

CONTRACT REQUESTS FORM (CRF)

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION


 New Contract 500-11-011 Amendment to Existing Contract: _____ Amendment Number: _____

Division	Contract Manager:	MS-	Phone	CM Training Date
Energy Research and Development	Consuelo Sichon	43	916-327-2222	9/29/2009

Contractor's Legal Name	Federal ID Number
University Enterprises, Inc.	94-1337638

Title of Project
Recovery Act - California Smart Grid Workforce Development Network

Term	Start Date	End Date	Amount
New/Original Contract	3/26/2012	5/26/2014	\$ 83,355

Line up the Amendment information as best as possible within the following table.

Amendment #	End Date (mm/dd/yy)	Amount

Business Meeting Information

Proposed Business Meeting Date	2/8/2012	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Consuelo Sichon	Time Needed:	5 minutes

Agenda Item Subject and Description

Possible approval of Agreement 500-11-011 with University Enterprises, Inc. (on behalf of California State University, Sacramento) for \$83,355 to develop a nationally replicable model for California's Smart Grid workforce training and development. This award will be cost-share for the Contractor's American Recovery and Reinvestment Act of 2009 award of \$749,992. (PIER electricity funding.) Contact: Consuelo Sichon

Business Meeting approval is not required for the following types of contracts: *Executive Director's signature is required in all cases.*

- Contracts less than \$10k (*Policy Committee's signature is also required*)
- Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
- Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable

The purpose of this Agreement is to support California smart grid deployment by developing statewide training programs in the advanced electrical and information technologies that will be deployed for the California Smart Grid.

California Environmental Quality Act (CEQA) Compliance

- Is Contract considered a "Project" under CEQA?
 - Yes: skip to question 2
 - No: complete the following (PRC 21065 and 14 CCR 15378):
 Explain why contract is not considered a "Project":
 The contract will not cause a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because it focuses on training and workforce development.
- If contract is considered a "Project" under CEQA:
 - a) Contract **IS** exempt. (Draft NOE required)
 - 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 contract is exempt under the above section: _____
 - b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

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CALIFORNIA ENERGY COMMISSION



Budgets Information								
Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$	11-12	\$83,355	Yes	PIER-E	10-11	501.0271	\$83,355
ECAA	\$		\$					\$
State- ERPA	\$		\$					\$
Federal	\$		\$					\$
PIER - E	\$83,355		\$					\$
PIER - NG	\$		\$					\$
Reimbursement	\$		\$					\$
Other	\$		\$					\$
TOTAL:	\$83,355	TOTAL:	\$83,355		TOTAL:			\$83,355
Reimbursement Contract #:					Federal Agreement			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	James Scott	Name:	Monica Kauppinen
Address:	6000 J ST STE 3400	Address:	6000 J ST STE 3400
City, State, Zip:	SACRAMENTO, CA 95819-6000	City, State, Zip:	SACRAMENTO, CA 95819-6000
Phone/ Fax:	(916) 278-4589 / (916) 278-4886	Phone/ Fax:	(916) 278-7380 / (916) 278-4886
E-Mail:	james@csus.edu	E-Mail:	mkauppinen@csus.edu

Contractor Is
<input type="checkbox"/> Private Company (including non-profits) <input checked="" type="checkbox"/> CA State Agency (including UC and CSU) <input type="checkbox"/> Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used
<input type="checkbox"/> Solicitation _____ Solicitation #: _____ # of Bids: _____ Low Bid? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non Competitive Bid (Attach CEC 96) <input checked="" type="checkbox"/> Exempt UC Auxiliary

Civil Service Considerations
<input type="checkbox"/> Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship) <input checked="" type="checkbox"/> Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER) <input type="checkbox"/> The Services Contracted: <input type="checkbox"/> are not available within civil service <input type="checkbox"/> cannot be performed satisfactorily by civil service employees <input type="checkbox"/> are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system. <input type="checkbox"/> The Services are of such an: <input type="checkbox"/> urgent <input type="checkbox"/> temporary, or <input type="checkbox"/> occasional nature that the delay to implement under civil service would frustrate their very purpose. Justification: Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)

CONTRACT REQUESTS FORM (CRF)



Payment Method			
<input checked="" type="checkbox"/> A. Reimbursement in arrears based on:			
<input type="checkbox"/> Itemized Monthly	<input checked="" type="checkbox"/> Itemized Quarterly	<input type="checkbox"/> Flat Rate	<input type="checkbox"/> One-time
<input type="checkbox"/> B. Advanced Payment			
<input type="checkbox"/> C. Other, explain:			

Retention			
1. Is contract subject to retention?		<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
If Yes, Do you plan to release retention prior to contract termination?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes

Justification of Rates	
The rates charged in this contract are the California State University published rates and the overhead rates are the negotiated rates with the Energy Commission.	

Disabled Veteran Business Enterprise Program (DVBE)	
1. <input type="checkbox"/> Not Applicable	
2. <input checked="" type="checkbox"/> Meets DVBE Requirements	DVBE Amount:\$ <u>2,600.00</u> DVBE %: <u>3.1</u>
<input type="checkbox"/> Contractor is Certified DVBE	
<input checked="" type="checkbox"/> Contractor is Subcontracting with a DVBE: <u>All Business Machines, Inc.</u>	
3. <input type="checkbox"/> Requesting DVBE Exemption (attach CEC 95)	

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
If yes, check appropriate box:		<input type="checkbox"/> SB	<input type="checkbox"/> MB <input type="checkbox"/> DVBE

Is Contractor subcontracting any services?		<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:			
<u>All Business Machines, Inc. (ABMI)</u>		<input type="checkbox"/> No	<input checked="" type="checkbox"/> SB <input type="checkbox"/> MB <input checked="" type="checkbox"/> DVBE

Miscellaneous Contract Information			
1. Will there be Work Authorizations?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
2. Is the Contractor providing confidential information?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
3. Is the contractor going to purchase equipment?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
4. Check frequency of progress reports			
<input type="checkbox"/> Monthly		<input checked="" type="checkbox"/> Quarterly	<input type="checkbox"/>
5. Will a final report be required?		<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
6. Is the contract, with amendments, longer than a year? If yes, why?		<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
The Department of General Services has agreed to give the Commission blanket authority to execute multi-year contracts to support the Commission's RD&D Programs.			

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The following items should be attached to this CRF			
1. Scope of Work, Attach as Exhibit A.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached	
2. Budget Detail, Attach as Exhibit B.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached	
3. CEC 96, NCB Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	
4. CEC 30, Survey of Prior Work	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	
5. CEC 95, DVBE Exemption Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	
6. Draft CEQA Notice of Exemption (NOE)	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	
7. Resumes	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached	
8. CEC 105, Questionnaire for Identifying Conflicts		<input checked="" type="checkbox"/> Attached	
9. CEC 106, IT Component Reporting Form		<input checked="" type="checkbox"/> Attached	

 Contract Manager Date Office Manager Date Deputy Director Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting. See Business Meeting Information Section.

 Presiding Policy Committee Date Associate Policy Committee Date Executive Director Date

Exhibit A SCOPE OF WORK

TASK LIST

Task #	CPR	Task Name
1		ADMINISTRATION
2	X	ESTABLISH THE CALIFORNIA SMART GRID WORKFORCE DEVELOPMENT NETWORK
3		CREATE POSITIVE IMPACTS ON STATEWIDE SMART GRID WORKFORCE DEVELOPMENT
4		CREATE A MODEL FOR SMART GRID WORKFORCE DEVELOPMENT

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	None		
2	None		
3	None		
4	None		

GLOSSARY

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

Term/ Acronym	Definition
CEWD	Council on Energy Workforce Development
CPR	Critical Project Review
CSGWDN	California Smart Grid Workforce Development Network
DOE	United States Department of Energy
Energy Commission	California Energy Commission
PIER	Public Interest Energy Research

Problem Statement:

Industries that depend on employees with a power engineering background will experience a 40 to 50 percent workforce retirement over the next 10 years and need approximately 40,000 workers for the new workforce. This estimate includes a significant number of existing workers who will need retraining in advanced power technologies and concepts. It is imperative to provide training to meet these job requirements and provide the base for a wide range of complementary clean energy job opportunities.

The state is in an early stage of smart grid technology evaluation, with deployment schedules still under consideration. As a result, there are questions about the amount and types of workers needed, when the workers will be needed, and which job functions

they will serve. There is an urgent need to research California Smart Grid implementation plans to identify critical technologies that require workforce support for California Smart Grid deployment.

Goal of the Agreement:

The goal of this Agreement is to support California Smart Grid deployment. The funding provided by this Agreement supplements the Contractor's award of \$749,992 from the U.S. Department of Energy (DOE) under the American Recovery and Reinvestment Act of 2009 for development of a California Smart Grid Workforce Development Network (CSGWDN).

Objectives of the Agreement:

The objectives of this Agreement are to identify smart grid technologies that will require additional workforce training and support and to develop a nationally replicable model for smart grid workforce development.

TASK 1 ADMINISTRATION

Subtask 1.1 Attend Kick-Off Meeting

The goal of this subtask is to establish the lines of communication and procedures for implementing this Agreement.

The Contractor shall:

- Attend a "Kick-Off" meeting with the California Energy Commission (Energy Commission) Contract Manager, Contracts Officer, and a representative of the Accounting Office. The Contractor shall bring its Project Manager, Agreement Administrator, Accounting Officer, and others designated by the Commission Contract Manager to this meeting. The administrative and technical aspects of this Agreement shall be discussed at the meeting.

The administrative portion of the meeting shall include, but not be limited to, the following:

- Discussion of the terms and conditions of the Agreement
- Discussion of Critical Project Review (CPR) (Subtask 1.2)
- Match fund documentation (Subtask 1.6)
- Permit documentation (Subtask 1.7)

The technical portion of the meeting shall include, but not be limited to, the following:

- The Commission Contract Manager's expectations for accomplishing tasks described in the Scope of Work
- An updated Schedule of Deliverables
- Discussion of Progress Reports (Subtask 1.4)
- Discussion of Technical Deliverables (Deliverable Guidelines located in Section 5 of the Terms and Conditions)
- Discussion of the Final Report (Subtask 1.5)

The Commission Contract Manager shall:

- Designate the date and location of the Kick-Off Meeting.
- Provide an agenda to all potential meeting participants prior to the meeting.

Contractor Deliverables:

- Updated Schedule of Deliverables (no draft)
- Updated List of Match Funds (no draft)
- Updated List of Permits (no draft)

Commission Contract Manager Deliverable:

- Kick-Off Meeting Agenda

Subtask 1.2 Critical Project Review (CPR) Meetings

The goal of this subtask 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, deliverables, schedule, or budget.

CPRs provide the opportunity for frank discussions between the Energy Commission and the Contractor. CPRs generally take place at key, predetermined points in the Agreement, as determined by the Commission Contract Manager and as shown in the Task List above. However, the Commission Contract Manager may schedule additional CPRs as necessary, and any additional costs shall be borne by the Contractor. Participants include the Commission Contract Manager and the Contractor and may include the Commission Contracts Officer, the Public Interest Energy Research (PIER) Program Team Lead, other Commission staff and Management as well as other individuals selected by the Commission Contract Manager to provide support to the Energy Commission.

If the United States Department of Energy (DOE) is conducting similar meetings, the Contractor shall notify and invite the Commission Contract Manager to participate, either by teleconference or by actual meeting attendance. The DOE-required meetings may be used in place of the Commission's CPR meetings, at the discretion of the Commission Contract Manager.

The Commission Contract Manager 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.
- 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. One of the outcomes of this meeting will be 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, deliverables, and/or budget

for the remainder of the Agreement. Modifications to the Agreement may require a formal amendment (please see the Terms and Conditions).

- 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 deliverable(s) that were included in the CPR.

The Contractor shall:

- Provide copies of any DOE correspondence (emails, reports, letters, etc.) that relate to the project status. This includes copies of project performance reviews on Contractor work and summaries and results of project review meetings with DOE.
- Present the required information at each CPR meeting and participate in a discussion about the Agreement.

Contractor Deliverables:

- DOE correspondence and reporting (no draft)

Commission Contract Manager Deliverables:

- Agenda and a List of Expected Participants
- Schedule for Written Determination
- Written Determination

Subtask 1.3 Final Meeting

The goal of this subtask is to close out this Agreement. If the DOE is conducting a similar final meeting, the Contractor shall notify and invite the Commission Contract Manager to participate, either by teleconference or by actual meeting attendance. The DOE-required meeting may be used in place of the Commission's Final Meeting, at the discretion of the Commission Contract Manager. However, all items listed in this task shall be covered in the meeting.

The Contractor shall:

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

This meeting shall be attended by, at a minimum, the Contractor, the Commission Contracts Officer, and the Commission Contract Manager. The technical and administrative aspects of Agreement closeout shall be discussed at the meeting, which may be two separate meetings at the discretion of the Commission Contract Manager.

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 Commission Contract Manager will determine the appropriate meeting participants.

The administrative portion of the meeting shall be a discussion with the Commission Contract Manager and the Contracts Officer 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 deliverables)
- Need to document Contractor's disclosure of "subject inventions" developed under the Agreement
- "Surviving" Agreement provisions, such as repayment provisions and confidential Deliverables
- Final invoicing and release of retention
- Prepare a schedule for completing the closeout activities for this Agreement.
- Copies of all correspondence and reports discussing the DOE's findings on the project and future disposition of the project, if applicable. The Contractor shall provide copies of any DOE correspondence (emails, reports, letters, etc.) that relate to project performance.

Contractor Deliverables:

- Written documentation of meeting agreements and all pertinent information (no draft)
- Schedule for completing closeout activities (no draft)
- DOE correspondence on project findings, results, and performance (no draft)

Subtask 1.4 Quarterly Progress Reports

The goal of this subtask is to periodically verify that satisfactory and continued progress is made towards achieving the research objectives of this Agreement on time and within budget. The objectives of this subtask 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.

With prior Commission Contract Manager approval, the Contractor may submit a DOE Progress Report in lieu of the required Energy Commission report if it contains the information listed in Attachment 1 of the Terms and Conditions.

The Contractor shall:

- Submit copies of Quarterly DOE Progress Reports that summarize all Agreement activities conducted by the Contractor for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due to the Commission Contract Manager within 45 days of the end of the reporting period.

Contractor Deliverables:

- Quarterly DOE Progress Reports (no drafts)

Subtask 1.5 Final Report

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

The final report shall describe the following at a minimum:

- a) Original purpose, approach, activities performed, results, and conclusions of the work performed under this Agreement.
- b) How the project advanced science and technology to the benefit of California's ratepayers and the barriers that were overcome.
- c) Assessment of the project's success as measured by the degree to which goals and objectives were achieved.
- d) How the project supported California's economic recovery in the near term and number of jobs created or sustained.
- e) How the project results will be used by California industry, markets, and others.
- f) Projected cost reduction impact and other benefits resulting from the project.
- g) Discuss the project budget, including the total project cost and all the funding partners with their associate cost share.
- h) Discuss how the Energy Commission funding was spent on the project, including any unique products and benefits.
- i) Observations, conclusions, and recommendations for further research, development, and demonstration projects.

If a final report is required by the DOE, the Contractor shall include a copy of it along with the Energy Commission's final report requirements. In addition, the Contractor shall submit the draft final DOE report to the Energy Commission for review at the same time it submits it to DOE.

The Final Report shall be a public document. 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.

The Contractor shall:

- Provide a copy of the Final Report submitted to the DOE. The Final Report shall be completed on or before the end of the Agreement Term.
- Submit written correspondence from the DOE regarding acceptance of the final report.

Contractor Deliverables:

- Final Report to the DOE (no draft)
- Written correspondence from the DOE regarding acceptance of the final report (no draft)

MATCH FUNDS, PERMITS, AND ELECTRONIC FILE FORMAT

Subtask 1.6 Identify and Obtain Matching Funds

The goal of this subtask is to ensure that the match funds planned for this Agreement are obtained for and applied to this Agreement during the term of this Agreement. The costs to obtain and document match fund commitments are not reimbursable through this Agreement. While the PIER budget for this task is zero dollars, the Contractor may utilize match funds for this task. Planned match funds shall be spent concurrently or in advance of PIER funds during the term of this Agreement. Planned match funds shall be identified in writing, and the associated commitments obtained before the Contractor can incur any costs for which the Contractor will request reimbursement.

The Contractor shall:

- Prepare a letter documenting the match funding committed to this Agreement and submit it to the Commission Contract Manager at least two working days prior to the Kick-Off Meeting:
 1. If no match funds were part of the proposal that led to the Energy Commission awarding this Agreement and none have been identified at the time this Agreement starts, then state such in the letter.
 2. If match funds were a part of the proposal that led to the Energy Commission awarding this Agreement, then provide in the letter:
 - A list of the match funds that identifies the:
 - Amount of each cash match fund, its source, 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, documented market or book value, and its 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 Contractor shall identify its owner and provide a contact name, address, and telephone number, and the address where the property is located.
 - 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.
- Discuss match funds and the implications to the Agreement if they are significantly reduced or not obtained as committed, at the Kick-Off Meeting. If applicable, match funds shall be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide the appropriate information to the Commission Contract Manager if during the course of the Agreement additional match funds are received.

- Notify the Commission Contract Manager within 10 working days if during the course of the Agreement existing match funds are reduced. Reduction in match funds may trigger an additional CPR.

Contractor Deliverables:

- A letter regarding Match Funds or stating that no Match Funds are provided (no draft)
- A copy of each Match Fund commitment letter (if applicable) (no draft)
- Letter(s) for New Match Funds (if applicable) (no draft)
- Letter that Match Funds were Reduced (if applicable) (no draft)

Subtask 1.7 Identify and Obtain Required Permits

The goal of this subtask 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. While the PIER budget for this task is zero dollars, the Contractor may utilize match funds for this task. Permits shall be identified in writing and obtained before the Contractor can incur any costs related to the use of the permits for which the Contractor will request reimbursement.

The Contractor shall:

- Prepare a letter documenting the permits required to conduct this Agreement and submit it to the Commission Contract Manager at least two working days prior to the Kick-Off Meeting:
 1. If there are no permits required at the start of this Agreement, then state such in the letter.
 2. 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
 - Schedule the Contractor shall follow in applying for and obtaining these permits.
- The list of permits and the schedule for obtaining them shall be discussed at the Kick-Off Meeting, and a timetable for submitting the updated list, schedule and the copies of the permits shall be developed. The implications to the Agreement if the permits are not obtained in a timely fashion or are denied shall also be discussed. If applicable, permits shall 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 appropriate information on each permit and an updated schedule to the Commission Contract Manager.
- As permits are obtained, send a copy of each approved permit to the Commission Contract Manager.

- If during the course of the Agreement permits are not obtained on time or are denied, notify the Commission Contract Manager within 5 working days. Either of these events may trigger an additional CPR.

Contractor Deliverables:

- A letter documenting the Permits or stating that no Permits are required (no draft)
- A copy of each approved Permit (if applicable) (no draft)
- Updated list of Permits as they change during the Term of the Agreement (no draft)
- Updated schedule for acquiring Permits as it changes during the Term of the Agreement (no draft)

TECHNICAL TASKS

Unless otherwise provided in the individual Task, the Contractor shall prepare all deliverables in accordance with the requirements in the Special Conditions.

TASK 2 ESTABLISH THE CALIFORNIA SMART GRID WORKFORCE DEVELOPMENT NETWORK

The goal of this task is to establish the California Smart Grid Workforce Development Network (CSGWDN) to drive the development of California’s Smart Grid workforce and achieve the economic impact sought by the state of California and the DOE.

The Contractor shall:

- Identify and engage key stakeholders in strategic decisions about program development, geographic locations to be served, connections to employment, and allocation of funds.
- Provide scientific/technical reports, conference papers, and special status reports per DOE’s reporting requirements.
- Participate in a CPR Meeting in accordance with Task 1.2.

Contractor Deliverable:

- One copy of each DOE scientific/technical report, conference papers, and special status reports (no drafts)

TASK 3 CREATE POSITIVE IMPACTS ON STATEWIDE SMART GRID WORKFORCE DEVELOPMENT INITIATIVES

The goal of this task is to inform the sequence of course development and offering so that smart grid workforce training is timed to the market need.

The Contractor shall:

- Review California Smart Grid roadmaps and deployment plans. Evaluate the projected technology advances and rollout schedules to guide the scope and timing of workforce development initiatives.

- Provide scientific/technical reports, conference papers, and special status reports per DOE's reporting requirements.

Contractor Deliverable

- One copy of each DOE scientific/technical report, conference papers, and special status reports (no drafts)

TASK 4 CREATE A MODEL FOR SMART GRID WORKFORCE DEVELOPMENT

The goal of this task is to create a model for smart grid workforce development in California that is replicable for the rest of the nation.

The Contractor shall:

- Develop a model for California's Smart Grid workforce development that can be nationally replicated. Coordinate with the Council on Energy Workforce Development (CEWD) to inform the CEWD model accepted by most utilities in the United States and integrate elements of CEWD's model into CSGWDN's results and conclusions.
- Provide scientific/technical reports, conference papers, and special status reports per DOE's reporting requirements.

Contractor Deliverable:

- One copy of each DOE scientific/technical report, conference papers, and special status reports (no drafts)