ATTACHMENT A

**SOLICITATION NO. 1850000146**

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

**PURPOSE**

The Contract is awarded on behalf of the Oklahoma Corporation Commission [OCC] for Orphan Well Site Testing, Plugging, Remediation, and Reclamation Program Project Manager. The Manger coordinates the administrative functions associated with the program, ensures that all Infrastructure Investment and Jobs Act [IIJA] requirements are met, and ensures that all available funding from the IIJA is received and properly paid to achieve the IIJA goals.

**1.** **Contract Term and Renewal Options**

The initial Contract term, which begins on the effective date of the Contract, is one year and there are four one-year options to renew the Contract, or until available funding ceases. The Contract may need to be amended later if the Department of Labor [DOL] and Department of Interior [DOI] changes the Program requirements and/or funding

**2. Scope of Work**

For the time period of contract, the Manager is expected to coordinate subcontractors to comply with the Orphan Well Site Testing, Plugging, Remediation, and Reclamation Program.

1. Manager must maintain familiarity with the following:
2. Current federal laws and requirements relating to the IIJA Program.
3. Federal reporting requirements to ensure compliance with IIJA Program requirements.
4. Current OCC processes within Oil and Gas Conservation Division.
5. Laws and processes relating to methane testing, well site plugging, remediation, and reclamation.
6. Concepts relating to environmental justice.
7. Coordination with Industry and Other Agencies:
8. Must be capable of coordinating and working with other federal, tribal, state agencies, and non-governmental organizations, including but not limited to OCC, Oklahoma Energy Resources Board [OERB], Oklahoma Office of Management and Enterprise Services [OMES], and Federal Department of Interior [DOI], to ensure full compliance with all Program requirements.
9. Must be familiar with handling wells on federal, tribal, state-, and privately-owned lands.
10. Technological Capabilities:
11. Develop, host, and maintain website that:
12. Remains compliant with IIJA requirements.
13. Includes information, as requested by OCC.
14. Includes information about current and past wells tested and plugged.
15. Includes a Geographic Information System [GIS] mapping tool that integrates with current OCC mapping services to show information about each well, testing records, and its status; the information presented in the GIS map must be sortable; and
16. Permits subcontractors to securely upload information to the Manager.
17. Develop and maintain a database that:
18. Has report generation capability to prepare standard monthly reports and special report capability to summarize information by various selected data.
19. Database must be developed to allow expansion of reported and tracked data.
20. Remote access to the database must be available to OCC with report writing capability.
21. Is compatible with OCC’s current database system.
22. All information, including but not limited to the GIS mapping tool, spreadsheets, databases, and information on the website, will remain property of OCC during and following completion of the Project. All files shall be returned to OCC following completion of the Project.
23. None of the information received or created by the Manager shall be used for any other commercial purpose.
24. Prepare Reports to OCC:
25. Prepare reports of activity for OCC monthly detailing the plugging status of each well, testing results, costs spent per well site, and any other information requested by OCC.
26. Require subcontractors to maintain a daily log showing all work performed and cost(s) incurred to plug and test the subject well(s). This log shall be provided to OCC upon request.
27. Maintain records by subcontractors and by well.
28. Provide any additional reports as requested by OCC.
29. Financial Operation:
30. Immediately inform OCC if the Manager has reason to believe that any subcontractor has submitted false information to the Manager with the intent of obtaining fraudulent reimbursement, or if any other irregularity occurs in the operation or administration of the Program.
31. Cooperate with the independent auditor selected by OCC, and provide data and information reasonably required to support audit activities.
32. Maintain a system of internal controls.
33. Operate on a fiscal year which shall run from July 1 to June 30 of the following calendar year.
34. Maintain familiarity with OMES requirements for submission of invoices, including but not limited to:
35. Preparing a system for subcontractors to submit invoices and supporting information to the Manager.
36. Manager submits supported invoices monthly to OCC.
37. OCC will issue payment directly to the subcontractor for approved invoices.
38. Develop and assist OCC with preparing any audits and reports required by OCC, Oklahoma State Auditor, and Inspector, IIJA and DOI.
39. Additional Project Manager Functions:
40. Comply with procedures and guidelines established by OCC, but may request OCC amend, modify, or delete procedures or guidelines, (the Manager will not have the authority to develop or interpret OCC’s procedures or guidelines with respect to the Program, and any dispute between the Manager and any contractor shall be submitted to OCC for resolution).
41. Treat any competitive and financial information received as confidential and proprietary, and only release said information upon order of OCC.
42. Promptly respond to OCC requests for information pertaining to the Program.
43. Maintain adequate principal liability insurance coverage, criminal liability coverage, and a sufficient umbrella liability policy.
44. Office Location and In-Person Attendance:
45. Manager must maintain a physical office located within the State of Oklahoma where all hard copies of information shall be retained. Digital storage of information is preferred, and it shall be maintained in a secure cloud storage system, approved by OCC; OCC shall always have access to all cloud storage information.
46. Upon request, the Manager shall be expected to attend in-person meetings at OCC’s primary office in Oklahoma City. Meetings via Teams (or other agreed-upon platforms) may be used at the sole discretion of OCC.
47. Upon request, the Manager shall be expected to attend and/or present information to OCC in a public meeting.
48. Coordinating Subcontractors:
49. The Manager, in coordination with OCC, will develop a fixed price for a subcontractor to perform the methane testing for each well.
50. For all other services, the Manager will select subcontractor(s) through a competitive bidding process to ensure each well is tested for methane in the most cost-effective manner.
51. Subcontractor(s) must be registered supplier with OMES and be on the OMES supplier list.
52. Ongoing Obligations:
53. Data, records, and other materials collected or created by the Manager for this project are property of OCC. Information must be maintained in a manner to enable access for at least ten years from date of creation of the data, record, or other materials. Prior to destruction of such materials, the Manager must notify OCC to allow OCC to take custody of such materials, if it so chooses.