (updated as needed throughout duration of contract)
- Requests from stakeholders to join TAC (if applicable)

TASK 2.2 PREPARE AND CONDUCT TAC MEETINGS

The goal of this subtask is to conduct TAC meetings to ensure successful preparations for VOLTS. The contractor, CAM, and TAC members will participate in TAC meetings. TAC meetings will be scheduled for 3 hours and held once each quarter.

The Contractor shall:

- Discuss the TAC meeting schedule with the CAM at the Kick-Off meeting. Determine the number of meetings (all virtual) in consultation with the CAM.
- Prepare a *TAC Meeting Schedule* that will be presented to the TAC members during recruiting. Revise the schedule after the first TAC meeting to incorporate meeting comments.
- Gather feedback and input from TAC members prior to each TAC meeting on agenda items to include and discuss. Topics of discussion must include but are not limited to: setting goals and priorities, determining the tests and use cases that will be conducted, ensuring participants are prepared for events, discussing challenges with testing to properly prepare for events, identifying conference topics to move the industry forward.

Not every meeting must include discussion on all topics, but they must be covered in advance of each testing event.

- Submit a draft *TAC Meeting Agenda* to the CAM for consideration for each meeting.
- Prepare a final *TAC Meeting Agenda* addressing comments and edits from the CAM.
- As needed per the CAM's direction, submit a draft *TAC Meeting Back-up Materials* to the CAM for consideration. Supporting materials could include presentations from the contractor or TAC members, documents providing information on testing and standards, etc.
- As needed per the CAM's direction, prepare a final *Supporting Materials for TAC Meeting* addressing comments and edits from the CAM.
- Electronically distribute *TAC Meeting Agenda*, *Supporting Materials for TAC Meeting*, and other meeting details (e.g., Zoom link and call-in information) to TAC members prior to each meeting.
- Lead TAC meetings in accordance with the TAC Meeting Schedule. Changes to the schedule must be pre-approved in writing by the CAM.
- Prepare *TAC Meeting Summaries* after every meeting, identifying participants, key TAC member comments, takeaways, outcomes, and next steps.

Deliverables:

- Schedule of TAC Meetings
- TAC Meeting Agenda (draft and final for each meeting)
- Supporting Materials for TAC Meeting (draft and final for each meeting if applicable)
- Summaries of TAC Meetings

TASK 3 PLAN, PRODUCE, AND MANAGE VEHICLE INTER-OPERABILITY TESTING SYMPOSIUM (VOLTS) TESTING COMPONENT

The goal of this task is to plan, produce, and manage the testing component of VOLTS.

TASK 3.1 PRE-EVENT MANAGEMENT

The goal of this task is to identify and prepare all details and logistics in advance of VOLTS. The elements of this subtask are critical to the successful administration of public events.

The Contractor shall:

- Notify the CAM of the selected event venue and explain how the selected venue will support a successful event.
- Submit a draft *List of Testing Capabilities* to the CAM for consideration. This must include the protocols/standards testing that will be offered, different types of charging interfaces that will be accommodated (e.g., conductive, pantograph, wireless, etc.), different types of vehicles that will be accommodated (e.g., light-duty, class 8 trucks), the power capabilities of the facility/event, etc.
- Prepare a final *List of Testing Capabilities* addressing any comments and edits from the CAM.
- Upon confirmation of the *List of RSVPs for Testing Participants* in Task 3.3, contact each participant to finalize the participants' testing objectives, what equipment/vehicles they will bring, and if they will be submitting requests for shipment reimbursements. Submit this information in a *Summary of Testing Participant Details* to the CAM.
- Upon confirmation of the *List of RSVPs for Testing Participants* in Task 3.3, establish bailment, non-disclosure, and other agreements for participants' hardware and software to be evaluated at VOLTS.

- Participate in conference calls as required by the CAM during VOLTS planning, summarizing in *minutes of VOLTS planning conference calls*.
- Conduct walkthrough of potential VOLTS venue(s).
- Finalize testing venue requirements, including but not limited to arrangement and execution of rental agreements with venue, equipment rentals, electrical/facility upgrades, and Internet service companies after consultation with and approval from the CAM, and provide copies of executed rental and other agreements with VOLTS vendors to the CAM.

Deliverables:

- Notification and explanation of selected event venue
- List of Testing Capabilities (draft and final)
- Summary of Testing Participant Details
- Minutes of forum planning conference calls
- Copies of executed rental and other agreements with event vendors

TASK 3.2 PRE-EVENT MATERIALS

The goal of this task is to identify and prepare the necessary material needed in advance of VOLTS. The elements of this task are considered the framework for building a successful event.

The Contractor shall:

- Prepare a draft *VOLTS Testing Agenda* for CAM review.
 - Plan the overall structure and format of testing event.
 - Organize networking opportunities for stakeholders.
- Prepare a final *VOLTS Testing Agenda* addressing any comments and edits from the CAM.
- Prepare a draft *VOLTS Testing Marketing Plan* to promote the testing event, for CAM review and comment. The testing marketing plan shall include, but not be limited to:
 - Fact sheets about venue, testing capabilities, and testing objectives.
 - Identification of target participants, with strategies to drive engagement and participation.
 - Event branding and any proposed sponsorships.
 - Note: Branding and any proposed sponsorships must receive CAM written approval prior to execution and incorporation into any public materials.
- Prepare a final *VOLTS Testing Marketing Plan* addressing any comments and edits from the CAM.
- In accordance with the CAM-approved *VOLTS Testing Marketing Plan*, design a draft *VOLTS Testing Invitation* to be sent via email to potential testing participants, for CAM review.
- Prepare a final *VOLTS Testing Invitation* addressing any comments and edits from the CAM.
- Write draft *VOLTS Testing Rules and Expectations* for CAM review that details the ground-rules for testing.
- Prepare final *VOLTS Testing Rules and Expectations* addressing any comments and edits from the CAM.
- Submit draft *Testing Survey Questions* to gather feedback from testing participants after VOLTS, for CAM review.
- Prepare final *Testing Survey Questions* addressing any comments and edits from the CAM.

- After delivery of the *List of RSVPs for Testing Participants* in Task 3.3 and the *Summary of Testing Participant Details* in Task 3.1, submit a draft *Schedule and Plan for Testing and Pairing Participants* to the CAM for consideration.
- Prepare a final *Schedule and Plan for Testing and Pairing Participants* addressing any comments and edits from the CAM.

Deliverables:

- VOLTS Testing Agenda (draft and final)
- VOLTS Testing Marketing Plan (draft and final)
- VOLTS Testing Invitation (draft and final)
- VOLTS Testing Rules and Expectations (draft and final)
- VOLTS Testing Survey Questions (draft and final)
- Schedule and Plan for Testing and Pairing Participants (draft and final)

TASK 3.3 PRE-EVENT OUTREACH

The goal of this subtask is to identify and prepare the necessary steps in advance of VOLTS. This subtask is critical to developing diverse and broad participation.

The Contractor shall:

- In accordance with the CAM-approved *VOLTS Testing Marketing Plan*, submit a draft *List of VOLTS Testing Outreach Contacts* to the CAM indicating proposed contacts towards which outreach efforts will be made.
- Prepare a final *List of VOLTS Testing Outreach Contacts* addressing any comments, edits, and suggested additions from the CAM.
- In accordance with the CAM-approved *VOLTS Testing Marketing Plan*, conduct outreach to standards organizations, charging equipment manufacturers, charging network providers, software providers, auto OEMs, industry associations, utilities, and testing companies. Summarize outreach in a *Monthly Report on VOLTS Outreach Efforts*.
- In accordance with the CAM-approved *VOLTS Testing Marketing Plan*, conduct outreach efforts to underrepresented organizations (DVBES; women, LGBT-, and minority-owned businesses; and disadvantaged communities). Summarize outreach in *Monthly Reports on VOLTS Outreach Efforts*.
- In accordance with the CAM-approved *VOLTS Testing Marketing Plan*, submit a draft *List of Testing Participants Receiving the VOLTS Testing Invitation* for CAM review and feedback.
- Submit a final *List of Testing Participants Receiving the VOLTS Testing Invitation*, incorporating any suggestions from the CAM.
- Electronically distribute *VOLTS Testing Invitation*, after CAM approval of recipients, and manage responses.
- Submit a *List of RSVPs for Testing Participants* to the CAM.

Deliverables:

- List of VOLTS Testing Outreach Contacts (draft and final)
- Monthly Reports on VOLTS Outreach Efforts
- List of Testing Participants Receiving the VOLTS Testing Invitation (draft and final)
- List of RSVPs for Testing Participants

TASK 3.4 EVENT MANAGEMENT

The goal of this subtask is to identify and execute event activities leading up to and during VOLTS.

The Contractor shall:

- Set up testing arena with participants' equipment and vehicles.
- Check in all pre-registered testing participants.
- Manage testing throughout the event, ensuring participants are adhering to the event rules and schedule.
- Work with participants to troubleshoot testing issues.
- Maintain record of testing outcomes, causes of failure, challenges encountered, etc.
- Ensure security and privacy of testing activities throughout the event.
- Tear down equipment and clean up facility at end of event.

TASK 3.5 POST-EVENT MANAGEMENT

The goal of this subtask is to identify the steps necessary to assess and evaluate VOLTS.

The Contractor shall:

- Prepare a non-proprietary draft *Summary of Testing Results, Outcomes, Challenges, and Next Steps* for CAM review.
- Prepare a final *Summary of Testing Results, Outcomes, Challenges, Lessons Learned, and Next Steps* addressing any comments and edits from the CAM.
- Electronically distribute *Summary of Testing Results, Outcomes, Challenges, Lessons Learned, and Next Steps* to all testing participants.
- Electronically distribute *VOLTS Testing Survey Questions* to all testing participants.
- Compile and submit draft and final *VOLTS Testing Survey Results*.
- Prepare a draft *Proposed Improvements for Future Events* and submit to CAM.
- Prepare a final *Proposed Improvements for Future Events* addressing any comments and edits from the CAM.
- Prepare a *Handbook of Materials* used to produce VOLTS.

Deliverables:

- Summary of Testing Results, Outcomes, Challenges, and Next Steps (draft and final) and documentation of dissemination to all testing participants
- VOLTS Testing Survey Results (draft and final)
- Proposed Improvements for Future Events (draft and final)
- Handbook of Materials Used to Produce VOLTS

TASK 4 PLAN, PRODUCE, AND MANAGE VEHICLE INTER-OPERABILITY TESTING SYMPOSIUM (VOLTS) CONFERENCE COMPONENT

The goal of this task is to plan, produce, and manage the conference component of VOLTS.

TASK 4.1 PRE-EVENT MANAGEMENT

The goal of this subtask is to identify and prepare all details and logistics in advance of VOLTS.

The Contractor shall:

- Submit a draft *List of Conference Topics and Hands-On Activities* (3-5 per event) to the CAM for consideration.

- Prepare a final *List of Conference Topics and Hands-On Activities* addressing any comments and edits from the CAM.
- Submit a draft *List of Conference Keynote and Panelist Speakers* to the CAM for consideration.
- Prepare a final *List of Conference Keynote and Panelist Speakers* addressing any comments and edits from the CAM.
- After CAM authorization, confirm and book speakers and panelists.
- After CAM authorization, develop and manage attendee registration with online platform.
- Participate in conference calls as required by the CAM during VOLTS planning, summarizing in *minutes of VOLTS planning conference calls*.
- Finalize conference venue requirements, including but not limited to arrangement and execution of rental agreements with venues, contracts with A/V technology vendors, and Internet service companies, and verification of web conferencing and/or livestreaming capability, after consultation with and approval from the CAM, and provide *copies of executed rental and other agreements with VOLTS vendors* to the CAM.
 - Note on A/V equipment: If it is more economical to purchase equipment rather than rent, it is preferred that equipment be purchased, contingent upon CAM approval. If equipment is purchased, the CEC owns the equipment pursuant to Exhibit D, paragraph 17 of the terms and conditions (see Attachment 8) and the contractor shall deliver the equipment to the CEC at the end of the contract term.
 - When CEC-owned livestreaming equipment is available, the contractor shall use the CEC equipment rather than renting.

Deliverables:

- List of Conference Topics and Hands-On Activities (draft and final)
- List of Conference Keynote and Panelist Speakers (draft and final)
- Minutes of VOLTS planning conference calls
- Copies of executed rental and other agreements with VOLTS vendors

TASK 4.2 PRE-EVENT MATERIALS

The goal of this subtask is to identify and prepare the necessary material in advance of VOLTS.

The Contractor shall:

- Prepare a draft *VOLTS Conference Agenda* for CAM review.
 - Plan the overall structure and format of the conference component.
 - Research technical program content for the conference.
 - Organize networking opportunities for stakeholders.
- Prepare a final *VOLTS Conference Agenda* addressing any comments and edits from the CAM.
- Prepare a draft *VOLTS Conference Marketing Plan* to promote the conference, for CAM review and comment. The marketing plan shall include, but not be limited to:
 - Fact sheets about program speakers, panel topics, hands-on activities, and venue.
 - Strategies to leverage publicity and increase attendance.
 - Identification of target stakeholder groups for the conference, with strategies to drive engagement and participation.
 - Branding and any proposed sponsorships.
 - Note: Branding and any proposed sponsorships must receive explicit CAM written approval prior to execution and incorporation into any public materials.

- Prepare a final *VOLTS Conference Marketing Plan* addressing any comments and edits from the CAM.
- In accordance with the CAM-approved *VOLTS Conference Marketing Plan*, design a draft *VOLTS Conference Invitation* to be sent via email to potential conference attendees, for CAM review.
- Prepare a final *VOLTS Conference Invitation* addressing any comments and edits from the CAM.
- Design a draft *VOLTS Conference Program* for CAM review.
- Prepare a final *VOLTS Conference Program* addressing any comments and edits from the CAM.
- Conduct a teleconference call with speakers, panel moderators, and CAM to review event details, schedule, and guidelines in advance of VOLTS.
- Submit draft *VOLTS Conference Survey Questions* to gather feedback from conference attendees after VOLTS, for CAM review.
- Prepare final *VOLTS Conference Survey Questions* addressing any comments and edits from the CAM.

Deliverables:

- VOLTS Conference Agenda (draft and final)
- VOLTS Conference Marketing Plan (draft and final)
- VOLTS Conference Invitation (draft and final)
- VOLTS Conference Program (draft and final)
- VOLTS Conference Survey Questions (draft and final)

TASK 4.3 PRE-EVENT OUTREACH

The goal of this subtask is to identify and prepare the necessary steps needed in advance of VOLTS. This subtask is critical to developing diverse and broad participation and attendance.

The Contractor shall:

- In accordance with the CAM-approved *VOLTS Conference Marketing Plan*, submit a draft *List of VOLTS Conference Outreach Contacts* to the CAM indicating proposed contacts towards which outreach efforts will be made.
- Prepare a final *List of VOLTS Conference Outreach Contacts* addressing any comments, edits, and suggested additions from the CAM.
- In accordance with the CAM-approved *VOLTS Conference Marketing Plan*, conduct outreach to standards organizations, charging equipment manufacturers, charging network providers, software providers, auto OEMs, industry associations, utilities, and testing companies, and summarize outreach in *Monthly Reports on VOLTS Outreach Efforts*.
- In accordance with the CAM-approved *VOLTS Conference Marketing Plan*, conduct outreach efforts to underrepresented organizations (DVBES; women, LGBT-, and minority-owned businesses; and disadvantaged communities), and summarize outreach in *Monthly Report on VOLTS Outreach Efforts*.
- In accordance with the CAM-approved *VOLTS Conference Marketing Plan*, submit a draft *List of Conference Attendees Receiving the VOLTS Conference Invitation* for CAM review and feedback.
- Submit a final *List of Conference Attendees Receiving the VOLTS Conference Invitation*, incorporating any suggestions from the CAM.
- Electronically distribute *VOLTS Conference Invitation* via e-mail, after CAM approval of recipients, and manage responses.

- Submit a *List of RSVPs for Conference Attendees*.

Deliverables:

- List of VOLTS Conference Outreach Contacts (draft and final)
- Monthly Reports on VOLTS Outreach Efforts
- List of Conference Attendees Receiving the VOLTS Conference Invitation (draft and final)
- List of RSVPs for Conference Attendees

TASK 4.4 EVENT MANAGEMENT

The goal of this subtask is to identify and execute event activities leading up to and during VOLTS.

The Contractor shall:

- Set up and test audio/visual and video streaming equipment.
- Produce a high-quality, live streaming video broadcast using web-based software for remote attendees.
- Conduct on-site registration.
- Check in all pre-registered attendees.
- Manage networking opportunities for stakeholders.
- Maintain and troubleshoot audio/visual equipment onsite.
- Serve as liaison and coordinator with venue personnel.
- Tear down equipment and clean up facility at end of event.

TASK 4.5 POST-EVENT MANAGEMENT

The goal of this subtask is to identify the steps necessary to assess and evaluate the VOLTS conference.

The Contractor shall:

- Submit a *List of VOLTS Conference Attendees* (both online and in-person) to the CAM.
- Submit the *VOLTS Conference Video Broadcast* recording on an external storage device.
- Write a draft *VOLTS Summary of Conference Panel Discussions, Speaker Presentations, and Highlights* for CAM review.
- Prepare a final *VOLTS Summary of Conference Panel Discussions, Speaker Presentations, and Highlights* addressing any comments and edits from the CAM.
- Electronically distribute *VOLTS Conference Survey Questions* to conference attendees.
- Compile and submit *VOLTS Conference Survey Results*.
- Compile a draft *Proposed Improvements for Conferences* and submit to CAM.
- Prepare a final *Proposed Improvements for Conferences* addressing any comments and edits from the CAM.
- Prepare a *Handbook of Materials* used to produce VOLTS conference.

Deliverables:

- List of VOLTS Conference Attendees
- VOLTS Conference Video Broadcast recording on an external storage device
- Summary of VOLTS Conference Panel Discussions, Speaker Presentations, and Highlights (draft and final)
- VOLTS Conference Survey Results

- Proposed Improvements for Conferences (draft and final)
- Handbook of Materials used to produce VOLTS conference

STATE OF CALIFORNIA
STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION: INNOS INC.

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 600-21-009 with innos Inc. for a \$910,000 contract to conduct an electric vehicle (EV) charging interoperability testing symposium in California; and

FURTHER BE IT RESOLVED, that the Executive Director or their 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 May 11, 2022.

AYE:

NAY:

ABSENT:

ABSTAIN:

Liza Lopez
Secretariat