



# NATIONAL ENERGY TECHNOLOGY LABORATORY



## Clean Cities Coalition Programmatic Support RDS Contract Requirements

Mike Scarpino

DOE Northeast Regional Project Manager



# 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**
- **Year 3 (FY 09) established 85 contracts for amounts between \$15,000 - \$20,000**
- **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**
- **Create an Annual Operating Plan**
- **Confirm completion of optional activities**

# Regular Invoices

- **Fixed price contracts, therefore no receipts required**  
**Must have original signature, no faxes or electronic submissions**
- **For year 3 submit two invoices:**
  - November 1, 2008 through April 30, 2009
  - May 1, 2009 through September, 2009
- **Please send hard copy to RDS Accounts Payable in Morgantown, WV in a timely manner.**
- **Attach Reporting Requirements Checklist**
- **Invoices are payable on a NET- 30 days basis.**

# Training Reimbursement Invoices

- **Cost reimbursable, therefore must have receipts**
- **Must include certificate verifying completion of training course**
- **Must include receipts showing amount PAID (not just estimate of cost)**
- **Mileage reimbursed at .55 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](http://www.gsa.gov)
- **No receipts required for misc. expense <\$75, such as cab fare, subway fare, road tolls, parking, etc.**

# 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 REQUISITOR / 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 & FINANCT.  
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 *4/1/08*  
BUYER

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

Form Modified 11/20/07  Vendor Copy  Procurement Copy  Accounting Copy  Requisitioner Copy  Receiving / Property Copy

# FY 09/Year 3 Awards & Beyond

- **Annual Operating Plan is a requirement, not optional**
- **Several optional requirements to obtain up to \$5,000 in additional funding**
- **Optional training reimbursement up to \$2,500 – must be pre-approved**
- **RDS's contract with DOE expires 11/14/09**
- **2<sup>nd</sup> invoice must be submitted by 10/31/09**

# Important Contact Information

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

# *Questions ?*