Instructions for completing this Scope of Work appear in blue. Carefully read the instructions before completing each section. Delete the blue instructions after completing each section. Insert the name of the applicant/recipient where indicated above in blue.

# TASK LIST

Insert the Task numbers and Task names for your Agreement. Task 1 is **mandatory**. Add additional rows as necessary Task [TBD] is **mandatory**.

| **Task #** | **CPR[[1]](#footnote-2)** | **Task Name** |
| --- | --- | --- |
| 1 |  | Administration |
| 2 |  | [Insert Task Name, add tasks as necessary] |
| *[TBD]* |  | Public Outreach and Technology Transfer Activities |

# KEY NAME LIST

Insert the Task numbers and the Key names for each Task in your Project. Include Key names only if the value of the project would significantly change without those personnel, subcontractors, or partners. Add additional lines as needed. Alternatively, you may indicate in this table if there are no key names.

| **Task #** | **Key Personnel** | **Key Subcontractor(s)** | **Key Partner(s)** |
| --- | --- | --- | --- |
| 1 | [Name] | [Name] | [Name] |
| 2 | [Name] | [Name] | [Name] |
| *[TBD]* | [Name] | [Name] | [Name] |

# GLOSSARY

Specific terms and acronyms used throughout this scope of work. Only include acronyms that are used **more than once** in this Scope of Work. Define terms that are unusual or technical. Place acronyms/terms in **alphabetical order**.

| **Term/ Acronym** | **Definition** |
| --- | --- |
| CAM | Commission Agreement Manager |
| CAO | Commission Agreement Officer |
| CEC | State Energy Resources Conservation and Development Commission or, the California Energy Commission. |
| CPR | Critical Project Review |
| GRDA | Geothermal Resources Development Account |
| Recipient | [TBD] |
| RREDI | Reliability, Renewable Energy & Decarbonization Incentives Division |
| *TAC* | Technical Advisory Committee |
|  | [Insert additional rows as needed.] |

# PURPOSE OF AGREEMENT, PROBLEM/SOLUTION STATEMENT, AND GOALS AND OBJECTIVES

## Purpose of agreement

The purpose of this Agreement is to fund [Describe the purpose of the project funded by the agreement in one to two brief sentences.]

## Problem and Solution Statement:

### Problem

Describe the need or problem that this activity and funding will address in one to two paragraphs maximum. The Problem and Solution Statement should be consistent with the Application Project Narrative. Identify and discuss the need, principal barriers, key unresolved issues, or knowledge gaps that hinder the development, mitigation or widespread use of the resource or the products of the proposed project in California. Needs or barriers may be grouped under the following categories, or other categories that the Applicant deems appropriate:

* Scientific and technological – such as insufficient scientific understanding of relevant phenomena and processes, inadequate data acquisition technologies, low reliability, low power density, low energy density, lack of detailed engineering designs and design trade-off analyses, inadequate component development, high cost of fabrication techniques, insufficient field testing, or insufficient field demonstrations.
* Market – such as inadequate consumer knowledge or limited system supply and maintenance infrastructure.
* Institutional – such as regulatory hurdles (e.g., atmospheric emission limitations) or lack of adopted standards.
* Environmental – such as H2S emissions, excessive noise, or ground water contamination.
* Cost and financial hurdles

Explain why the need or barriers have not been addressed by the marketplace or by other institutions.

Explain why the need or barriers should be addressed at this time. For example, place the proposed work into the context of the spectrum of need or barriers to widespread deployment and adoption.

### Solution

Describe how the project will solve the problem described above to overcome barriers to the achievement of the State of California’s statutory energy goals by [describe how the project will result in these benefits.

Limit to one to two paragraphs. Use brief sentences.

## Goals of the Agreement:

The goal of this Agreement is to: OR

The goals of this Agreement are to:

Describe each Agreement goal using a bulleted list unless there is only one goal. “Goal” means a broad technical, social, or economic project outcome.

## Objectives of the Agreement:

The objectives of this Agreement are to… [Complete this sentence with the objectives, which are things that will be measurable or knowable at the end of this project.]

The objective of this Agreement is to: OR

The objectives of this Agreement are to:

Describe each Agreement objective using a bulleted list unless there is only one objective. “Objective” means a specific, measurable project outcome. Use any performance metrics that are relevant to the project.]

If the improvements that your project will make are not amenable to measurement, surrogate performance metrics that can be measured must be given. Describe the methodology or procedure that will be used at the completion of the project to determine if the performance metrics have been achieved.

List and describe technical or economic objectives, or desired conditions outside the project itself that will result from the success of the project.

# ADMINISTRATION TASKS

The administrative tasks must be included in every agreement and the language does not change. Do NOT change anything in the administrative tasks.

## Products

### Subtask 1.1 Products

The goal of this subtask is to establish the requirements for submitting project products (e.g., reports, summaries, plans, and presentation materials). Unless otherwise specified by the Commission Agreement Manager (CAM), the Recipient must deliver products as required below by the dates listed in the **Project Schedule** **(Part VII).** All products submitted which will be viewed by the public, must comply with the accessibility requirements of Section 508 of the federal Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 794d), and regulations implementing that act as set forth in Part 1194 of Title 36 of the Federal Code of Regulations**.** All technical tasks should include product(s). Products that require a draft version are indicated by marking **“(draft and final)”** after the product name in the “Products” section of the task/subtask. If “(draft and final)” does not appear after the product name, only a final version of the product is required. With respect to due dates within this Scope of Work, **“days”** means working days.

**The Recipient shall:**

For products that require a draft version, including the Final Report Outline and Final Report

* Submit all draft products to the CAM for review and comment in accordance with the Project Schedule (Part V). The CAM will provide written comments to the Recipient on the draft product within 15 days of receipt, unless otherwise specified in the task/subtask for which the product is required.
* Consider incorporating all CAM comments into the final product. If the Recipient disagrees with any comment, provide a written response explaining why the comment was not incorporated into the final product.
* Submit the revised product and responses to comments within 10 days of notice by the CAM, unless the CAM specifies a longer time period, or approves a request for additional time.

For products that require a final version only

* Submit the product to the CAM for acceptance. The CAM may request minor revisions or explanations prior to acceptance.

For all products

* Submit all data and documents required as products in accordance with the following.

Instructions for Submitting Electronic Files and Developing Software:

**Electronic File Format**

* Submit all data and documents required as products under this Agreement in an electronic file format that is fully editable and compatible with the California Energy Commission’s (CEC) software and Microsoft (MS)-operating computing platforms, or with any other format approved by the CAM. Deliver an electronic copy of the full text of any Agreement data and documents in a format specified by the CAM, such as memory stick.

The following describes the accepted formats for electronic data and documents provided to the CEC as products under this Agreement, and establishes the software versions that will be required to review and approve all software products:

* Data sets will be in MS Access or MS Excel file format (version 2007 or later), or any other format approved by the CAM.
* Text documents will be in MS Word file format, version 2007 or later.
* Project management documents will be in Microsoft Project file format, version 2007 or later.

**Software Application Development**

Use the following standard Application Architecture components in compatible versions for any software application development required by this Agreement (e.g., databases, models, modeling tools), unless the CAM approves other software applications such as open-source programs:

* 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 Electronic File Format requirements above must be approved in writing by the CAM. The CAM will consult with the CEC’s Information Technology Services Branch to determine whether the exceptions are allowable.

## Meetings

### Subtask 1.2 Attend Kick-off Meeting

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement. The CAM shall designate the date and location of this meeting and provide an agenda to the Recipient prior to the meeting.

**The Recipient shall:**

* Attend a “Kick-Off” meeting with the Commission Agreement Manager (CAM), the Commission Agreement Officer (CAO), and a representative of the CEC Accounting Office. The Recipient shall bring its Project Manager, Agreement Administrator, Accounting Officer, and others designated by the CAM to this meeting.
* Discuss the following administrative and technical aspects of this Agreement:
  + Agreement Terms and Conditions
  + Invoicing and auditing procedures
  + Critical Project Review (CPR) (Subtask 1.3)
  + Monthly Progress Reports (Subtask 1.5)
  + Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions)
  + Final Report (Subtask 1.6)
  + Match fund documentation (Subtask 1.7) No reimbursable work may be done until this documentation is in place.
  + Permit documentation (Subtask 1.8)
  + Subcontracts needed to carry out project (Subtask 1.9)
  + The CAM’s expectations for accomplishing tasks described in the Scope of Work
  + An updated Product Schedule and Due Dates
  + Technical Advisory Committee meetings (subtasks 1.10 and 1.11)
  + Any other relevant topics.

**Recipient Products:**

* Kick-off Meeting Presentation
* Updated Products Schedule
* Updated List of Match Funds (if applicable)
* Updated List of Permits (if applicable)

**CAM Product:**

* Kick-Off Meeting Agenda

### Subtask 1.3 Critical Project Review (CPR) Meetings

CPR meetings provide the opportunity for frank discussions between the CEC and the Recipient. The goal of this task is to determine if the project should continue to receive CEC 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 Recipient. Discussions may include project status, challenges, successes, advisory group findings and recommendations, final report preparation, and progress on technical transfer and production readiness activities (if applicable).

Meeting participants include the CAM and the Recipient and may include the CAO, Reliability, Renewable Energy & Decarbonization Incentives (RREDI) Division or other CEC staff and management as well as other individuals selected by the CAM to provide support to the CEC.

**The CAM shall:**

* Determine the location, date, and time of each CPR meeting with the Recipient. These meetings generally take place at the CEC, but they may take place at another location or remotely.
* Send the Recipient 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 progress 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 (please see section 6 of the Terms and Conditions). If the CAM concludes that satisfactory progress is not being made, this conclusion will be referred to the Director of the RREDI Division for his or her concurrence.
* Provide the Recipient with a progress determination on continuation of the project, in accordance with the schedule. The written response may include a requirement for the Recipient to revise one or more products.

**The Recipient shall:**

* Prepare a CPR Report for each CPR that (1) discusses the progress of the Agreement toward achieving its goals and objectives. This report shall (2) 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 Recipient shall submit these documents to the CAM and any other designated reviewers at least 15 working 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 Progress Determination
* Progress Determination

**Recipient Product:**

* CPR Report(s)

### Subtask 1.4 Final Meeting

The goal of this task is to complete the closeout of this Agreement.

**The Recipient shall:**

* Meet with CEC staff to present the project findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement.
* This meeting will be attended by, at a minimum, the Recipient, the CAO, and the CAM. The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be divided into two separate meetings at the CAMs discretion.
* The technical portion of the meeting will involve a presentation of 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 and the CAO the following Agreement closeout items:
  + Disposition of any procured equipment purchased with CEC funds (Options) (if applicable)
  + CEC requests for specific “generated” data (not already provided in Agreement products)
  + Documentation of Recipient’s disclosure of “subject inventions” developed under the Agreement (if applicable)
  + “Surviving” Agreement provisions such as repayment provisions and confidential products (if applicable)
  + Final invoicing and release of retention
* Prepare a schedule for completing the closeout activities for this Agreement.
* Prepare a Final Meeting Agreement Summary that documents any agreements made between the Recipient and CEC staff during the meeting.
* Prepare a *Schedule for Completing Agreement Closeout Activities*.
* Provide copies of *All Final Products* on a USB memory stick, organized by the tasks in the Agreement.

**Products:**

* Final Meeting Agreement Summary (if applicable)
* Schedule for completing agreement closeout activities.
* All Final Products.

## Reports and Invoices

### Subtask 1.5 Progress Reports and Invoices

The goal of this task is to (1) periodically verify that satisfactory and continued progress is made towards achieving the project objectives of this Agreement on time and within budget and (2) ensure that invoices contain all required information and are submitted in the appropriate format.

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 Recipient shall:**

* Prepare a Monthly Progress Report that summarizes all Agreement activities conducted by the Recipient, as specified in the scope of work for the preceding month of the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns, accomplishments, milestones, products, schedule, fiscal status.
* Each progress report is due to the CAM within 10 days of the end of the reporting period. The recommended specifications for each progress report are contained in Section 6 of the Terms and Conditions of this Agreement.
* Submit a monthly or quarterly Invoice that follows the instructions in Section 8 (Payment of Funds) of the Exhibit C standard terms and conditions, including a financial report on Match Funds and in-state expenditures.

**Product:**

* Monthly Progress Reports
* Invoices

### Subtask 1.6 Final Report

The goal of this task is to prepare a comprehensive Final Report is to assess the project’s success in achieving the Agreement’s goals and objectives.

The objectives of the Final Report are to clearly and completely describe the project’s purpose, approach, activities performed, discussion results, and conclusions of the work performed under this Agreement. When creating the Final Report Outline and the Final Report, the Recipient must use the CEC Style Manual provided by the CAM.

The Final Report shall be a public document. If the Recipient has obtained confidential status from the CEC for any project tasks and will be preparing a confidential version of the Final Report as well, the Recipient shall perform the following activities for both the public and confidential versions of the Final Report.

#### Task 1.6.1 Final Report Outline

**The Recipient shall:**

* Prepare an Outline of the Final Report, in accordance with the CEC *Style Manual* provided by the CAM.

**Recipient Products:**

* Final Report Outline (Draft and Final)

**CAM Products:**

* CEC Style Manual
* Web Accessibility Guidelines
* Comments on Draft Final Report Outline

#### Task 1.6.2 Final Report

**The Recipient shall:**

* Prepare a Draft Final Report in accordance with the approved Final Report Outline, CEC *Style Manual, and Final Report Template* provided by the CAM with the following considerations:
  + Ensure that the report includes the following items, in the following order:
  + Cover page (**required**)
  + Credits page on the reverse side of cover with legal disclaimer (**required**)
  + Acknowledgements page (optional)
  + Preface (**required**)
  + Abstract, keywords, and citation page (**required**)
  + Table of Contents (**required**, followed by List of Figures and List of Tables, if needed)
  + Executive summary (**required**)
  + Body of the report (**required**)
  + References (if applicable)
  + Glossary/Acronyms (If more than 10 acronyms or abbreviations are used, it is required.)
  + Bibliography (if applicable)
  + Appendices (if applicable) (Create a separate volume if very large.)
  + Attachments (if applicable)
  + Ensure that the report is following CEC’s Digital Accessibility Standards
* Submit a draft of the Executive Summary to the TAC for review and comment.
* Develop and submit a *Summary of TAC Comments* *on Draft Final Report* received on the Executive Summary. For each comment received, the recipient will identify in the summary the following:
  + Comments the recipient proposes to incorporate.
  + Comments the recipient does propose to incorporate and an explanation for why.
* Submit a draft of the report to the CAM for review and comment. The CAM shall provide written comments on the Draft Final Report within fifteen (15) business days of receipt. The Draft Final Report must be submitted at least 60 days before the end of the Agreement Term. If the Recipient disagrees with any comment, provide a *Written Responses to Comments* explaining why the comments were not incorporated into the final product.
* Prepare and submit a Final Report that addresses any comments from the CAM.
* Submit the revised Final Report electronically with any Written Responses to Comments within 10 days of receipt of CAM’s Written Comments on the Draft Final Report, unless the CAM specifies a longer time period or approves a request for additional time.
* Submit a hardcopy and electronic files (in both MS Word and .pdf formats) of the Final Report to the CAM for final review and formatting prior to CEC publication of the report. The .pdf file must follow ADA Guidelines.
* Work with the CAM as necessary to address any questions about the Final Report or any formatting requirements necessary for CEC publication of the Final Report.

**Recipient Products:**

* Summary of TAC Comments on Draft Final Report
* Draft Final Report
* Written Responses to Comments (if applicable)
* Final Report

**CAM Products:**

* Written Comments on Draft Final Report

### Subtask 1.7 Identify and Obtain Match Funds

The goal of this task is to ensure that the Recipient obtains any match funds planned for this Agreement are obtained for and applies them to this Agreement during the Agreement term.

While the costs to obtain and document match funds are not reimbursable under this Agreement., the Recipient may spend match funds for this task. The Recipient may only spend match funds during this Agreement term, either concurrently prior to the use of CEC funds for each task during the term of this Agreement. Match funds must be identified in writing and the Recipient must obtain any associated commitments obtained before the Recipient can incur any costs for which the Recipient will request reimbursement.

**The Recipient shall:**

* Prepare a Match Funds Status Letter documenting the match funds committed to this Agreement and submit it to the CAM at least 2 working days prior to the kick-off meeting. If no match funds were part of the proposal that led to the CEC awarding this Agreement and none have been identified at the time this Agreement starts, then state this in the letter. If match funds were a part of the proposal that led to the CEC awarding this Agreement, then provide in the letter a list of the match funds that identifies the:
  + Amount of each cash match funds, its source(s), including a contact name, address and telephone number and the task(s) to which the match funds will be applied.
  + Amount of each in-kind contribution, a description, of the contribution type (e.g., property, services), the documented market or book value, and the source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Recipient must identify its owner and provide a contact name, address and telephone number, and the address where the property is located.
* If different from the solicitation application, provide a copy of the letter of commitment from an authorized representative of each source of cash match funding or in-kind contributions that these funds or contributions have been secured. For match funds provided by a grant, a copy of the executed grant shall be submitted in place of a letter of commitment.
* At the Kick-off meeting, discuss match funds and the implications or impact to the Agreement if they are significantly reduced or not obtained as committed. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
* Provide the Supplemental Match Funds Notification Letter to the CAM during the course of the Agreement additional match funds are received.
* Provide the Match Funds Reduction Notification Letter and Notify the CAM within 10 days if during the course of the Agreement existing match funds are reduced and may trigger an additional CPR meeting.

**Products:**

* Match Funds Status Letter
* Copy(ies) of each match fund commitment letter(s)
* Supplemental Match Funds Notification Letter(s) for new match funds (if applicable)
* Match Funds Reduction Notification Letter that matches funds were reduced (if applicable)

### Subtask 1.8 Identify and Obtain Required Permits

The goal of this task is to obtain all permits required for work completed under this Agreement in advance of the date they are needed to keep the Agreement schedule on track.

Permit costs and the expenses associated with obtaining permits are not reimbursable under this Agreement Permits must be identified in writing and obtained before the Recipient can make any expenditure for which a permit is required.

**The Recipient shall:**

* Prepare a Permit Status Letter documenting the permits required to conduct this Agreement and submit it to the CAM at least 2 working days prior to the kick-off meeting. If there are no permits required at the start of this Agreement, then state such in the letter. If it is known at the beginning of the Agreement that permits will be required during the course of the Agreement, provide in the letter:
  + A list of the permits that identifies the:
    - Type of permit
    - Name, address and telephone number of the permitting jurisdictions or lead agencies
  + The schedule the Recipient will follow in applying for and obtaining these permits.
* The list of permits and the schedule for obtaining them will be discussed at the kick-off meeting and develop a timetable for submitting the updated list, schedule, and the copies of the permits. The implications to the Agreement if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in the Progress Reports and will be a topic at CPR meetings.
* If during the course of the Agreement additional permits become necessary, provide the CAM with an Updated List of Permits (including the appropriate information on each permit) and an updated Schedule for Acquiring Permits to the CAM.
* As permits are obtained, send a copy of each approved permit to the CAM.
* If during the course of the Agreement permits are not obtained on time or are denied, notify the CAM within 5 working days. Either of these events may trigger an additional CPR.

**Products:**

* Permit Status Letter documenting the permits or stating that no permits are required.
* A copy of each final approved permit (if applicable)
* Updated list of permits as they change during the term of the Agreement (if applicable)
* Updated schedule for acquiring permits as changes occur during the term of the Agreement (if applicable)

### Subtask 1.9 Obtain and Execute Subcontracts [if applicable]

The goal of this task is to (1) ensure quality products and (2) to procure subcontractors required to carry out the tasks under this Agreement consistent with the Agreement Terms and Conditions and the Recipient’s own procurement policies and procedures. It will also provide the CEC an opportunity to review the subcontracts to ensure that the tasks are consistent with this Agreement, and that the budgeted expenditures are reasonable and consistent with applicable cost principles.

**The Recipient shall:**

* Manage and coordinate subcontractor activities in accordance with the requirements of this Agreement.
* Incorporate this Agreement by reference into each subcontract.
* Submit a draft of each subcontract required to conduct the work under this Agreement to the CAM for review.
* Include any required CEC flow-down provisions in each subcontract, in addition to a statement that the terms of this Agreement will prevail if they conflict with the subcontract terms.
* Submit a final copy of the executed subcontract.
* If Recipient decides to add new subcontractors, then the Recipient shall notify and receive written approval from the CAM prior to adding any new subcontractors.

**Products:**

* Draft subcontracts (if required by the CAM)
* Final subcontracts

## Technical Advisory Committee

### Subtask 1.10 Technical Advisory Committee (TAC)

The goal of this subtask is to create an advisory committee for this Agreement. The TAC should be composed of diverse professionals. The composition will vary depending on interest, availability, and need. TAC members will serve at the CAM’s discretion. The purpose of the TAC is to:

* Provide guidance in project direction. The guidance may include scope and methodologies, timing, and coordination with other projects. The guidance may be based on:
  + Technical area expertise.
  + Knowledge of market applications; or
  + Linkages between the agreement work and other past, present, or future projects (both public and private sectors) that TAC members are aware of in a particular area.
* Review products and provide recommendations for needed product adjustments, refinements, or enhancements.
* Evaluate the tangible benefits of the project to the state of California, and provide recommendations as needed to enhance the benefits.
* Provide recommendations regarding information dissemination, market pathways, or commercialization strategies relevant to the project products.
* Help set the project team's goals and contribute to the development and evaluation of its statement of proposed objectives as the project evolves.
* Provide a credible and objective sounding board on the wide range of technical and financial barriers and opportunities.
* Help identify key areas where the project has a competitive advantage, value proposition, or strength upon which to build.
* Advocate, to the extent the TAC members feel is appropriate, on behalf of the project in its effort to build partnerships, governmental support, and relationships with a national spectrum of influential leaders.
* Ask probing questions that insure a long-term perspective on decision-making and progress toward the project’s strategic goals.

The TAC may be composed of qualified professionals spanning the following types of disciplines:

1. Researchers knowledgeable about the project subject matter.
2. Members of trades that will apply the results of the project (e.g., designers, engineers, architects, contractors, and trade representatives).
3. Public interest market transformation implementers.
4. Product developers relevant to the project.
5. U.S. Department of Energy research managers, or experts from other federal or state agencies relevant to the project.
6. Public interest environmental groups.
7. Utility representatives.
8. Air district staff; and

* Members of relevant technical society committees.

**The Recipient shall:**

* Prepare a *List of Potential TAC Members* that includes the names, companies, physical and electronic addresses, and phone numbers of potential members. The list will be discussed at the Kick-off meeting, and a schedule for recruiting members and holding the first TAC meeting will be developed.
* Recruit TAC members. Ensure that each individual understands member obligations and the TAC meeting schedule developed in subtask 1.11.
* Prepare a *List of TAC Members* once all TAC members have committed to serving on the TAC.
* Submit *Documentation of TAC Member Commitment* (such as Letters of Acceptance) from each TAC member.

Products:

* List of Potential TAC Members
* List of TAC Members
* Documentation of TAC Member Commitment

### Subtask 1.11 TAC Meetings

The goal of this subtask is for the TAC to provide strategic guidance for the project by participating in regular meetings, which may be held via teleconference.

**The Recipient shall:**

* Discuss the TAC meeting schedule with the CAM at the Kick-off meeting. Determine the number and location of meetings (in-person and via teleconference) in consultation with the CAM.
* Prepare a *TAC Meeting Schedule* that will be presented to the TAC members during recruiting. Revise the schedule after the first TAC meeting to incorporate meeting comments.
* Prepare a *TAC Meeting Agenda* and *TAC Meeting* *Back-up Materials* for each TAC meeting.
* Organize and lead TAC meetings in accordance with the TAC Meeting Schedule. Changes to the schedule must be pre-approved in writing by the CAM.
* Prepare *TAC Meeting Summaries* that include any recommended resolutions of major TAC issues.

**The TAC shall:**

* Help set the project team's goals and contribute to the development and evaluation of its statement of proposed objectives as the project evolves.
* Provide a credible and objective sounding board on the wide range of technical and financial barriers and opportunities.
* Help identify key areas where the project has a competitive advantage, value proposition, or strength upon which to build.
* Advocate on behalf of the project in its effort to build partnerships, governmental support, and relationships with a national spectrum of influential leaders.
* Ask probing questions that insure a long-term perspective on decision-making and progress toward the project’s strategic goals.
* Review and provide comments to proposed project Draft Public Outreach and Technology Transfer Plan.
* Review and provide comments to the draft of the Executive Summary of the Final Report

**Products:**

* TAC Meeting Schedule (draft and final)
* TAC Meeting Agendas (draft and final)
* TAC Meeting Back-up Materials
* TAC Meeting Summaries

# TECHNICAL TASKS

This is the area in the Scope of Work where the technical work to be performed under this Agreement is set forth. The work effort should be divided into a series of logical, discrete, and sequential tasks. Each task has the following components:

* Task Name
* The goal of this task is to ...
* The Recipient shall:
* Products

## TASK 2 [insert task name using ALL CAP]

The goal of this task is to ... [Complete the sentence with a brief description of the goal(s). Please be brief, two to three sentences maximum.]

**The Recipient shall:**

* [Insert verb in active tense ... complete the sentence.]
* [Insert verb in active tense ... complete the sentence.]

**Products:**

Products incorporate the knowledge and understanding gained by performing the activities, and are submitted to the CEC for review, comment, and approval. Products include, but are not limited to, written reports that describe methods, test plans, results of testing, analysis of data, conclusions, and recommendations for future study, workshop agendas and summaries, description and photographs of equipment/product developed, summaries of advisory group meetings, computer software with written instructions for data input and use of the software, if intended for public or CEC use, and production prototypes. For each product there must be a bullet under “The Recipient Shall:” explaining it in more detail.

* *[Insert 1st product (name only) and include draft and final versions as necessary]*
* *[Insert 2nd product (name only) and include draft and final versions as necessary]*

## TASK 3 [insert task name using ALL CAP]

The goal of this task is to ... [Complete the sentence with a brief description of the goal(s). Please be brief, two to three sentences maximum.

**The Recipient shall:**

* [Insert verb in active tense ... complete the sentence.]
* [Insert verb in active tense ... complete the sentence.]

**Products:**

* [Insert 1st product (name only) and include draft and final versions as necessary]
* [Insert 2nd product (name only) and include draft and final versions as necessary]

**[Add the appropriate number of tasks needed for the Agreement. Use proper headers.]**

## Task [last]PUBLIC OUTREACH AND TECHNOLOGY TRANSFER ACTIVITIES (MANDATORY TASK)

The Public Outreach and Technology Transfer Activities tasks must be included in every agreement and the language does not change. Do NOT change anything in this task.

The goal of this task is to develop a plan for public outreach during the term of the Agreement and to make the knowledge gained, results and lessons learned from Agreement tasks available to the public, interested parties and appropriate decision-makers.

**The Recipient shall:**

* Develop and submit a Public Outreach and Technology Transfer Plan explaining any public outreach actions proposed during the term of the Agreement and how the knowledge gained from Agreement tasks will be made available to the public. Key elements from this report shall be included in the Final Report for this Agreement.
* Present the draft Public Outreach and Technology Transfer Plan to the TAC for feedback and comments.
* Develop and submit a Summary of TAC Comments that summarizes comments received from the TAC members on the Draft Public Outreach and Technology Transfer Plan. This document will identify:
  + TAC comments the Recipient proposes to incorporate into the finalPublic Outreach and Technology Transfer Plan.
  + TAC comments the Recipient does not propose to incorporate with and explanation why.
* Submit the final Public Outreach and Technology Transfer Plan to the CAM for approval.
* Conduct and implement the public outreach/technology transfer activities in accordance with the Final Public Outreach and Technology Transfer Plan.
* Develop and submit Monthly Progress Reports that include high level summaries of the activities, results, and lessons learned of tasks performed relating to implementing the Final Public Outreach and Technology Transfer Plan. This report should not include any proprietary information.
* Provide at least (6) six *High Quality Digital Photographs* (minimum resolution of 1300x500 pixels in landscape ratio) of pre and post technology installation at the project sites or related project photographs, if applicable.

**Products:**

* Draft Public Outreach and Technology Transfer Plan
* Summary of TAC Comments
* Final Public Outreach and Technology Transfer Plan
* Monthly Progress Reports (draft and final)
* High Quality Digital Photographs, if applicable.

# PROJECT SCHEDULE

Please see the Excel spreadsheet in Attachment 6.

1. Please see subtask 1.3 in Part V of the Scope of Work (Administration) for a description of Critical Project Review (CPR) Meetings. [↑](#footnote-ref-2)