



**CALIFORNIA  
ENERGY COMMISSION**



**California Energy Commission  
January 24, 2024 Business Meeting  
Backup Materials for Agenda Item No 03c:  
California Department of Food and Agriculture**

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

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

**STATE OF CALIFORNIA**  
**STATE ENERGY RESOURCES**  
**CONSERVATION AND DEVELOPMENT COMMISSION**

**RESOLUTION: California Department of Food and Agriculture**

**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 600-23-005 with the California Department of Food and Agriculture for a \$1,045,290 contract to procure fifteen mobile electric vehicle supply equipment (EVSE) measuring devices for evaluating and verifying electricity dispensed from EVSEs, in multiple counties; 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 January 24, 2024.

AYE:  
NAY:  
ABSENT:  
ABSTAIN:

Dated:

\_\_\_\_\_  
Kristine Banaag  
Secretariat



## CONTRACT REQUEST FORM (CRF)

### A. New Agreement Number

**IMPORTANT:** New Agreement # to be completed by Contracts, Grants, and Loans Office.

New Agreement Number: 600-23-005

### B. Division Information

1. Division Name: Fuels & Transportation
2. Agreement Manager: Bridey Scully
3. MS-27
4. Phone Number: 916-908-7487

### C. Contractor's Information

1. Contractor's Legal Name: California Department of Food and Agriculture
2. Federal ID Number: 68-0325104

### D. Title of Project

Title of project: ZEV Field Measurement Standards Interagency Agreement

### E. Term and Amount

1. Start Date: 1/24/2024
2. End Date: 06/30/2025
3. Amount: \$1,045,290

### F. Business Meeting Information

1. Operational agreement to be approved by Executive Director? No
2. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No
3. The Proposed Business Meeting Date: 1/24/2024
4. Consent or Discussion? Consent
5. Business Meeting Presenter Name: Bridey Scully
6. Time Needed for Business Meeting: N/A
7. The email subscription topic is: Clean Transportation Program

#### Agenda Item Subject and Description:

California Department of Food and Agriculture. Proposed resolution approving agreement 600-23-005 with the California Department of Food and Agriculture for a \$1,045,290 contract to procure fifteen mobile electric vehicle supply equipment (EVSE) field standards for evaluating and verifying commercial measuring devices dispensing electricity as a zero-emission transportation fuel in multiple counties, and adopting staff's determination that this action is exempt from CEQA. (Clean Transportation Program Funding) Contact: Bridey Scully FTD

### G. California Environmental Quality Act (CEQA) Compliance

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

Yes

If yes, skip to question 2.



If no, complete the following (PRC 21065 and 14 CCR 15378) and 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 answer the following questions.**

a) Agreement **IS** exempt?

Yes

Statutory Exemption?

No

If yes, list PRC and/or CCR section number(s) and separate each with a comma. If no, enter "None" and go to the next question.

PRC section number: None

CCR section number: None

Categorical Exemption?

Yes

If yes, list CCR section number(s) and separate each with a comma. If no, enter "None" and go to the next question.

CCR section number: Cal. Code Regs., tit. 14, Section 15306

Cal. Code Regs., tit. 14, sec. 15306 provides that projects which consist of basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource are categorically exempt from the provisions of CEQA. These may be strictly for information gathering purposes, or as part of a study leading to an action which a public agency has not yet approved, adopted, or funded. (Section 21083, Public Resources Code. Reference: Section 21084, Public Resources Code.)

This project involves the procurement of field test equipment ("field standards") that will evaluate and verify commercial measuring devices dispensing electricity as a zero-emission transportation fuel. The contract will result in the procurement of fifteen field standards which are mobile devices that will be loaned to counties across the state to test and verify newly installed EVSE. Through the contract, data regarding the framework used to train county officials and loan equipment will be recorded. In addition, the contract will collect data regarding the number of EVSE tested using the procured field standards, the impact(s) to EVSE installation across the state resulting from the contract, and how these impacts effect state goals for EVSE deployment.. The project is categorically exempt pursuant to section 15306 of CEQA Guidelines because it consists of basic data collection, research and resource evaluation activities which will not result in a major disturbance to an environmental resource.



The project will not impact an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies; does not involve any cumulative impacts of successive projects of the same type in the same place that might be considered significant; does not involve unusual circumstances that might have a significant effect on the environment; will not result in damage to scenic resources within a highway officially designated as a state scenic highway; the project site is not included on any list compiled pursuant to Government Code section 65962.5; and the project will not cause a substantial adverse change in the significance of a historical resource. Therefore, none of the exceptions to categorical exemptions listed in CEQA apply to this project.

Common Sense Exemption? 14 CCR 15061 (b) (3)

No

If yes, explain reason why Agreement is exempt under the above section

Not Applicable

b) Agreement **IS NOT** exempt.

**IMPORTANT:** consult with the legal office to determine next steps.

No

If yes, answer yes or no to all that applies. If no, list all as "no" and "None" as "yes".

Additional Documents	Applies
Initial Study	No
Negative Declaration	No
Mitigated Negative Declaration	No
Environmental Impact Report	No
Statement of Overriding Considerations	No
None	Yes

## H. Subcontractors

List all Subcontractors listed in the Budget (s). Insert additional rows if needed. If no subcontractors to report, enter "No subcontractors to report" and "0" to funds. **Delete** any unused rows from the table

Subcontractor Legal Company Name	Budget
No subcontractors to report	\$0

## I. Key Partners

List all key partner(s). Insert additional rows if needed. If no key partners to report, enter "No key partners to report." **Delete** any unused rows from the table.



**Key Partner Legal Company Name**

No key partners to report

**J. Budget Information**

Include all budget information. Insert additional rows if needed. If no budget information to report, enter "N/A" for "Not Applicable" and "0" to Amount. **Delete** any unused rows from the table.

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
ARFVTF (tech support)	2021-22	600.118K	\$643,574
ARFVTF (tech support)	2022-23	600.118L	\$401,716

**TOTAL Amount:** \$1,045,290

R&D Program Area: N/A

Explanation for "Other" selection: N/A

Reimbursement Contract #: N/A

Federal Agreement #: N/A

**K. Contractor's Contact Information**

**1. Contractor's Administrator/Officer**

Name: Kevin Schnepf

Address: 6790 Florin Perkins Road, Suite 100

City, State, Zip: Sacramento, CA 95828

Phone: 916-397-4022

E-Mail: kevin.schnepf@cdfa.ca.gov

**2. Contractor's Project Manager**

Name: Kevin Schnepf

Address: 6790 Florin Perkins Road, Suite 100

City, State, Zip: Sacramento, CA 95828

Phone: 916-397-4022

E-Mail: kevin.schnepf@cdfa.ca.gov

**L. Selection Process Used**

There are three types of selection process. List the one used for this CRF.



Selection Process	Additional Information
Competitive Solicitation #	Not Applicable
Non Competitive Bid ( <i>Attach DGS-GSPD-09-007</i> <a href="https://www.dgs.ca.gov/PD/Forms">https://www.dgs.ca.gov/PD/Forms</a> )	Not Applicable
Exempt	Interagency Exemption

**M. Contractor Entity Type**

Contractor Entity Type	Yes or No?
Private Company ( <i>including non-profits</i> )	No
CA State Agency ( <i>including UC and CSU</i> )	Yes
Government Entity ( <i>i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state</i> )	No

**N. Is Contractor a certified Small Business (SB), Micro Business (MB) or Disabled Veterans Business Enterprise (DVBE)?**

The contractor is a certified: Not Applicable.

**O. Civil Service Considerations**

- Not Applicable (Agreement is with a CA State Entity or a membership/co-sponsorship)? Yes
- Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER) Not Applicable
- The Services Contracted: No

If no, go to the next question. If yes, which of the following applies to the contract? More than one can apply, list each answer choice, and separate them with a comma:

- are not available within civil service
- cannot be performed satisfactorily by civil service employee
- 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 following applies to the contract: Not Applicable



- d. The Services are of such an urgent, temporary, or occasional nature that the delay to implement under civil service would frustrate their very purpose?

Not Applicable

**Justification:**

Not Applicable

**P. Payment Method**

1. Is the payment method Reimbursement, Advanced Payment, or Other?  
Reimbursement  
If Other, explain: N/A
2. If Reimbursement, is it in arrears based on Itemized Monthly, Itemized Quarterly, Flat Rate, or One-time?  
Itemized Quarterly

**Q. Retention**

Is Agreement subject to retention? No

If Yes, Will retention be released prior to Agreement termination? N/A

**R. Justification of Rates**

Not Applicable

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

Provide requested additional information.

1. Exempt (Interagency/Other Government Entity) Yes
2. Meets DVBE Requirements DVBE Not Applicable  
Amount: \$ 0 DVBE %: Not Applicable
3. Is the Contractor Certified DVBE or Subcontracting with a DVBE?  
Not Applicable
4. Contractor selected through CMAS or MSA with no DVBE participation: Not Applicable
5. Requesting DVBE Exemption (attach CEC 95) Not Applicable

**T. Miscellaneous Agreement Information**





1. Will there be Work Authorizations? No
2. Is the contractor providing confidential information? No
3. Is the contractor going to purchase equipment? Yes
4. What is the check frequency of the progress reports? Monthly, Quarterly, or Other? If Other, please provide explanation.

Quarterly

5. Will a final report be required? Yes
6. Is the Agreement, with amendments, longer than three years? If yes, why?

No

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

List all items that should be attached to this CRF by entering "Yes" or "No".

Item Number	Item Name	Attached
1	Exhibit A, Scope of Work/Schedule	Yes
2	Exhibit B, Budget Detail	Yes
3	DGS-GSPD-09-007, NCB Request	No
4	CEC 95, DVBE Exemption Request	No
5	Awardee CEQA Documentation	No
6	Resumes	No
7	CEC 105, Questionnaire for Identifying Conflicts	Yes

**Approved By**

Individuals who approve this form must enter their full name and approval date in the MS Word version.

**Agreement Manager:** Bridey Scully

**Approval Date:** 7/25/2023

**Office Manager:** Jaron Weston

**Approval Date:** 10/24/2023

**Deputy Director:** Melanie Vail

**Approval Date:** 11/6/2023

**Exhibit A  
SCOPE OF WORK**

**TECHNICAL TASK LIST**

Task #	CPR	Task Name
1		Agreement Management
2	X	EVSE Field Measurement Standards

**KEY NAME LIST**

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Kevin Schnepf, Rebecca Bland	N/A	
2	Kevin Schnepf, Rebecca Bland	N/A	

**GLOSSARY**

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

Term/ Acronym	Definition
BPC	Business and Professions Code
CAM	Commission Agreement Manager
CTP	Clean Transportation Program
CDFA	California Department of Food and Agriculture
CPR	Critical Project Review
DMS	Division of Measurement Standards
EVSE	Electric Vehicle Supply Equipment
Field Standard	Equipment with measurement traceability suitable for evaluating a commercial weighing or measuring device for accuracy and conformance to specifications
Fueling Infrastructure	Commercial equipment and systems installed for dispensing energy and/or fuel in exchange for payment of the dispensed energy or fuel
FTD	Fuels and Transportation Division
Contractor	California Department of Food and Agriculture

<b>Term/ Acronym</b>	<b>Definition</b>
Sealing	The successful testing and inspection of a commercial device to verify conformance to all applicable specifications and tolerances resulting in a weights and measures inspector affixing an approval seal (BPC 12501.1 – 12505)
Type Evaluation	The examination of a weighing or measuring instrument for the purpose of certifying that its design and performance complies with all applicable weights and measures requirements (BPC 12500.5 - 12500.10)
ZEV	Zero-Emission Vehicles (includes battery electric and fuel cell electric vehicles)

## **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 policies. AB 126 (Reyes, Chapter 319, Statutes of 2023) re-authorizes the Clean Transportation Program through July 1, 2035. The Clean Transportation Program has an annual budget of approximately \$100 million and provides financial support for projects that:

- Develop and deploy zero-emission technology and fuels in the marketplace where feasible and near-zero-emission technology and fuels elsewhere.
- Produce alternative and renewable low-carbon fuels in California.
- Deploy zero-emission fuel infrastructure, fueling stations, and equipment where feasible and near-zero-emission fuel infrastructure, fueling stations, and equipment elsewhere.
- Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

## **Background/Problem Statement:**

Executive Order B-48-18 set a target of 250,000 zero-emission vehicle (ZEV) chargers, including 10,000 direct current (DC) fast chargers, by 2025. Successful commercialization and consumer acceptance of ZEVs depends on hydrogen and electricity as reliable vehicle fuels. Standardized fueling infrastructure is essential to providing the consumer with a basis-of-value comparison and providing marketplace transparency and fair competition for the industry. California needs to establish standards to minimize measurement errors in commercial transactions and provide operating requirements that are consistently applied in the exchange of goods and services. Adherence to these standards provides both buyers and sellers an assurance of equity and confidence.

The provisions of Division 5 of the California Business and Professions Code (sections 12001 *et seq.*) and Title 4, Division 9, of the California Code and Regulations (sections 4000 *et seq.*), provide the legal authority for the California Department of Food and Agriculture's (CDFA) Division of Measurement Standards (DMS) to apply basic weights and measures requirements to all commercial devices used to dispense electricity or hydrogen for fueling ZEVs.

CDFA is required by law to regulate weighing and measuring devices used in commerce. Business and Professions Code, section 12107, requires CDFA to establish specifications and tolerances for all commercial weighing and measuring devices. This includes motor vehicle fuel dispensing systems. Once these parameters are established, it is incumbent upon weights and measures officials to test, verify, and seal commercial devices.

DMS works closely with county sealers of weights and measures who, under the supervision and direction of the CDFA secretary, carry out most of the routine field testing of devices used for commercial purposes. The purpose of routine field testing is to ensure installed devices conform to all applicable standards and to minimize the measurement error in commercial transactions.

There exists a significant and growing gap between the on-going and planned installations of commercial ZEV fueling systems and the available test equipment (field standards) needed by county officials to inspect, test, and seal new devices being installed in their respective jurisdiction. The California Agricultural Commissioners and Sealers Association (CACASA) EVSE subcommittee found that nearly all (51 out of 55 Sealers) do not have the necessary field standards and are reluctant to procure them at current cost levels. DMS currently has ten field standards for electric vehicle supply equipment (EVSE) to share with the counties for field testing, verification, and sealing of installed commercial ZEV fueling systems. Five of DMS's current field standards have the ability to test DC fast chargers. With the current number of field standards, an average of 150 EVSE can be tested in the working day. However, this does not take into account travel time to various EVSE. As the number of EVSE installed across the state continues to grow, increasing the number of field standards in circulation will help to prevent a bottleneck in the verification and utilization of newly installed EVSE.

## **Goals of the Agreement:**

The goal of this Agreement is to procure at least 15 field standards for evaluating and verifying commercial measuring devices dispensing electricity as a zero-emission transportation fuel. Nine (9) of these field standards will use AC power and six (6) will use DC power. This will provide needed resources to reduce and eventually eliminate the testing backlog of newly installed ZEV fueling systems that require weights and measures official inspection to be sealed and approved for commercial use.

**Objectives of the Agreement:**

The objectives of this Agreement are to:

- Contact key vendors and obtain bids for field standards to test and verify commercial EVSE. The agreement shall follow any and all guidelines for competitive bid processes outlined in GIA- 11/2022 and the State Contracting Manual, Section 3.06.
- Procure at least fifteen (15) certified field standards for testing and verifying energy measurement of commercial EVSE. Of the fifteen, nine (9) of these certified field standards will use AC power and six (6) will use DC power.
- Review and refine established field test procedures for EVSE and associated equipment.
- Deploy field standards to test and verify newly installed commercial ZEV fueling devices to ensure accuracy and compliance to applicable laws, ordinances, regulations, and standards.

## **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](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 4.6 or above
- Microsoft ASP.NET MVC 5.0 or above
- Microsoft ASP.Net Core 6.0 or above
- Microsoft Entity Framework 6.0 or above
- Microsoft Internet Information Services IIS 10.0 or above
- Microsoft SQL Server 2016 or above
- Microsoft SQL Reporting Services 2016 or above
- Visual Studio.NET 2019 or above
- Python, C# Programming Language with layered architectures (Presentation, Business logic, Data Access).
- MSSQL (Structured Query Language).

- Bootstrap 5.0 or above
- XML and JSON.
- Telerik, Redgate, and Postman
- AWS, Snowflake and Salesforce

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

## **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 that will include the CAM and may include the Commission Agreement 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 Project Manager, Agreement Administrator, Accounting Officer, and any others determined necessary by the Contractor or specifically requested by the CAM to 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 Critical Project Review (CPR) Meetings**

CPRs provide the opportunity for frank discussions between the Energy Commission and the Contractor. The goal of this task is to determine if the project should continue to receive Energy Commission funding to complete this Agreement and to identify any needed modifications to the tasks, products, schedule, or budget.

The CAM may schedule CPR meetings as necessary, and meeting costs will be borne by the Contractor.

Meeting participants include the CAM and the Contractor and may include the Commission Agreement Officer, the Fuels and Transportation Division (FTD) program lead, other Energy Commission staff and Management as well as other individuals selected by the CAM to provide support to the Energy Commission.

**The CAM shall:**

- Determine the location, date, and time of each CPR meeting with the Contractor. These meetings generally take place at the Energy Commission, but they may take place at another location or remotely.
- Send the Contractor the agenda and a list of expected participants in advance of each CPR. If applicable, the agenda shall include a discussion on both match funding and permits.
- Conduct and make a record of each CPR meeting. Prepare a schedule for providing the written determination described below.
- Determine whether to continue the project, and if continuing, whether or not modifications are needed to the tasks, schedule, products, and/or budget for the remainder of the Agreement. Modifications to the Agreement may require a formal amendment. If the CAM concludes that satisfactory progress is not being made, this conclusion will be referred to the Lead Commissioner for Transportation for his or her concurrence.
- Provide the Contractor with a written determination in accordance with the schedule. The written response may include a requirement for the Contractor to revise one or more product(s) that were included in the CPR.

**The Contractor shall:**

- Prepare a CPR Report for each CPR that discusses the progress of the Agreement toward achieving its goals and objectives. This report shall include recommendations and conclusions regarding continued work of the projects. This report shall be submitted along with any other products identified in this scope of work. The Contractor shall submit these documents to the CAM and any other designated reviewers at least 15 business days in advance of each CPR meeting.
- Present the required information at each CPR meeting and participate in a discussion about the Agreement.

**CAM Products:**

- Agenda and a list of expected participants
- Schedule for written determination
- Written determination

**Contractor Product:**

- CPR Report(s)



### **Task 1.3 Invoices**

#### **The Contractor shall:**

- Prepare invoices for all reimbursable expenses incurred performing work under this Agreement. Invoices shall be submitted with the same frequency as progress reports (Task 1.5). Invoices must be submitted to the Energy Commission's Accounting Office.

#### **Deliverables:**

- Invoices

### **Task 1.4 Final Meeting**

- The goal of this task is to closeout this Agreement.

#### **The Contractor shall:**

- Meet with Energy Commission staff to present the findings, conclusions, and recommendations. The final meeting must be completed during the closeout and within the term of this Agreement.

This meeting will be attended by, at a minimum, the Contractor and the CAM. The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be two separate meetings at the discretion of the CAM.

The technical portion of the meeting shall present an assessment of the degree to which project and task goals and objectives were achieved, findings, conclusions, recommended next steps (if any) for the Agreement, and recommendations for improvements. The CAM will determine the appropriate meeting participants.

The administrative portion of the meeting shall be a discussion with the CAM about the following Agreement closeout items:

- What to do with any equipment purchased with Energy Commission funds (Options)
- Energy Commission's request for specific "generated" data (not already provided in Agreement products)
- Need to document Contractor's disclosure of "subject inventions" developed under the Agreement, if applicable
- "Surviving" Agreement provisions
- Final invoicing and release of retention
- Prepare a schedule for completing the closeout activities for this Agreement.

**Products:**

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

**Task 1.5 Quarterly 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 on time and within budget.

The objectives of this task are to summarize activities performed during the reporting period, to identify activities planned for the next reporting period, to identify issues that may affect performance and expenditures, and to form the basis for determining whether invoices are consistent with work performed.

**The Contractor shall:**

- Prepare a Quarterly Progress Report which summarizes 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. Progress reports are due to the CAM the 10<sup>th</sup> day of each January, April, July, and October. The Quarterly Progress Report template is available at <https://www.energy.ca.gov/media/4691>.

**Product:**

- Quarterly Progress Reports

**Task 1.6 Final Report**

The goal of the Final Report is to assess the project's success in achieving the Agreement's goals and objectives, advancing science and technology, and providing energy-related and other benefits to California.

The objectives of the Final Report are to clearly and completely describe the project's purpose, approach, activities performed, results, and advancements in science and technology; to present a public assessment of the success of the project as measured by the degree to which goals and objectives were achieved; to make insightful observations based on results obtained; to draw conclusions; and to make recommendations for further projects and improvements to the FTD project management processes.

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 and is limited to 25-pages. If the Contractor has obtained confidential status from the Energy Commission and will be preparing a confidential version of the Final Report as well, the Contractor shall perform the following activities for both the public and confidential versions of the Final Report.

**In addition to any other applicable requirements, the Final Report must comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability; all applicable regulations and guidelines issued pursuant to the ADA; Cal. Gov. Code sects. 7405 and 11135; and Web Content Accessibility Guidelines 2.0, or a subsequent version, as published by the Web Accessibility Initiative of the World Wide Web Consortium at a minimum Level AA success criteria. The Contractor shall:**

- Prepare an Outline of the Final Report.
- Prepare a Final Report following the latest version of the Final Report guidelines which will be provided by the CAM. The CAM shall provide written comments on the Draft Final Report within fifteen (15) business days of receipt. The Final Report must be completed at least sixty (60) business days before the end of the Agreement Term.
- Submit Final Report in Microsoft Word format or similar electronic format as approved by the CAM.

**Products:**

- Outline of the Final Report
- Draft Final Report
- Final Report

**Task 1.7 Obtain and Execute Subcontracts**

The goal of this task is to ensure quality products and to procure subcontractors required to carry out the tasks under this Agreement consistent with the Agreement Terms and Conditions and the Contractor's own procurement policies and procedures.

**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.
- Submit a draft of each subcontract required to conduct the work under this Agreement to the CAM for review.
- Submit a final copy of the executed subcontract.
- If Contractor decides to add new subcontractors, then the Contractor shall notify the CAM.

**Products:**

- Draft subcontracts
- Final subcontracts

## **TECHNICAL TASKS**

### **TASK 2.1 EVSE FIELD MEASUREMENT STANDARDS PROCUREMENT**

The goal of this task is to procure the best field standards in terms of features, performance, and cost for testing and verifying installed commercial EVSE dispensing equipment. The contractor shall undergo a competitive bid process to identify and procure the appropriate equipment.

#### **The Contractor shall:**

- Contact key vendors and obtain bids for field standards to test and verify commercial EVSE. Report results of procurement process to CAM in *Summary of Equipment Procurement Process*.
- Procure at least (15) certified field standards for the testing and verification of energy measurement of commercial EVSE. (9) of the certified field standards shall use AC power and (6) shall use DC power.
  - Procured equipment should be capable of testing using both AC and DC power.
- Review and refine established field test procedures for EVSE and associated equipment, and report in *Summary of Established Field Test Procedures for EVSE and Associated Equipment*.

#### **Products:**

- Summary of Equipment Procurement Process
- Summary of Established Field Test Procedures for EVSE and Associated Equipment. This information should also be included in the Final Report (see Task 1.6)

### **TASK 2.2 EVSE FIELD MEASUREMENT STANDARDS DEPLOYMENT**

The goal of this task is to deploy field standards. In this task, the Contractor should clearly develop and implement a training and loan framework for testing and verifying installed commercial EVSE.

#### **The Contractor shall:**

- Develop and implement a training and loan framework that will be utilized to efficiently and effectively deploy field standards.

Deploy field standards and test and verify newly installed commercial ZEV fueling devices to ensure accuracy and compliance to legal and regulatory requirements.

**Products:**

- **Provide a summary of the training and loan framework in the Final Report (see Task 1.6)**
- **Include relevant information regarding deployment and testing status in the Field Standards Status, Acquisition, and Deployment Report (see Task 2.3)**
- **Photos of deployed field standards**

### **TASK 2.3 EVSE FIELD MEASUREMENT STANDARDS REPORTING**

Develop a Draft and a Final Field Standards Status, Acquisition and Deployment Report and submit with the draft and final reports required in Task 1.6.

- This Report shall include, but is not limited to:
  - Details regarding the field standards procured including the capabilities of the field standards (are they capable of testing AC EVSE, DC EVSE, or both) and dates of procurement.
  - Details regarding the acquisition of the field standards.
  - Details regarding the deployment of the field standards, including frameworks for loan programs or other structures that dictate how the field standards are used, loaned, and maintained.
  - Details regarding the use of the field standards including how many EVSE can be tested and verified with the newly procured field standards.
  - Details regarding the impact of these newly procured field standards on the municipalities and others that the equipment is loaned to.
  - Details regarding the broader impacts of the newly procured field standards on the electric vehicle market in California and the capacity of municipalities and others to efficiently and effectively test and verify newly installed EVSE.

**Products:**

- Draft Field Standards Status, Acquisition, and Deployment Report to be submitted with the Draft Final Report as outlined in Task 1.6
- Final Field Standards Status, Acquisition and Deployment Report submitted with the Final Report required in Task 1.6

**[CPR WILL BE HELD IN THIS TASK. See Task 1.2 for details]**