



**CONTRACT REQUEST FORM (CRF)**

**A) New Agreement # 400-19-002 (to be completed by CGL office)**

<b>B) Division</b>	<b>Agreement Manager:</b>	<b>MS-</b>	<b>Phone</b>
400 Efficiency Division	Carlos Baez	25	916-654-4719

<b>C) Contractor's Legal Name</b>	<b>Federal ID #</b>
Evergreen Economics, Inc.	27-4448713

<b>D) Title of Project</b>
Standardized Regulatory Impact Assessment (SRIAs) for Major Regulations

**E) Term and Amount**

<b>Start Date</b>	<b>End Date</b>	<b>Amount</b>
6 / 11 / 2020	6 / 11 / 2023	\$ 150,000

**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 6 / 10 / 2020  Consent  Discussion
- Business Meeting Presenter Carlos Baez Time Needed: 5 minutes
- Please select one list serve. Efficiency

**Agenda Item Subject and Description:**

Proposed resolution approving Agreement 400-19-002 with Evergreen Economics, Inc. for a \$150,000 contract to provide Standardized Regulatory Impact Assessments (SRIA) for Efficiency Division major regulations. (COIA funding) Contact: Carlos Baez (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 work involves economic analysis for major regulations.

2. If Agreement is considered a "Project" under CEQA:
  - a)  Agreement **IS** exempt.
    - Statutory Exemption. List PRC and/or CCR section number:
    - Categorical Exemption. List CCR section number:
    - Common Sense Exemption. 14 CCR 15061 (b) (3) Explain reason why Agreement is exempt under the above section:
  - b)  Agreement **IS NOT** exempt. (consult with the legal office to determine next steps)

Check all that apply



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

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

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

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

Legal Company Name:

**J) Budget Information**

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
COIA	19-20	370.400	\$50,000
COIA	20-21	370.400	\$50,000
COIA	21-22	370.400	\$50,000
Funding Source			\$
Funding Source			\$

R&D Program Area: N/A TOTAL: \$150,000

Explanation for "Other" selection

Reimbursement Contract #:

Federal Agreement #:

**K) Contractor's Contact Information**

**1. Contractor's**

**Administrator/Officer**

Name: Ted Helvoight

Address: 1500 SW 1<sup>st</sup> Ave., Ste. 1000

City, State, Zip: Portland, OR 97201

Phone: 541-954-8674

E-Mail: helvoight@evergreenecon.com

**2. Contractor's Project Manager**

Name: Ted Helvoight

Address: 1500 SW 1<sup>st</sup> Ave., Ste. 1000

City, State, Zip: Portland, OR 97201

Phone: 541-954-8674

E-Mail: helvoight@evergreenecon.com

**L) Selection Process Used**

- Solicitation Select Type Solicitation #: RFO-19-001 # of Bids: 1 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**



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- 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:**

CEC attempted to hire an economist for these duties, but was unsuccessful. The economic services require specific tools and expertise and are needed to proceed with major rulemakings that require economic analysis.

**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**

This is a pre-selected CMAS contractor with rates already approved by DGS.

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

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



# CONTRACT REQUEST FORM (CRF)

## 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

## 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. CEQA Documentation                               | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached            |
| 6. Resumes  | <input type="checkbox"/> N/A            | <input checked="" type="checkbox"/> Attached |
| 7. CEC 105, Questionnaire for Identifying Conflicts |   | <input checked="" type="checkbox"/> Attached |

\_\_\_\_\_  
**Agreement Manager**

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

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

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

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

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

## **EXHIBIT A**

### **Scope of Work**

#### **A. Scope and Description –**

The Contractor will provide economic analysis services that assess statewide impacts of appliance efficiency regulations, appliance energy demand flexibility standards, or other California Energy Commission (CEC) regulations that have a potential economic impact of \$50 million or more in a 12-month period following full implementation, consistent with Department of Finance (DOF) specifications. The Contractor will use analytical findings to produce a minimum of two and a maximum of three Standardized Regulatory Impact Assessment (SRIA) reports each fiscal year resulting in a total of six to nine, starting with Fiscal Year (FY) 2019-20 and ending with FY 2021-22. The use of economic modeling tools such as Regional Input-Output Modeling System (RIMS II), IMpact Analysis for PLANing (IMPLAN), Regional Economic Models, Inc. (REMI), and/or Avoided Emissions and geneRation Tool (AVERT) is required. The Commission Agreement Manager (CAM) will direct the Contractor as to which appliance rulemakings require economic analysis services and the timing of each SRIA preparation.

A maximum of \$150,000 is available over three fiscal years (FY 2019-20 through FY 2021-22) for the Purchase Order Agreement (Agreement). A maximum of \$50,000 is available each fiscal year.

#### **B. Contractor Tasks and Responsibilities –**

##### Task 1.1 Kickoff Meeting

The Contractor shall participate in a kickoff meeting with CEC staff, via video-teleconference, to discuss aspects of the administrative tasks and deliverables, including goals and expectations, pertaining to this Agreement. For the administrative portion of the meeting, the Contractor shall include the Project Manager, Contracts Administrator and/or Accounting Officer to participate with the CAM, the CEC Contract Agreement Officer, and the Accounting Officer to discuss the Terms and Conditions and other administrative tasks pertinent to this Agreement. For the technical portion of the kickoff meeting, the Contractor shall invite its relevant principals, be prepared to present a planned approach to providing economic analysis services, and answer any questions that the CAM and other CEC participants may have. An initial schedule of planned activities will be discussed at the meeting. The CAM will provide an agenda to meeting participants three (3) working days prior to the kickoff meeting.

- Contractor shall provide a Schedule of Planned Activities following the meeting.

##### Task 1.2 Progress Meetings and Invoices

The Contractor shall present status of deliverables for each SRIA, such as Draft and Final SRIA documents, to the CEC. Progress meetings provide the opportunity for the CEC and the Contractor to discuss the findings and the direction of the work products with considerations to policy, regulatory issues, and analytical approach. The CEC participants shall include the CAM, the CEC management team (Appliances Office Manager, Regulations Coordinator, and senior staff for rulemakings), and other CEC

staff designated by the CAM. The Contractor participants shall be the Project Manager and the relevant principles to attend via video-teleconference. The CAM will provide an agenda to meeting participants three (3) working days prior to each progress meeting. Additional progress meetings, discussions, or conference calls may be scheduled at the CAM's discretion. Contractor shall provide transfer of knowledge regarding basis of the status of each deliverable at progress meetings.

- Contractor shall provide summaries of progress meetings.
- Contractor shall provide monthly invoices and written progress reports for each month work occurs.

### Task 1.3 Final Meeting

The Contractor shall participate in a final meeting via video-teleconference with the CEC. The Contractor shall prepare a brief summary of activities completed under this Agreement, discuss any recommendations for future work on economic analysis of major regulations, and answer any questions posed by the CEC team. Participants of this meeting shall include the CAM, the CEC management team (Appliances Office Manager, Regulations Coordinator, and senior staff for rulemakings), and other CEC staff designated by the CAM. The Contractor participants shall include the Project Manager and the relevant principles. The CAM will provide an agenda to meeting participants three (3) working days prior to the final meeting.

- Contractor shall provide a summary of activities and recommendations.
- Contractor shall provide a schedule of Agreement closeout activities.

### Task 2.1 Review DOF requirements for major regulations and existing SRIAs

The goal of this task is for the Contractor to become familiar with SRIA legal requirements and historical submissions to the DOF. This will enable the Contractor to meet DOF expectations for SRIAs. In coordination with the CAM, the Contractor shall review DOF requirements for new major regulations in Government Code Section 11346 et seq. and summarize methods used in a select set of existing SRIAs, including but not limited to those previously completed by the CEC. This task will be performed one time, prior to work on the first SRIA.

- Contractor shall review Government Code and DOF regulations regarding preparation of SRIAs.
- Contractor shall review and summarize up to three final SRIAs previously approved by DOF, as assigned by the CAM.
- Contractor shall provide a summary of statutory and DOF regulatory requirements, and comparison of approaches, analyses, and methods used in the previous DOF approved SRIAs.

### Task 2.2 Prepare description of baseline economic forecast for California

The goal of this task is to prepare a description of the baseline economic forecast for California that is consistent with analyses and forecasts of the DOF and CEC. This description will enable the Contractor to provide context for the SRIAs assigned by the CAM. Preparing a draft and final description of a baseline economic forecast for California will also enable the Contractor to adjust any economic models or tools used to provide economic analysis services under this agreement. The description of baseline will be updated no more than annually and only at the request of the CAM.

- Contractor shall review current analyses and economic forecasts of the DOF and CEC relevant to a baseline economic forecast for California.
- Contractor shall prepare a draft description of baseline economic forecast for California and discuss recommendations, via video-teleconference with the CAM and participants identified by the CAM; description will include, but is not limited to the following - gross state product, employment, investment, income, consumption, business competitiveness, and inflation. Contractor shall provide transfer of knowledge regarding basis of the description of economic baseline.
- Contractor shall respond to comments on the draft description of baseline economic forecast provided by the CAM and prepare a final description of baseline economic forecast for California.
- Contractor shall adjust any economic models or tools to fit with final description of baseline economic forecast for California.

### Task 3.1 Prepare methodological approach specific to each major regulation

The goal of this task is to develop specific methodological approaches for the conduct of SRIAs for CEC major regulations. These approaches will be prepared in consultation with the CAM and approved by the CAM for each major regulation.

- Contractor shall prepare in writing a draft methodological approach for each major regulation identified by the CAM.
- Contractor shall discuss recommendations for approach to economic analysis of impacts of major regulations, via video-teleconference with the CAM and participants identified by the CAM, as part of the transfer of knowledge regarding the SRIA.
- Contractor shall provide final written methodological approach to economic analysis of each CEC major regulation, as approved by the CAM.

### Task 3.2 Obtain information and data, conduct analysis of economic impacts of each major regulation

The first goal of this task is to obtain information and data relevant to major regulations from a range of sources including staff reports, literature reviews, workshops, stakeholder submissions, and other appropriate sources. The second goal of this task is to conduct analysis of expected economic impacts of CEC major regulations, based upon final recommendations of Task 3.1 and information obtained within this task.

- Contractor shall obtain information and data relevant to major regulations identified by the CAM.
- Contractor shall conduct analyses of expected economic impacts based upon recommended approach, and information and data obtained by the Contractor.
- Contractor shall prepare a written summary of information and data obtained, and results of analyses of expected economic impacts of CEC major regulations; summary will include, but is not limited to the following - jobs, small businesses, new or lost businesses, competitiveness, investment, innovation, costs and benefits to identifiable groups or individuals, alternatives, indirect and induced economic impacts, and fiscal impacts to state and local governments.
- Contractor shall discuss written summary of information and data obtained, and results of analyses of economic impacts of CEC major regulations, via video-

teleconference with the CAM and participants identified by the CAM. Contractor shall provide transfer of knowledge regarding basis of the written summary.

### Task 3.3 Prepare draft and final SRIA reports

The goals of this task are to prepare draft SRIA reports for CEC major regulations, obtain comments from stakeholders, expert peer reviews (upon CAM written request), and DOF, discuss results with the CAM, respond to comments, and prepare draft, draft final, and final SRIA reports.

- Contractor shall prepare detailed outlines for draft SRIA reports for CAM review and comment.
- Contractor shall prepare draft SRIA reports for major regulations and provide draft report to CAM.
- Contractor shall discuss draft SRIA reports for major regulations, via video-teleconference with the CAM and participants identified by the CAM and Contractor shall provide transfer of knowledge regarding basis of the draft SRIA reports.
- Contractor shall respond to comments provided by stakeholders, peer reviews, DOF and the CAM and prepare and deliver draft final SRIA reports that are responsive to comments.
- Contractor shall prepare and deliver final SRIA reports in response to final comments provided by the CAM.



**C. Deliverables**

Contractor shall submit all deliverables in accordance with the CEC’s 2020 Style Manual and in a format accessible for individuals with disabilities and in accordance with the American with Disabilities Act. CAM shall provide Contractor CEC guidance for preparation of documents that meet accessibility requirements.

<b>Task Number</b>	<b>Product Title</b>	<b>Due Date</b>
1.1	Schedule of Planned Activities	One week after Kickoff Meeting
1.2	Summaries of Progress Meetings	One week after each Progress Meeting
1.2	Monthly Invoices and Progress Reports	Each month work occurs
1.3	Summary of Activities and Recommendations	One week prior to Final Meeting
1.3	Schedule for Agreement Closeout Activities	March 1, 2023
2.1	Summary of Statutory and DOF Regulatory Requirements, Comparison of Approaches, Analyses, and Methods Used in DOF Approved SRIAs	July 13, 2020
2.2	Draft Description and Discussion of Baseline Economic Forecast for California	August 3, 2020
2.2	Final Description of Baseline Economic Forecast for California	10 business days after receiving comments from CAM
3.1	Written Description a Draft Methodological Approach for Economic Analysis of Each CEC Major Regulation	10 business days after receiving direction from CAM on each CEC major regulation
3.1	Discuss and Document the Recommended Approach to Economic Analysis of Each CEC Major Regulation	10 business days of submitting draft approach
3.1	Written Description of Final Methodological Approach to Economic Analysis of Each CEC Major Regulation	10 business days after discussion of approach is complete
3.2	Written Summary of Information, Data Sources, and Analyses of Economic Impacts of Each CEC Major Regulation	10 business days after Task 3.1 is complete, or schedule agreed upon by CAM
3.2	Discussion and Documentation of Information and Data Obtained, and Results of Analyses of Economic Impacts of Each CEC Major Regulation	10 business days after summary of information and results is complete

3.2	Detailed Outlines for Economic Analysis of Each CEC Major Regulation	10 business days after Task 3.1 is complete
3.3	Draft SRIA Reports	Schedule to be agreed to by CAM for each CEC major regulation
3.3	Discussion and Documentation of Comments to Draft SRIA Reports	10 business days after receiving comments from the CAM
3.3	Draft Final SRIA Reports	10 business days after documentation of comments to draft SRIA reports
3.3	Final SRIA Reports	10 business days after receiving comments from CAM

**D. Acceptance Criteria –**

The Contractor shall perform all tasks described within the Agreement in a timely and professional manner. All deliverables will be considered draft until approved by the CAM. The Contractor shall respond to the comments within ten (10) working days, unless, an alternative schedule is approved in writing by the CAM.

**E. Other Reporting Requirements –**

The Contractor shall actively keep the CAM informed of progress made and provide early notice electronically and by telephone of potential problems that may jeopardize the Contractor’s ability to carry out the tasks described within the Agreement on schedule and within budget.

The Contractor shall identify key personnel who have primary responsibility for producing or managing the substantive economic analysis work in this Agreement. The Contractor shall adhere to the Terms and Conditions of this Agreement in regards to use of personnel working on tasks identified in Contractor’s Statement of Work for this Agreement.

**F. CEC Responsibilities –**

The CAM shall provide written comments on draft deliverables back to the Contractor within ten (10) working days of receipt.

The CEC reserves the right to amend this Agreement. The CEC shall work with the Contractor to mutually agree to amendments to the Agreement. If the quantities, tasks, or time in the Contractor Tasks and Responsibilities section of the CEC’s Scope of Work are not completed within the original term and there are funds remaining in this Agreement, CEC may enter into amendment(s) to change quantities, add staff and funds and extend the term of the Agreement to complete identified work, at the originally agreed-upon hourly rate.

G. **Travel** – No travel is required and travel expenses shall not be reimbursed under this Agreement.

**STATE OF CALIFORNIA**

**STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION**

RESOLUTION - RE: EVERGREEN ECONOMICS, 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 400-19-002 with Evergreen Economics, Inc. for a \$150,000 contract to provide Standardized Regulatory Impact Assessments for Efficiency Division major regulations; and

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

**CERTIFICATION**

The undersigned Secretariat to the Commission does hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted at a meeting of the CEC held on June 10, 2020.

AYE:

NAY:

ABSENT:

ABSTAIN:

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Cody Goldthrite  
Secretariat