

**Attachment 10
Work Authorization Example
RFQ-21-702**

**Exhibit A-1
Work Authorization Cover Sheet Example**

Work Authorization No.: [xxx]	Amendment No.: [xxx]	Agreement Task(s): [xxx]
MIS Code: [xxx]	Funding Code: [xxx]	
Project Title: [Project Name]		

1. This Work Authorization (WA) is entered into pursuant to the provisions of Standard Agreement No. 700-21-XXX initiated on the [xxx] between the State Energy Resources Conservation and Development Commission (CEC), and Contractor. This WA is hereby made part of the said Standard Agreement.
2. The Effective Date of this WA is the date the CEC's Commission Agreement Manager signs the WA. The CEC's Commission Agreement Manager shall be the last party to sign. No work is authorized, nor shall any work begin, until on or after the Effective Date. The term of this WA is from the Effective Date to **[end date]**.
3. The purpose of this WA is to conduct an Assessment for the **[Project Name]** Project. See attached scope of work for a detailed description of the tasks to be performed, deliverables, and due dates.
 - Completion Criteria. Acceptance of all deliverables listed in the attached scope of work by the individual identified in this WA as the Commission WA Manager will signify the successful completion of this WA.
4. The budget for this WA shall not exceed [xxx]. See attached budget sheet for a detailed budget description for this WA.

IMPORTANT NOTICE

The actual costs of an approved, completed WA shall not exceed the authorized amount of the WA budget. If, in the performance of the WA, the Contractor or Commission Agreement Manager determines that the actual costs might exceed the WA budget amount, Contractor or Commission Agreement Manager shall immediately notify the other. Upon such notification, the Commission Agreement Manager may:

1. Amend the WA scope of work to accomplish the work within the budget; or
2. Amend the WA to augment the budget; or
3. Direct the Contractor to complete the work for the budgeted amount without changing the scope of work; or
4. Terminate the WA.

Any expenses incurred by the Contractor or Subcontractor that have not been duly authorized shall be borne by the Contractor. No amendments to this WA shall be made for work undertaken without the specific approval of the CEC WA Manager and Commission Agreement Manager.

**Attachment 10
Work Authorization Example
RFQ-21-702**

Work Authorization No.: [xxx]
Page 2

5. The CEC WA Manager for this WA is **[WA Manager]**.
6. The following contract personnel will lead the work under this WA:

[Contractor]: **[Lead Personnel 1] [DVBE Status]**
[Subcontractor 1]: **[Lead Personnel 2] [DVBE Status]**

[WA Manager], WA Manager
California Energy Commission

[Siting Office Manager], Siting Office Manager
California Energy Commission

AUTHORIZATIONS

[Contractor Representative], Program Manager

_____ Date

[Commission Agreement Manager],
Commission Agreement Manager
California Energy Commission

_____ Date

ATTACHMENT 10
Work Authorization Example
RFQ-21-702

EXHIBIT A-1
WORK AUTHORIZATION EXAMPLE

SITING, TRANSMISSION, AND ENVIRONMENTAL PROTECTION PLANNING SUPPORT
CONTRACT NO. 700-21-XXX
[CONTRACTOR]

WORK AUTHORIZATION No.: [XXX]

DATE PREPARED – [DATE]

The California Energy Commission (CEC) has requested that the [Contractor] provide analysis on [add specifics]. [Contractor] has selected the following key technical personnel to perform the work specified in this Work Authorization. The key technical personnel for this Work Authorization are referred to as the [Contractor] Team.

- [Key Personnel 1]
- [Key Personnel 2]

[Name of Energy Commission personnel] is a [Name of Subject Area Unit] Supervisor at the CEC. For the purposes of this Work Authorization, [Name of Energy Commission Personnel] is the Work Authorization Manager (WA Manager). The WA Manager's designated Technical Lead for this Work Authorization is the [Name of Subject Area Unit] Technical Lead. The WA Manager or Technical Lead will provide the [Contractor] Team with an anticipated project schedule at the beginning of this Work Authorization and advise the [Contractor] Team of schedule changes. All deliverable due dates are tied to the Commission's Project Manager's schedule. Exact due dates will be directed in writing by the WA Manager or Technical Lead as they are identified. All draft and final deliverables are subject to the review and approval by the WA Manager or Technical Lead as they are identified.

The attached spreadsheet presents the personnel, the authorized budgeted amounts, and the Other Direct Costs (ODCs) associated with this Work Authorization. The Work Authorization has been broken into 6 specific tasks, as described below:

Task 1. Initiate Project Research

The purpose of this task is for the [Contractor] Team to become knowledgeable about the [Name of Project] project, so that the [Contractor] Team can perform the technical work described in this Work Authorization. The [Contractor] Team shall read the documents listed below prior to participating in the kick-off meeting. Unless noted, the following documents shall be placed in the Project File Transfer Protocol (FTP) site (or can be found on the CEC's website) by the Commission's project manager:

- [Name of Project];
- Sample work product [Name of Subject Area]

ATTACHMENT 10
Work Authorization Example
RFQ-21-702

EXHIBIT A-1
WORK AUTHORIZATION EXAMPLE

Work Authorization [XXX]
[Name of Subject Area Unit] for [Name of Project] Project

- [Name of Subject Area] assessment methodology.

Deliverables and Due Dates:

Read materials as soon as possible and before the kick-off meeting.

Task 2. Participate in the Kick-Off Meeting

If directed by the WA Manager, the [Contractor] Team shall participate in the kick-off meeting via telephone with the WA Manager or Technical Lead. The purpose of the kick-off meeting is to discuss the tasks listed in this Work Authorization, the status of the [Name of Project] project's timeline, and issues of concern related to the [Name of Subject Area] technical analysis.

Deliverables and Due Dates:

Kick-off Call and Meeting: Specific due dates will be directed by the WA Manager or technical lead, pursuant to the siting case schedule set by the project manager.

Task 3. Background Data and Information Collection

The goal of this task is to acquire data and information necessary to document the existing condition of a study area. This will include data and information to document features, including but not limited to energy generation facilities by type, configuration, and output capability; easements and rights-of-way, substation, transmission and distribution systems; energy storage facilities, and other data and information deemed necessary to document current and anticipated conditions of the study area. Consult with the WA Manager to determine the necessary level of detail for infrastructure information related to the study area.

Deliverables and Due Dates:

A draft list of data and information necessary to document the existing condition of the study area.
A final list of data and information necessary to document the existing condition of the study area.

Task 4. Document Infrastructure Capability

The goal of this task is to understand and document the capabilities of the current infrastructure in the study area to integrate new renewable energy resources and infrastructure. The Contractor will rely on existing studies investigating the capability of existing infrastructure and previously identified infrastructure options to integrate renewable energy resources. The Contractor shall document the capabilities of current infrastructure in the study area to integrate new renewable

ATTACHMENT 10
Work Authorization Example
RFQ-21-702

EXHIBIT A-1
WORK AUTHORIZATION EXAMPLE

Work Authorization [XXX]
[Name of Subject Area Unit] for [Name of Project] Project

energy resources, identify and synthesize existing studies and information describing previously identified infrastructure integration.

Deliverables and Due Dates:

A technical report documenting the capabilities of current infrastructure in the study area to integrate renewable energy resources. Specific due dates will be directed by the WA Manager in coordination with the Project Manager.

Task 5. Estimated Distribution of Costs and Benefits

The goal of this task is to determine how costs and benefits of new renewable resources and infrastructure are distributed within a study area and compute the associated costs and benefits. This will include using quantitative and qualitative methods, including capacity expansion and production cost models and power flow analyses. The information may be used to inform and support additional renewable energy infrastructure planning activities integration in the future, including but not limited to studies by the CAISO, utilities, and balancing authorities.

The Contractor shall, with direction from the WA Manager or Technical Lead, develop information and analysis to estimate and help determine how costs and benefits of new renewable resources and infrastructure are distributed within a study area.

Deliverables and Due Dates:

A technical report documenting the costs and benefits of new renewable resources and infrastructure are evaluated. Specific due dates will be directed by the WA Manager in coordination with the Project Manager.

California Energy Commission

Planning Support Contract for the Siting, Transmission and Environmental Protection Division

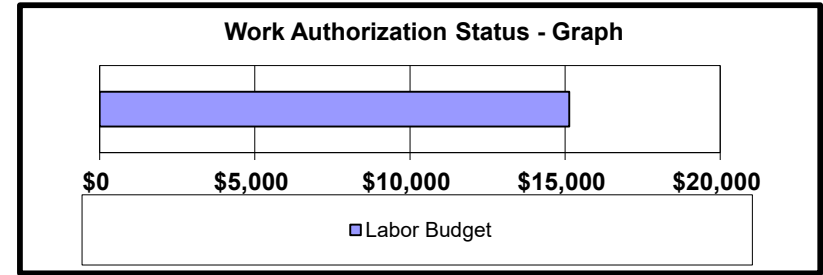
Work Authorization [xxx] [Work Authorization Title]

Contract No. 700-XX-XXX

Budget Example

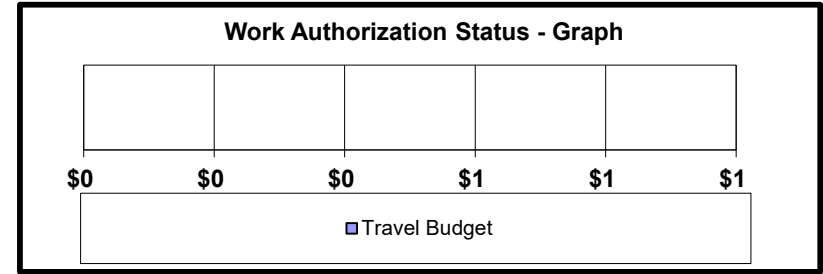
Labor Costs*

Company	Original	Mod 1	Mod 2	Mod 3	Totals
Prime Contractor	\$0.00				\$0.00
[Subcontractor Name]	\$15,136.00				\$15,136.00
Total Labor Budgets	\$15,136.00	\$0.00	\$0.00	\$0.00	\$15,136.00
Approved Labor Budget Amount					\$15,136.00



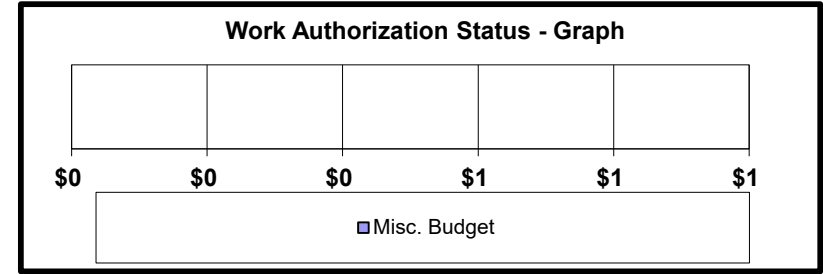
Travel Costs*

Company	Original	Mod 1	Mod 2	Mod 3	Totals
Prime Contractor	\$XXX.XX				\$XXX.XX
[Subcontractor Name]	\$XXX.XX				\$XXX.XX
Total Travel Budget	\$XXX.XX	\$0.00	\$0.00	\$0.00	\$XXX.XX
Approved Travel Budget Amount					\$XXX.XX



Other Direct Costs*

Company	Original	Mod 1	Mod 2	Mod 3	Totals
Prime Contractor	\$XXX.XX				\$XXX.XX
[Subcontractor Name]	\$XXX.XX				\$XXX.XX
Total ODC Budget	\$XXX.XX	\$0.00	\$0.00	\$0.00	\$XXX.XX
Approved ODC Budget Amount					\$XXX.XX



TOTAL WORK AUTHORIZATION BUDGET	\$XXX.XX
--	-----------------

* Note: Sample numerical values are used here to demonstrate the Work Authorization Status Graphs. Actual budgets for each WA are determined on an individual basis.

California Energy Commission
Planning Support Contract for the Siting, Transmission and Environmental Protection Division
Work Authorization [xxx] [Work Authorization Title]
Contract No. 700-XX-XXX

Budget Example

Task 1 Project Research	Task 2 Kick-Off Meeting	Task 3 Data and Info Collection	Task 4 Document Infrastructure Capability	Task 5 Costs and Benefits						Total
-------------------------------	-------------------------------	---------------------------------------	---	---------------------------------	--	--	--	--	--	-------

PRIME CONTRACTOR LABOR COST

Total Prime Contractor Labor Cost										
--	--	--	--	--	--	--	--	--	--	--

PRIME CONTRACTOR TRAVEL AND ODCs

Total Prime Contractor Travel										
Total Prime Contractor ODCs										

SUBCONTRACTORS LABOR COST

[Subcontractor Name]	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx

SUBCONTRACTORS TRAVEL COST

[Subcontractor Name]			\$xxx.xx					\$xxx.xx		\$xxx.xx

SUBCONTRACTORS ODCs

[Subcontractor Name]				\$xxx.xx		\$xxx.xx	\$xxx.xx			\$xxx.xx

Total Subcontractors										\$xxx.xx
-----------------------------	--	--	--	--	--	--	--	--	--	----------

Total for This Work Authorization	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx
--	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------

California Energy Commission
Planning Support Contract for the Siting, Transmission and Environmental Protection Division
Subcontractor: [Subcontractor Name]
Work Authorization [xxx] [Work Authorization Title]
Contract No. 700-XX-XXX

Budget Example

Labor Hours	Fully Loaded	Task 1	Task 2	Task 3	Task 4	Task 5								Total
Key Personnel/Category	Hourly Rate	Project Research	Kick-Off Meeting	Data and Information Collection	Document Infrastructure Capability	Costs and Benefits								
[Subcontractor Name]	\$xx.xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Labor Hours														

Labor Costs														
[Subcontractor Name]		\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx
Subtotal Labor Cost		\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx
Total Labor Cost		\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx

Travel Costs													
Travel				\$xxx.xx				\$xxx.xx		\$xxx.xx	\$xxx.xx		\$xxx.xx
Subtotal Travel Costs				\$xxx.xx				\$xxx.xx		\$xxx.xx	\$xxx.xx		\$xxx.xx
Total Travel Costs				\$xxx.xx				\$xxx.xx		\$xxx.xx	\$xxx.xx		\$xxx.xx

Other Direct Costs													
Mailing (example only)					\$xxx.xx	\$xxx.xx	\$xxx.xx		\$xxx.xx				\$xxx.xx
Lab Analysis (example only)					\$xxx.xx	\$xxx.xx	\$xxx.xx		\$xxx.xx				\$xxx.xx
Subtotal ODCs					\$xxx.xx	\$xxx.xx	\$xxx.xx		\$xxx.xx				\$xxx.xx
Total Other Direct Costs					\$xxx.xx	\$xxx.xx	\$xxx.xx		\$xxx.xx				\$xxx.xx

Total		\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx
--------------	--	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------

ATTACHMENT 10
Work Authorization Example
RFQ-21-702

PLANNING SUPPORT FOR THE ENERGY FACILITIES SITING PROGRAM
AND FOR THE ENERGY PLANNING PROGRAM
CONTRACT NO. 700-21-XXX
WORK AUTHORIZATION NO.: [XXX]

WORK AUTHORIZATION ATTACHMENT A

Travel Breakdown

Approx. Month/Year	Task	Trip Purpose/Destination	Subcontractor	Amount
[MONTH/YEAR]	2	Kick-off Meeting/Sacramento	[Key Personnel]	\$XXX
[MONTH/YEAR]	3	Meeting with agencies or entities that may have data or be affected by use of data	[Key Personnel]	\$XXX
			TOTAL:	\$X,XXX