



**CALIFORNIA
ENERGY COMMISSION**



**California Energy Commission
June 16, 2023 Business Meeting
Backup Materials for Agenda Item No 03a:
Cerritos Community College District**

The following backup materials for the above-referenced agenda item are available in this PDF packet as listed below:

1. Proposed Resolution
2. Contract Amendment Request Form
3. Scope of Work

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION: Cerritos Community College District

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 approving amendment number 2 to agreement 600-18-006 with Cerritos College to add \$1 million to the budget, extend the agreement by 24 months, update the scope of work, and add special terms and conditions. These changes will support the Electric School Bus Training Project with Cerritos College to provide training for more schools, develop additional training modules, and increase the frequency of training; 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 June 16, 2023.

AYE:

NAY:

ABSENT:

ABSTAIN:

Dated:

Liza Lopez
Secretariat



STATE OF CALIFORNIA

CONTRACT AMENDMENT REQUEST FORM (CARF)

CEC-276 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

Original Agreement # 600-18-006 Amendment # 2

Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Larry Rillera	27	916-903-4295

Recipient's Legal Name	Federal ID #
Cerritos Community College District	95-6005521

Revisions: (check all that apply)	Additional Requirements
<input checked="" type="checkbox"/> Term Extension New End Date: 03/31/2026	Include revised schedule and complete items A, B, C, D, & H below.
<input checked="" type="checkbox"/> Budget Augmentation Amendment Amount: \$ 1,000,000	Include revised budget and complete items A, B, C, D, E, F, & H below.
<input type="checkbox"/> Budget Reallocation	Include revised budget and complete items A, B, C, D, & H below.
<input checked="" type="checkbox"/> Scope of Work Revision	Include revised scope of work and complete items A, B, C, D, & H below.
<input type="checkbox"/> Change in Project Location or Demonstration Site	Include revised scope of work and complete items A, B, C, D, G, & H below.
<input type="checkbox"/> DVBE Replacement	Include revised scope of work and complete items A, B, C, D, F & H below.
<input type="checkbox"/> Novation/Name Change of Prime Recipient	Include novation documentation and complete items A, B, D, & H below.
<input checked="" type="checkbox"/> Terms and Conditions Modification	Include applicable exhibits with bold/underline/ strikeout and complete items A, B, C, D & H below.

A) Business Meeting Information**Business Meeting approval is not required for the following types of Agreements:**☐ Minor amendments delegated to Executive Director per December 2013 ResolutionProposed Business Meeting Date 6 / 16 / 2023 ☒ Consent ☐ Discussion

Business Meeting Presenter _____ Time Needed: _____

Please select one list serve. Altfuels (AB118- ARFVTP)

Agenda Item Subject and Description:

Cerritos Community College District. Proposed resolution approving Amendment #2 to Agreement 600-18-006 with Cerritos Community College District (Cerritos College) to add \$1 million to the budget, extend the agreement by 24 months, update the Scope of Work, add special terms and conditions, and adopting staff's determination that this action is exempt



STATE OF CALIFORNIA

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from CEQA. These changes will support the Electric School Bus Training Project with Cerritos College to provide training for more schools, develop additional training modules, and increase the frequency of training. (CTP Funding) Contact: Larry Rillera

B) Amendment Justification (For contract amendments only)

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

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

Legal Company Name:	Budget
Integrative Impact LLC	\$ 99,000.00
Phillips Design & Marketing, Inc.	\$ 75,000.00
Southern California Regional Transit Training Consortium	\$ 60,000.00

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

Legal Company Name:

E) Budget Information (only include amendment amount information)

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
ARFVTP	2020-2021	601.118M	\$425,782
ARFVTP	2021-2022	601.118N	\$574,218
Funding Source			\$
Funding Source			\$
Funding Source			\$

R&D Program Area: Select Program Area TOTAL: \$1,000,000

Explanation for "Other" selection

Reimbursement Contract #:

Federal Agreement #:

F) Disabled Veteran Business Enterprise Program (DVBE)

- ☒ Exempt (Interagency/Other Government Entity)
- ☐ Meets DVBE Requirements DVBE Amount:\$_____ DVBE %:_____
 - ☐ Contractor is Certified DVBE
 - ☐ Contractor is Subcontracting with a DVBE:
- ☐ Contractor selected through CMAS or MSA with no DVBE participation
- ☐ Requesting DVBE Exemption (attach CEC 95)

**CONTRACT AMENDMENT REQUEST FORM (CARF)****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:

c) ☒ Agreement **IS** exempt.

☐ Statutory Exemption. List PRC and/or CCR section number:

☒ Categorical Exemption. List CCR section number: 15306 ("Information Collection"); 15322 ("Training Programs")

☐ Common Sense Exemption. 14 CCR 15061 (b) (3) Explain reason why Agreement is exempt under the above section: This project consists of research, planning, outreach, conducting training, and data collection for school bus fleet technicians and bus operators. The project will not cause direct physical changes to the environment, and there will be no physical construction. This project involves data collection, technology assessment, public outreach, administrative coordination efforts, planning, training, and similar activities. This project also involves the development of curriculum, education and training programs involving physical changes only to the interior of the existing educational or training structures. Therefore, the proposed project will have no significant effect on the environment and is categorically exempt under sections 15306 and 15322.

d) ☐ 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) The following items should be attached to this CARF (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. CEQA Documentation | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 6. Novation Documentation | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 7. CEC 105, Questionnaire for Identifying Conflicts | | <input checked="" type="checkbox"/> Attached |



STATE OF CALIFORNIA
CONTRACT AMENDMENT REQUEST FORM (CARF)
CEC-276 (Revised 12/2019)

CALIFORNIA ENERGY COMMISSION

<hr/> Agreement Manager	<hr/> Date
<hr/> Office Manager	<hr/> Date
<hr/> Deputy Director	<hr/> Date

Exhibit A SCOPE OF WORK

TASK LIST

Task #	Task Name
1	Agreement Management
2	Funding Plan
3	Implementation of Funding Plan
4	Program Reporting

ACRONYMS/GLOSSARY

Specific acronyms and terms used throughout this scope of work are defined as follows:

Acronym	Definition
AB 8	Assembly Bill 8
AB109	Assembly Bill 109
AB 118	Assembly Bill 118
ARFVTP	Alternative Renewable Fuel and Vehicle Technology Program
ATL	Advanced Transportation & Logistics
CAM	Commission Agreement Manager
Contractor	Cerritos Community College District
Energy Commission	The California Energy Commission
SCR TTC	Southern California Regional Transit Training Consortium

BACKGROUND/PROBLEM STATEMENT

Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007) created the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) as codified in Health and Safety Code section 44270, et seq. This statute, amended by Assembly Bill 109 (Núñez, Chapter 313, Statutes of 2008) and later by Assembly Bill 8 (Perea, Chapter 401, Statutes of 2013), authorizes the California Energy Commission (Energy Commission) to fund workforce training programs related to the development and deployment of alternative and renewable fuel and vehicle technologies. Specifically, Health and Safety Code section 44272 (e)(10) provides that the following training shall be eligible for program funding: "Workforce training programs related to the development and deployment of technologies that transform California's fuel and vehicle types and assist the state in implementing its climate change policies, including, but not limited to, alternative and renewable fuel feedstock production and extraction; renewable fuel production, distribution, transport, and storage; high-performance and low-emission vehicle technology and high tower electronics; automotive computer systems; mass transit fleet conversion, servicing, and maintenance; and other sectors or occupations related to the purposes of this chapter, including training programs to transition dislocated workers affected by the state's greenhouse gas emission policies, including those from fossil fuel sector, or training programs for low-skilled workers to enter or continue in a career pathway that leads to middle skill, industry recognized credentials or state-approved apprenticeships opportunities in occupations related to the purposes of this chapter." Assembly Bill 8 extends funding for ARFVTP until January 1, 2024.

There is strong growth in the use of alternative fueled vehicles in California. The increase in usage spans across multiple user types, including personal/private use, business, and government fleets. As the market continues to grow, there is a greater need for technicians to service these specialized vehicles. Specialized training in alternative fuel and advanced vehicle technology is still significantly limited to proprietary training by manufacturers. School districts are recognizing the importance of zero emission technology for communities and students they serve.

Through Senate Bill 110 (Chapter 55, Statutes of 2017), the legislature charged the Energy Commission with retrofitting or replacing old diesel school buses in disadvantaged and low income communities around the state. The Energy Commission is implementing this charge through its School Bus Replacement Program. With the appropriation of \$75 million, the School Bus Replacement Program identified approximately 200 buses for electric replacements. The transition from diesel to electric bus technology calls for bus operators and maintenance staff in awarded school districts, county offices of education, and joint power authorities (school districts) to receive additional training in operating and maintaining zero-emission buses.

THE ADVANCED TRANSPORTATION AND LOGISTICS INITIATIVE

The Advanced Transportation and Logistics (ATL) Initiative at Cerritos Community College District is an initiative funded by the California Community College's Chancellor's Office under the Doing What Matters for Jobs and the Economy framework. Cerritos Community College District is the contractor for this agreement. The Contractor provides technical assistance to community colleges throughout California to grow and strengthen clean fuel transportation programs that prepare new workers for careers in this field and train incumbents on electric vehicle technologies.

GOAL OF THE AGREEMENT

The goal of this agreement is to increase the number of individuals qualified to maintain and operate electric school buses in California.

OBJECTIVE OF THE AGREEMENT

The objective of this professional development project is to provide needed skill sets for both incumbent technicians and future students in the maintenance and repair of electric school buses. The Contractor will provide Electric School Bus Technician Training to community college faculty in order to facilitate the training of fleet technicians employed by school districts. This will be undertaken through the development and delivery of courses as follows:

- Electric Vehicle (EV) School Bus Familiarization
- Circuit Diagnostic with Digital Volt Ohm Meter (DVOM)
- Computerized Engine Management Systems
- Complexity of the Harness and Computer Functions in the Modern Chassis
- Programmable Logic Controller Input/Output (PLC/IO) Systems Diagnostics
- Network Systems Electronics Diagnosis and Repair
- EV Bus Driver Training Familiarization
- **EVSE Equipment and Systems**

Over the course of the contract period, the Contractor will develop at least six (6) two-day, 16-hour instructor led training courses, at least 6 two-hour courses for EV bus driver training, **and online/hybrid training**. Contractor will deliver training to approximately 20-30 community

college faculty from up to nine colleges across the state previously funded for alternative fuels and advanced vehicle technology workforce training. Contractor will assist the trained community college faculty in the delivery of electric school bus training for employees of all eligible school districts that receive state school bus funding.

The timeline to complete this work is from June 12, 2019 –~~JUNE 30, 2024~~ **March 31, 2026** with a budget of ~~\$1,004,890~~ **\$2,004,890**.

FORMAT/REPORTING REQUIREMENTS

Deliverables/Reports

When creating reports, the Contractor shall use and follow, unless otherwise instructed in writing by the Commission Agreement Manager (CAM), the latest version of the Consultant Reports Style Manual published on the Energy Commission's web site:

http://www.energy.ca.gov/contracts/consultant_reports/index.html

Each final deliverable shall be delivered as one original, reproducible, 8 ½" by 11", camera-ready master in black ink. Illustrations and graphs shall be sized to fit an 8 ½" by 11" page and readable if printed in black and white.

Electronic File Format

The Contractor shall deliver an electronic copy (CD ROM or memory stick or as otherwise specified by the CAM) of the full text in a compatible version of Microsoft Word (.doc).

The following describes the accepted formats of electronic data and documents provided to the Energy Commission as contract deliverables and establishes the computer platforms, operating systems and software versions that will be required to review and approve all software deliverables.

- Data sets shall be in Microsoft (MS) Access or MS Excel file format.
- PC-based text documents shall be in MS Word file format.
- Documents intended for public distribution shall be in PDF file format, with the native file format provided as well.
- Project management documents shall be in MS Project file format.

Software Application Development

If this scope of work includes any software application development, including but not limited to databases, websites, models, or modeling tools, contractor shall utilize the following standard Application Architecture components in compatible versions:

- Microsoft ASP.NET framework (version 3.5 and up) Recommend 4.0
- Microsoft Internet Information Services (IIS), (version 6 and up) Recommend 7.5
- Visual Studio.NET (version 2008 and up) Recommend 2010
- C# Programming Language with Presentation (UI), Business Object and Data Layers
- SQL (Structured Query Language)
- Microsoft SQL Server 2008, Stored Procedures Recommend 2008 R2
- Microsoft SQL Reporting Services Recommend 2008 R2
- XML (external interfaces)

Any exceptions to the Software Application Development requirements above must be approved in writing by the Energy Commission Information Technology Services Branch.

ADMINISTRATIVE TASKS

TASK 1 AGREEMENT MANAGEMENT

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, the Contracts Officer, and a representative of the Accounting Office. The meeting will be held in Sacramento, CA or virtually, and the CAM will designate the specific location. The Contractor shall include their ATL Project Manager and necessary staff, 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:

- 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 as the Contractor deems necessary. Invoices must be submitted to the Energy Commission’s Accounting Office.

Deliverables:

- 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 Energy Commission 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 Energy

Commission'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 summarizing 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:

- Quarterly 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 must include details regarding the number of trainees, courses completed, jobs data, and other pertinent details to demonstrate the success of the agreement.

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

The Final Report shall include a compilation of data from biannual reports and encompass all training activities and equipment purchased with funding from this Agreement. Data shall be provided on the number of trainees enrolled, training completion, types of training provided, participating community colleges, instructor training, and other information related to this Agreement.

The Final Report shall be a public document. If the Contractor has obtained confidential status from the Energy Commission and will be preparing both a public and a confidential version of the Final Report, the Contractor shall perform the following subtasks for both the public and confidential versions of the Final Report.

The Contractor shall:

- Prepare the draft Final Report for this Agreement
- Submit the draft Final Report for review and comment. The CAM will provide written comments to the Contractor. The Contractor shall review the comments and discuss any issues with the recommended changes with the CAM.
- Prepare and submit the Final Report, incorporating CAM comments.

Deliverables:

- Draft Final Report
- Final Report

Task 1.6 Final Meeting

The goal of this task is to discuss closeout of this Agreement and review the project.

The Contractor shall:

- Meet with Energy Commission staff prior to the term end date of this Agreement. The meeting will may be held in Sacramento, CA, or remotely, and the CAM will designate the specific location. This meeting will be attended by the Contractor Project Manager and the CAM. The CAM will determine any additional appropriate meeting participants. The administrative and technical aspects of Agreement closeout will be discussed at the meeting.
- Present findings, conclusions, and recommended next steps (if any) for the Agreement, based on the information included in the Final Report.
- Prepare a written document of meeting agreements and unresolved activities.
- Prepare a schedule for completing the closeout activities for this Agreement, based on determinations made within the meeting.

Deliverables:

- Written documentation of meeting agreements
- Schedule for completing closeout activities

TECHNICAL TASKS

Task 2 Electric School Bus Training Plan

The goal of this task is to identify training partners, develop and submit a training plan, work with training partners to develop budgets and plans, and to develop training curricula.

Task 2.1 Identification of Training Partners and Development of Training Plan

The goal of this task is to identify up to nine Community Colleges to be awarded subcontractor funding for the electric school bus training project, and to develop and submit a plan for how the Contractor will subcontract for electric school bus training with the California Community Colleges' automotive programs. Two of the selected community colleges will be tasked with the development of training curricula, and all of the nine selected community colleges will be tasked with the delivery of training to the school districts. The plan is subject to the review and approval of the Commission Agreement Manager.

The Contractor shall:

- Prepare and submit a plan to be used for developing and delivering electric school bus training. The plan shall include (as applicable):
 - Identification of the community colleges selected to participate in the training
 - How funding opportunities will be made available throughout the California Community College system
 - The requirements and qualifications to receive potential subcontractor funding
 - The estimated time frame for completing the subcontractor agreements
 - Recommended subcontractor funding amounts for:
 - Curriculum Development
 - Equipment Purchases
 - Train the Trainer Training
 - The steps Contractor will take to ensure that the training plan is implemented by the

- colleges and funds expended in a timely manner
- How equipment purchases will be tracked, how equipment will be used in accordance with the goals of this agreement, and how the purchases will comply with the California Community Colleges current procedures for equipment purchases and use
- **Online/hybrid training**
- **A web portal for frequently asked questions (FAQ) widely available for schools.**
- **Schedule to conduct at least two (2) informational webinars per year.**
- **Promoting the training program at community colleges, schools, and at industry appropriate event/conference venues.**
- Submit Draft Training Plan to CAM for review.
- Submit Final Training Plan to CAM for written approval.
- **Submit Updated Final Training Plan to CAM for review and written approval.**

Deliverables:

- Draft Training Plan
- Final Training Plan
- **Updated Final Training Plan**

[NOTE: NO WORK MAY PROCEED ON TASKS 2.2 THROUGH 4.2 WITHOUT WRITTEN APPROVAL OF THE CAM]

Task 2.2 Development of Budgets for Training Partners

The goal of this task is for the Contractor to work with community colleges to prepare budgets and training plans for the implementation of training programs for the school districts.

The Contractor shall:

- Assist and ensure community colleges develop training plans and budgets for implementation of electric school bus training programs.

Deliverables:

- Project plans and budgets from Community Colleges participating in the training of school district staff for electric school bus training programs.

Task 2.3 Curriculum Development

The goal of this task is to develop curricula for community college faculty training, the school district maintenance staff, and bus operators. Curricula and training will be tested by one or more beta teams, and will be revised and finalized as needed.

The Contractor shall:

- Oversee the development and testing of curricula to be provided to school district staff responsible for maintenance and operation of electric school buses.

Deliverables:

- Copy of draft curricula **and training**
- Copy of final curricula **and training**

Task 3 Implementation of Training Plan

The goal of this task is to implement the approved Training Plan.

The Contractor shall:

- Implement the project in accordance with the approved Training Plan.
- Provide training for trainers as approved in the Training Plan.
- Work with subcontractors in the purchase of equipment and materials
- Provide information on the development and publication of curricula as approved in the Training Plan
- Provide information in the quarterly reports on the operation and oversight of the approved Training Plan, including:
 - Activities related to monitoring the program
 - Challenges in implementing the program
 - Proposed solutions to challenges faced in implementing the program
 - Information the Contractor deems essential to the success of the program
- **Provide a copy of FAQs with Biannual Reports.**

Deliverables:

- ~~None~~ **Copy of FAQs**

Task 4 Data Collection and Reporting

Task 4.1 Training Plan Reporting – Biannual Reports

The goal of this task is to provide data specific to trainee enrollees on a biannual basis. If the data that the Contractor collects from enrollees includes personal data as defined by the Information Practices Act (Cal. Civ. Code § 1798.3(a)), Contractor shall comply with the Information Practices Act (Cal. Civ. Code §§ 1798 *et seq.*). Compliance includes, but is not limited to, working with the Energy Commission to develop appropriate notice pursuant to Cal. Civ. Code § 1798.17. Reporting data and dates may be adjusted by approval of the CAM.

The Contractor shall:

- Work with the CAM to develop acceptable criteria for reporting specific data to further inform the public on the progress and benefits for participants from funded training activities that complies with regulatory restrictions and California Community College policy.
- Prepare and submit a biannual report of specific data that includes, but may not be limited to:
 - Which colleges and programs received subcontractor funding.
 - Type of training.
 - Number of trainees enrolled.
 - Number of trainees that complete training courses where funding was provided from this Agreement (as applicable.)
 - Types of equipment purchased.

Deliverables:

- Training Report (Biannually)

Task 4.2 Development of Contract Information System Database

The goal of this task is to purchase and customize a database to track all school districts and community colleges that participate in the training under this Agreement in order to leverage training and education in Clean Transportation. Contractor will recreate a history of previously Energy Commission-funded projects to identify gaps for future funding, leverage equipment purchased other resources. Contractor will track all equipment purchased, courses developed,

and school district personnel trained under this Agreement. This will enable the Contractor to identify immediate skills gaps that need to be addressed and technology required to improve Clean Transportation training across the state. The database developed by the Contractor shall have cloud-based storage and access functionality so Energy Commission staff can access the database remotely.

The Contractor Shall:

- Purchase and customize a database system to track all equipment purchased, courses developed, and school district personnel trained under this Agreement, as well as contacts at each community college and school district that participates in the training under this Agreement.
- Ensure that software selected conforms with software application development requirements within this scope of work.
- Provide the CAM with access rights to the database system via cloud-based storage and access functionality. (Customer Relationship Management) software.

Deliverables:

- Information to allow for CAM access to database.