



NATIONAL ENERGY TECHNOLOGY LABORATORY



Clean Cities Coalition Programmatic Support RDS Contract Requirements

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DOE Northeast Regional Project Manager



U. S. Department of Energy



Purpose of RDS Contracts

- **Objective of this effort is to help fund activities related to validating, collecting, and reporting critical data and performance metrics that are needed to track the growth/adoption of petroleum reduction technologies and practices in the marketplace**
- **Provide support for Data Collection, Reporting, and Assessment efforts associated with Clean Cities and petroleum reduction activities in the coalition's area of responsibility (Task #1)**
- **Provide support for Coalition Technical Assistance and Coalition Activities associated with the deployment of Clean Cities petroleum reduction technologies and practices (Task #2)**

Results to Date

- **Funding provided via NETL subcontractor RDS, eliminating need for establishing 90+ separate grants**
- **Year 1 (FY 07) established 78 contracts for \$10,000 each**
- **Year 2 (FY 08) established 83 contracts for \$12,500 each**
- **Fund activities such as Regional meetings, Fall Leadership Retreat, & other support activities (such as invitational travel)**

Reporting Requirements

- **Use Reporting Requirements Checklist form provided**
- **Submit twice during POP (or you can invoice once for the whole period)**
- **Include attachments as appropriate**
- **Attach this information to invoice**
- **Send original hard copies to RDS Accounts Payable Office in Morgantown, WV**
- **Send electronic copies to Joan Gaspersic**

Reporting Requirements (cont,)

- **Complete Annual Survey**
- **Respond to periodic data requests from DOE for regional market assessment information (i.e. the Alt Fuel Price Report. All 4 must be completed)**
- **Hold/organize 4 stakeholder meetings and/or special outreach/training events per year**
- **Submit information related to success stories, fleet profiles, special recognition awards, and community efforts to DOE PMC or NREL that highlight Clean Cities progress in the coalition area (2 per year)**

Reporting Requirements (cont,)

- **In Compliance with Annual and/or 5 yr Re-designation process**
- **Attend DOE regional peer exchange, Program Merit Review or National Leadership Peer Exchange.**
- **Keep regional Coordinator Council members & DOE PMC apprised of issues, developments, success stories, etc. (must participate in 4 regional calls)**
- **Confirm existence and operation of AFV refueling sites as shown on AFDC station locator**

Regular Invoices

- **Fixed price contracts, therefore no receipts required**
Must have original signature, no faxes or electronic submissions
- **For year 2 submit two invoices:**
 - November 1, 2007 through April 30, 2008
 - May 1, 2008 through October 31, 2008
- **Send hard copy to RDS Accounts Payable in Morgantown, WV**
- **Attach Reporting Requirements Checklist**
- **Invoices are payable on a NET- 45 days basis.**

Travel Reimbursement Invoices- for attending Clean Cities Meetings

- **Must include receipts showing amount PAID (not just estimate of cost)**
- **Mileage reimbursed at .585 cents/mile**
- **Hotel rate must be at govt. rate or special approval is needed**
- **Check website for per diem costs in specific cities:**
www.gsa.gov
- **No receipts required for misc. expense <\$75, such as cab fare, subway fare, road tolls, parking, etc.**

Invoices for Big Sky Meeting

- **Reimbursement for travel costs up to \$650**
- **Use invoice form provided**
- **Must have original signature & paid receipts**
- **For faster reimbursement, if possible submit invoice and receipts to Sandy Shuptrine before you leave**
- **Sandy will process all travel reimbursement. Do not send directly to RDS**
- **See Joan Gaspersic or Amanda Thompson if you have specific questions**

INVOICE

Name or Organization: _____

Clean Cities Affiliation _____

Address: _____

(Provide information on who the check should be made out to (i.e. name and/or organization) and the address to which the check should be mailed)

INVOICE #0001
DATE: 9/15/08

TO:
Yellowstone-Teton Clean Energy Coalition
P.O. Box 1954
Jackson, WY 83001
Phone: 307-733-6371 Email: sandys@huptrine@wyom.net

FOR:
2008 Clean Cities Coordinator Leadership Retreat
Travel Assistance
Dates of Travel: 9/15/08 & 9/19/08

TRAVEL ASSISTANCE DESCRIPTION	AMOUNT
<p>SECTION A: List and attach out-of-pocket amounts incurred for each mode of travel taken for this US DOE related event:</p> <ul style="list-style-type: none"> • Airfare \$ _____ • Vehicle rental \$ _____ • Rental vehicle fuel \$ _____ • Airport shuttle \$ _____ • Airport Parking \$ _____ • Taxi \$ _____ • Other (please describe) _____ \$ _____ <p>TOTAL FOR SECTION A: \$ _____</p>	
<p>SECTION B: If you are driving a privately owned vehicle, you will be reimbursed in accordance with the applicable Federal Government Travel Regulations for 2008 (reimbursement of 58.5 cents per mile). To calculate your travel assistance, enter:</p> <ul style="list-style-type: none"> • _____ miles driven during this time x \$0.585 \$ _____ • Tolls \$ _____ <p>TOTAL FOR CATEGORY B: \$ _____</p>	
<p>SECTION C: ENTER THE AMOUNT BEING CLAIMED FOR REIMBURSEMENT (TOTAL FROM SECTION A OR B):</p> <p>\$ _____</p>	
<p>SECTION D: Maximum Travel assistance provided:</p> <p>\$ 650.00</p>	
<p>SECTION E: ENTER THE SMALLER OF SECTION C OR D - FINAL REIMBURSEMENT CLAIMED:</p> <p>\$ _____</p>	
<div style="border: 1px solid black; padding: 5px;"> <p>I certify that the costs were expended traveling to & from the 2008 Clean Cities Coordinator Leadership Retreat held in Big Sky, MT and that the voucher is correct and proper for payment.</p> <p>Date _____ Signature _____</p> </div>	
<p>NOTE: ONLY ORIGINAL SIGNATURE ABOVE WILL BE ACCEPTED - NO ELECTRONIC SIGNATURES WILL BE ALLOWED</p>	

Lessons Learned From Previous 2 Yrs

- **Name and address on Invoice must match PO**
- **RDS must be notified of coordinator, address, or organizational changes to modify the PO**
- **Must include receipts for travel and special events/meetings (for cost reimbursable contracts)**
- **No pre-payment/advance draw down allowed**
- **Must have original signature on Invoice**
- **Send Invoice to RDS, not DOE Project Managers**
- **Send Reporting Checklist and other attachments with Invoice (i.e. not separately)**



RESEARCH AND
DEVELOPMENT SOLUTIONS, LLC

PO NUMBER 41817M3908 000	PAGE NUMBER 1
PO AWARD: 02/07/08	MODIFICATION NUMBER
CHANGE DATE:	

S U P P L I E R
AMERICAN LUNG ASSOC OF CO
5600 GREENWOOD PLAZA BOULEVARD

GREENWOOD VILL CO 80111
VENDOR NUMBER: 000668
VENDOR TYPE: S0010
TELEPHONE NUMBER: 303-547-2071

S H I P T O
RDS, LLC
3604 COLLINS FERRY ROAD
SUITE 200
MORGANTOWN WV 26505

RDS REQUESTOR / SATR
GASPERIC, JOAN

I N V O I C E
REMIT INVOICE TO:
RESEARCH AND DEVELOPMENT SOLUTIONS, LLC
3604 COLLINS FERRY ROAD, SUITE 200
MORGANTOWN, WV 26505
ATTN: PLANNING & FINANC.
PHONE: (304) 599-5941 FAX: (304) 599-6573

BUYER: KIM NIX
FOR: NON APPLIC
PAYMENT TERMS: NET 45

SHIP VIA: NON APPLICABLE
PROCUREMENT TYPE: FIXED PRICE
WORK ORDER NUMBER:

RDS PRIME CONTRACT NUMBER
DE-AC26-04NT41817
REQUISITION / TASK ORDER NUMBER: 5200103000

LINE ITEM	QTY	UOM	DESCRIPTION	JOB / LAB CAT / ELEMENT #	REQUIRED DATE	UNIT PRICE	EXTENDED PRICE
1	1	LT	PROVIDE SERVICES IAW ATTACHED STATEMENT OF WORK - ENTITLED- CLEAN CITIES COALITION PROGRAMMATIC SUPPORT, STANDARD SUBCONTRACT CLAUSES AND REPORTING REQUIREMENTS CHECKLISTS: FIRST REPORTING REQUIREMENTS 01 NOVEMBER 07 - 30 APRIL 08 FINAL REPORTING REQUIREMENTS 01 NOVEMBER 07 - 31 OCTOBER 08	RDS-520-01003-000-9900 2318	10/31/2008	12,500.00	12,500.00

BY *Kim Nix* DATE *2/3/08*
BUYER

PURCHASE ORDER TOTAL ----	12,500.00
OBLIGATED FUNDING FOR TECHNICAL COST ----	00001250000
OBLIGATED FUNDING FOR ITE ----	00000000000
TOTAL OBLIGATED PURCHASE ORDER FUNDING ----	00001250000

Form Modified 11/30/07 Vendor Copy Procurement Copy Accounting Copy Requisitioner Copy Receiving / Property Copy

FY 09/Year 3 Awards & Beyond

- **Per the President's budget request, the amount will be \$12,500**
- **Reporting requirements will be similar to year 2**
- **Establishing FY 09 contracts may be delayed until FY 09 budget has been passed.**
- **RDS's contract with DOE expires 11/14/09:**
 - **POP may be 11/1/08 – 9/30/09 (to allow time to invoice)**
 - **Establishment of FY 10 awards may be delayed**

Questions ?

Important Contact Information

- **RDS Project Managers:**
 - Joan Gaspersic, 412-386-4933, Joan.Gaspersic@sa.netl.doe.gov
 - Amanda Thompson, 412-386-5013, Amanda.Thompson@sa.netl.doe.gov
- **RDS Contracts:**
 - Kimberly Nix, 304-225-5102, knix@egginc.com
- **PMC RDS Contract Project Manager:**
 - Mike Scarpino, 412-386-4726, michael.scarpino@netl.doe.gov
 - Or any of the other PMC contacts should be able to help you.