

EO - Climate Change

Contractor: CSU, Sacramento

Contract # 07-111

FUNDING FISCAL YEAR	FY 07/08	
TERM	05/01/08-04/30/10	
PCA	72180	
LINE ITEM/OBJECT	398	TOTAL
DESCRIPTION	Event services	

Contract \$	\$ 48,438.00	\$ 48,438.00
Amd. #1 - Contract language only		\$ -
		\$ -

Total, Contract	\$ 48,438.00	\$ 48,438.00
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Payments to Contractor:

Inv. #	Inv. Date	Ser Per		C/S
1032387	2/11/2009	5/1/08-1/31/09	10,674.83	10,674.83 C080654 ✓
1033879	5/15/2009	2/1/09 - 4/30/09	3,239.40	3,239.40 C080791 ✓

Total, Payments	\$ 13,914.23	\$ 13,914.23
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Balance Available to Pay Contractor	\$ 34,523.77	\$ 34,523.77
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Balance Must Be Spent By: 6/30/2010 6/30/2011 6/30/2012

Notes:

Contract Manager: Mary Farr

(3)

C080654



California State University, Sacramento
Student Financial Services Center
Lassen Hall, Room 1003
6000 J Street
Sacramento, CA 95819-6010
(916) 278-6190

INVOICE

Page: 1
Invoice No: 1032387
Invoice Date: 02/11/2009
Customer Number: 5074
Payment Terms: NET30
Due Date: 03/13/2009

AIR RESOURCE BOARD
ATTN: ACCOUNTING SECTION
PO BOX 1436
SACRAMENTO CA 95812
United States

AMOUNT DUE: 10,674.83

Amount Remitted

For billing questions, please call (916) 278-6190

INVOICE DETAIL

Federal Tax ID Number: 680965325

IA # 07-111 CE070265

1

BILLING PERIOD: 5/1/08 - 7/31/08 & 10/27/08 - 1/31/09
(SEE ATTACHED FOR DETAILS)

10,674.83

TOTAL AMOUNT DUE : 10,674.83

RCVD FEB 18 2009

This invoice has been checked against our records and found to be the original claim presented for payment, and payment has not been previously made. We have recorded this payment to prevent a duplicate payment later.

Israel D. Lewis
Accounting Officer



California State University, Sacramento
Student Financial Services Center
Lassen Hall, Room 1003
6000 J Street
Sacramento, CA 95819-6010
(916) 278-6190

INVOICE *CO80791*

Page: 1
Invoice No: 1033879
Invoice Date: 05/15/2009
Customer Number: 5074
Payment Terms: NET30
Due Date: 06/14/2009

AIR RESOURCE BOARD
ATTN: ACCOUNTING SECTION
PO BOX 1436
SACRAMENTO CA 95812
United States

AMOUNT DUE: 3,239.40

Amount Remitted

For billing questions, please call (916) 278-6190

INVOICE DETAIL

Federal Tax ID Number: 680365325

IA# 07-111
CE070265

1

3,239.40

BILLING PERIOD: 2/1/09 - 4/30/09
SEE ATTACHED FOR DETAILS

TOTAL AMOUNT DUE : 3,239.40

This invoice has been checked against our records and found to be the original claim presented for payment, and payment has not been previously made. We have recorded this payment to prevent a duplicate payment later.

Accounting Officer

STATE OF CALIFORNIA
STANDARD AGREEMENT

STD 213 (Rev 06/03)

CSUS#CE070245

AGREEMENT NUMBER 07-111
REGISTRATION NUMBER 39000508306728

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Air Resources Board (ARB or State)

CONTRACTOR'S NAME

California State University Sacramento (CSUS, University, or Contractor)

2. The term of this **May 1, 2008** through **April 30, 2010**

Agreement is:

3. The maximum amount **\$48,438.00**
of this Agreement is: **Forty-eight thousand four hundred thirty eight dollars and no cents**

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	1 page
Exhibit A, Attachment 1	3 pages
Exhibit B – Budget Detail and Payment Provisions	1 pages
Exhibit B, Attachment 1 – Budget Summary	2 pages
Exhibit C* – General Terms and Conditions (GIA -101)	On-line
Exhibit D Special Terms and Conditions	1 page
Exhibit E – Additional Provisions	1 pages

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) California State University Sacramento		
BY (Authorized Signature) 	DATE SIGNED (Do not type) 4/25/08	
PRINTED NAME AND TITLE OF PERSON SIGNING David Shannon, Director, Procurement and Contract Services		
ADDRESS 6000 J Street Sacramento, CA 95819-6008		
STATE OF CALIFORNIA		
AGENCY NAME Air Resources Board		<input checked="" type="checkbox"/> Exempt per: SAM 1215.3 (b)
BY (Authorized Signature) 	DATE SIGNED (Do not type) 5/22/08	
PRINTED NAME AND TITLE OF PERSON SIGNING Sharon Simmons, Manager, Contract Services Section		
ADDRESS P.O. Box 2815, Sacramento, CA 95812		

SCOPE OF WORK

1. California State University (CSUS, University, or Contractor) agrees to provide services to the Air Resources Board (ARB), Office of Climate Change, in accordance with Exhibit A, Attachment 1.
2. The project representatives during the term of this Agreement will be:

Requesting Agency: Air Resources Board	Providing Agency: California State University Sacramento
Name: Mary Farr	Name: Susan Gonzalez, Director
Air Resources Board	Conference & Training Services
Office of Climate Change	
Phone: (916) 445-8290	Phone: (916) 278-4801
Fax: (916)	Fax: (916) 278-4500
Email: mfarr@arb.ca.gov	Email:

The ARB Contract Administrator is:

The University's Contract Administrator is:

Requesting Agency: Air Resources Board	Providing Agency: California State University Sacramento
Name: Lisa Macias	Name: Chad Smith, Contracts Manager
Administrative Services Division Contract Services Section	Conference & Training Services CSUS
Address: 1001 I Street, 20 th Floor Sacramento, CA 95814	Address: 6000 J Street Sacramento, CA 95819-6008
Phone: (916) 322-8452	Phone: (916) 278-4842
Fax: (916) 327-2940	Fax: (916) 278-4500
Email: lmacias@arb.ca.gov	Email: smithcm@csus.edu

**EXHIBIT A
ATTACHMENT 1
Scope of Work**

Introduction/Objectives

The purpose of this contract is to acquire services to produce public meetings and events for remainder of FY 2007/2008 and for subsequent years through 2010. These services will be used to support the Air Resources Board (ARB) in implementing the provisions of the California Global Warming Solutions Act of 2006 (AB 32). In developing the Scoping Plan to implement AB 32, ARB is required to collaborate with state agencies, as well as consult with the Global Warming Environmental Justice Advisory Committee (EJAC), Economic and Technology Advancement Advisory Committee (ETAAC), Climate Action Team (CAT), industry sectors, business groups, academic institutions, environmental organizations, and other stakeholders. Additionally, ARB is required to conduct a series of public workshops to give interested parties the opportunity to comment on the Scoping Plan.

ARB staff anticipates conducting activities and events, including, but not limited to, workshops, training, presentations, work group meetings, and outreach in particular environmental justice communities. These events will support ARB in providing appropriate and expedient opportunities to all parties statewide for participating in the Scoping Plan development process and other activities planned for the next few years to reduce greenhouse gas emissions.

1. Event Structure/Content

For each task below, electronic media should be used to the greatest extent possible. Materials and information will be made available on-line with links and announcements established from the Contractor's website and ARB website.

Task 1.1: The Contractor shall assist in developing the content and structure of the workshops or other events in consultation with the Contract Manager, including, but not limited to, developing agendas, presentation materials, sign-in sheets, announcements, and other relevant handouts. Before distribution of all materials, the Contract Manager will approve the final version of these materials.

Task 1.2: The Contractor will be responsible for printing and duplicating materials including, but not limited to, agenda, handouts, presentation materials, signage, evaluations, etc., unless otherwise managed by ARB. In addition, the Contractor will ensure deliveries and mailing of materials to/from ARB, CSUS, and the event location.

Task 1.3: As directed, the Contractor will receive and process all registrations for any event, ensuring that all attendees have provided full contact information. Registration will be made available on-line to reduce resource use and paper.

Task 1.4: After each event, the Contractor shall also prepare minutes summarizing the discussion, key findings and outcomes. The Contractor will prepare final summary report.

Task 1.5: As directed, the Contractor will develop a green action list to reduce the carbon footprint at the event. The green action list may include, but not limited to:

- Encourage the use of public transportation, low emission vehicle, carpool, etc.
- Make arrangements with the venue to provide adequate collection bins for recyclables.
- For paper products (nametags, badges, letters, envelopes, brochures, etc.) use paper that contains at least 30% post-consumer fiber
- Print all publicity materials on recycled paper using both sides of paper, soy or vegetable-based inks and chlorine free.
- If attendees would like copies of specific handouts or transcripts, provide these via e-mail or post on event website.
- Encourage participants to use flash memory to copy presentations.

2. Facility Coordination

Task 2.1: As directed, the Contractor will identify several potential locations in Northern and Southern California for the event sites, accessible to attendees and stakeholders. Favorable consideration will be given to facilities that employ sustainable and green practices. The Contractor will outline for the Contract Manager a list of at least three potential locations, identifying all potential costs, space available, and amenities for attendees, benefits and any concerns for each location. The Contractor will also ensure that any proposed facility (if a lodging facility) is a participant in a green lodging program that encourages minimization, reuse and recycling activities.

Task 2.2: As directed, the Contractor will make all facility arrangements including, but not limited to, negotiating contracts and hotel accommodations within the approved State rate, reserving a block of rooms, assessing event room needs including room set-up and audio/visual, developing signage for identification and direction, arranging meals, and providing for audio/visual requirements.

Task 2.2: The Contractor will coordinate all activities during the event including registration and check-in and audio/visual set-up. The Contractor will act as the point of contact for facility personnel for any issues that arise during the course of the event.

3. Presenters/Speakers

Task 3.1: In coordination with the Contract Manager, the Contractor shall be responsible for confirming and following up with presenters. The Contractor will request biographies, abstracts and supporting materials for all presentations directly with the presenters and submit copies of these materials to the Contract Manager.

When appropriate, the Contractor will also coordinate registration and lodging needs for presenters/speakers, provide compensation for their services and pay for travel, meals and per diem at state rates.

4. Post-Event Evaluations

Task 4.1: The Contractor shall develop and prepare an evaluation form for each event to include, but not limited to, trainers/speakers, registration process, site, facility, agenda, and materials. The Contractor shall also prepare a final report summarizing key findings and recommendations from the participants for each event.

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Invoicing

- A. For services satisfactorily rendered in accordance with this agreement and upon receipt and approval of the invoices agree to compensate the California State University Sacramento for actual expenditures incurred in accordance with the rates specified herein or attached hereto.
- B. Invoices shall include the Agreement Number and shall be submitted in triplicate not more frequently than quarterly in arrears to

Air Resources Board
Attn: Accounting Section
P.O. Box 1436
Sacramento, CA 95812

2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

3. Payment

- A. Costs for this Agreement shall be computed in accordance with State Administrative Manual Sections 8752 and 8752.1.
- B. Nothing herein contained shall preclude advance payments pursuant to Article 1, Chapter 3, Part 1, Division 3, Title 2 of the Government Code of the State of California.
- C. The amount to be paid to University under this Agreement includes all sales and use taxes incurred pursuant to this Agreement. University shall not receive additional compensation for reimbursement of such taxes and shall not decrease work to compensate therefore.

EXHIBIT B, Attachment 1

Client: Air Resources Board Contact: Mary Farr Phone: (916) 445-6290 Fax: (916) 324-5942 Email: mfarr@arb.ca.gov		VARIABLES			
		Attendees:	100		
		Speakers:	4		
		# of Meetings:	4	1 day:8am-5pm	
Global Climate Change Meetings & Events Location: Northern and Southern CA					
		Units	Rate	One Meeting	Four Meetings
Personnel Services					
Financial Management/Reconciliations	6	\$55	\$330	\$1,320.00	
Project Coordination (workplan, timeline, weekly client updates/communication)	16	\$55	\$880	\$3,520.00	
Facility Research and Selection (including room block for speakers)	8	\$55	\$440	\$1,760.00	
Facility Site Visit	0	\$55	\$0	\$0.00	
Facility Coordination (PO, BEO, AV, Setup)	16	\$55	\$880	\$3,520.00	
Speaker Solicitation/Recruitment - handled by ARB	0	\$55	\$0	\$0.00	
Speaker Confirmation/Follow up (handouts, AV needs, confirmation ltrs)	16	\$55	\$880	\$3,520.00	
Graphics Coordination (Materials Collection/Content Review/Print Production/Coordination)	2	\$55	\$110	\$440.00	
Webmaster (On-Line Registration)	16	\$50	\$800	\$800.00	
Graphic Designer (Logo) - provided by ARB	0	\$50	\$0	\$0.00	
Graphic Designer (Typeset/Layout/Design - Registration announcement, Agenda)	10	\$50	\$500	\$2,000.00	
Pre-Registration Services (online/phone/fax, dbase, final lists/reports, sticky nametags)	20	\$40	\$800	\$3,200.00	
Support Staff (mailings (constant contact), material distribution/assembly, etc.)	10	\$40	\$400	\$1,600.00	
On-Site Manager (7am-5pm)	10	\$55	\$550	\$2,200.00	
On-Site Support Staff (1 staff to process on-site registrants & pre-registration, 7am-noon)	5	\$40	\$200	\$800.00	
Travel Arrangements/Claims (speakers)	4	\$40	\$160	\$640.00	
Evaluation Development/Reporting	16	\$40	\$640	\$2,560.00	
Facilitator (handled by ARB)	0	\$0	\$0	\$0.00	
Conference Site Costs					
Catering (Breakfast, Lunch) - Participants on their own	0	\$34.85	\$0	\$0.00	
Room Rental (General Session) - Government facilities if available	1	\$0	\$0	\$0.00	
Room Rental (Breakout Rooms)	0	\$0	\$0	\$0.00	
Audio Visual (General Session) - miscellaneous	1	\$500	\$500	\$2,000.00	
Printing/Duplication					
Duplication (Registration Announcement) - sent electronically	0	\$1.25	\$0	\$0.00	
Duplication (Agenda & Handout/Presentation Materials)	100	\$2.50	\$250	\$1,000.00	
Printing (Welcome & Directional Signs) - reuse	1	\$125	\$125	\$125.00	
Duplication (Evaluations, miscellaneous)	100	\$0.50	\$50	\$200.00	
Supplies & Postage					
Supplies (Sticky Name Tags) - blue border style	100	\$0.05	\$5	\$20.00	
Postage/Mailhouse (Registration/Invitation Brochure) - sent electronically	100	\$0.41	\$0	\$0.00	
Postage (Confirmation Ltr w/invoice or rcpt.) - sent electronically	100	\$0.41	\$0	\$0.00	
Deliveries (deliver materials to/from ARB & CSUS)	1	\$20	\$20	\$80.00	
Travel & Per Diem					
Speaker Travel (Airfare, Lodging, Shuttle, Per Diem) - Northern CA - 2	4	\$450	\$1,800	\$3,600.00	
Speaker Travel (Airfare, Lodging, Shuttle, Per Diem) - Southern CA - 1	4	\$450	\$1,800	\$3,600.00	
CSUS Staff Travel (Mileage, Parking) - Northern CA - 2 staff - 2	2	\$15	\$30	\$60.00	
CSUS Staff Travel (Airfare, Lodging, Shuttle, Per Diem) - Southern CA - 2 staff - 1	2	\$450	\$900	\$1,800.00	
Subcontracts					
Speaker Fees	0	\$0	\$0	\$0.00	
Total Direct Expenses			\$13,050	\$40,365	
REVENUE					
		Participants	Fee	Total One Meeting	Total Four Meetings
Registration Fee (Complimentary)	100	\$0	\$0	\$0	\$0
Total Revenue			\$0	\$0	\$0

EXHIBIT B, Attachment 1

PROJECT SUMMARY		Total One Meeting	Total Four Meetings
Personnel Services		\$7,570	\$27,880
Operating Expenses			
Duplication/Printing		\$425	\$1,325
Supplies		\$5	\$20
Postage and Communication		\$20	\$80
Conference Site Costs		\$500	\$2,000
		\$950	\$3,425
Equipment Expenses		\$0	\$0
Travel and Per Diem			
Speaker Travel		\$3,600	\$7,200
Staff Travel		\$930	\$1,860
		\$4,530	\$9,060
Subcontracts (speaker fees)		\$0	\$0
Other Costs		\$0	\$0
Total Direct Costs (TDC)		\$13,050	\$40,365
Indirect Cost (20% of TDC)		\$2,610	\$8,073
	Subtotal Costs	\$15,660	\$48,438
	Less Revenue	\$0	\$0
Total Project Costs		\$15,660	\$48,438

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. Termination

- A. This Agreement may be canceled at any time by either party, upon thirty (30) days written notice to the other party.
- B. In the case of early termination, the performing agency will submit an invoice in triplicate and a report in triplicate covering services to termination date, following the invoice and progress report requirements of this Agreement. A copy and description of any data collected up to termination date will also be provided to ARB.
- C. Upon receipt of the invoice, progress report, and data, a final payment will be made to the performing agency. This payment shall be for all ARB-approved, actually incurred costs in accordance with Exhibits A and B, and shall include labor, and materials purchased or utilized (including all noncancellable commitments) to termination date.

2. Disputes

- A. ARB reserves the right to issue an order to stop work in the event that a dispute should arise, or in the event that the ARB gives the performing agency a notice that this Agreement will be terminated. The stop-work order will be in effect until the dispute has been resolved or this Agreement has been terminated.
- B. Any dispute concerning a question of fact arising under the terms of this Agreement which is not disposed of within a reasonable period of time by agency employees normally responsible for the administration of this agreement, shall be brought to the attention of the Executive Officer or designated representative of each agency for joint resolution.

3. Amendments

ARB reserves the right to amend this agreement for additional time and/or additional funding.

EXHIBIT E

ADDITIONAL PROVISIONS

1. Copyrightable Materials

In recognition of the policy of ARB and CSUS to promote and safeguard free and open inquiry by faculty, students and the members of the public and in furtherance of such policy, both parties agree to the following with respect to rights of copyrights under this Agreement:

A. CSUS shall include exclusive copyrights and trademarks in the name of State of California, Air Resources Board.

2. Travel & Per Diem

A. Any reimbursement for necessary travel and per diem shall be at the State's approved travel rates.

B. No foreign travel shall be reimbursed unless prior written authorization is obtained from ARB.