WYOMING ENERGY AUTHORITY
Fossil Fuel Development
1912 Capital Avenue Suite 305
Cheyenne, WY 82001

REQUEST FOR PROPOSAL

WYOMING OIL, GAS, & HELIUM STUDY

PROPOSAL DUE DATE AND TIME
November 30th 2026 – 5:00:00 P.M. MOUNTAIN TIME

AUTHORITY REPRESENTATIVE:
Tylynn Hall Director of Fossil Fuel Development

307-823-3304
Tylynn.Hall@wyo.gov

Table of Contents

SECTION 1: REQUEST FOR PROPOSAL 3
SECTION 2: GENERAL PROVISIONS 5
SECTION 3: SPECIAL PROVISIONS INFORMATION 7
SECTION 4: KEY DATES 10
SECTION 5: ADMINISTRATIVE BACKGROUND 11
SECTION 6: REQUIREMENTS/SPECIFICATIONS 12
SECTION 7: PROPOSAL SUBMISSION REQUIREMENTS 15
SECTION 8: EVALUATION METHODOLOGY 18
SECTION 9: PROPOSAL PRICE SHEET AND SIGNATURE PAGE 21

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SECTION 1: REQUEST FOR PROPOSAL

1. SUBMISSION OF PROPOSALS:

The Wyoming Energy Authority will receive proposals for providing a Wyoming Oil, Gas, and Helium Study for the WEA through a public bidding process. Proposals are due no later than 5:00:00 P.M. (Mountain Time) on November 30th, 2026.

The technical proposal and cost proposal should be provided as separate documents and identified as such.

1.1. Proposals should be accompanied by the attached Proposal Price Sheet and signed by the proper official of the firm.

1.2. Proposals should be submitted to the Wyoming Energy Authority care/of Tylynn Hall at Tylynn.Hall@wyo.gov Proposals received after the date and time specified may be rejected.

1.3. The Wyoming Energy Authority reserves the right to withdraw this Request for Proposal, without cause, at any time before a contract has been fully signed and submitted to the WEA Office.

2. MODIFICATIONS OR WITHDRAWAL OF PROPOSALS:

2.1. A proposal may be altered and resubmitted before the proposal due date and time contained in this document.

2.2. The proposer may withdraw its proposal up to the proposal due date and time contained in this document. If a proposal is accepted and the proposer fails to furnish the service agreed upon in the proposal, that proposer may be eliminated from future consideration.

3. PREPARATION OF PROPOSALS:

3.1. A proposal may be rejected if it modifies any of the provisions, specifications or minimum requirements of the Request for Proposal (RFP).

3.2. In case of error in the extension of prices in the proposal, unit prices will govern.

4. AWARD AND CONTRACT INFORMATION:

4.1. The WEA will ensure that minority business enterprises will be afforded full opportunity to submit proposals. The WEA will not discriminate on the grounds of age, race, color, sex, creed, national origin, or disability status.

4.2. The proposer also, agrees that should their firm be awarded a contract, it will not discriminate against any person who performs work there under because of age, race, color, sex, creed, national origin or disability. In addition, the successful proposer shall comply with the Americans with Disability Act and the Wyoming Fair Employment Practices Act.

4.3. The proposer expressly warrants to the WEA that it has the ability and expertise to perform the contract if awarded. In doing so, it shall use the highest standards of professional workmanship.

4.4. The WEA reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed to be in the best

interest of the WEA to do so. The WEA will award the contract to the firm, determined to have the most responsive and responsible proposal.

4.5. The successful proposer will be required to agree to and execute a formal contract with the WEA containing terms required by the WEA's counsel with reasonable adjustments acceptable to the WEA.

4.6. If applicable, the WEA will negotiate payment terms based upon a schedule to be determined by the proposer and the WEA. Paying invoices will be based upon the proposer successfully completing the deliverables within the stated deadlines, and upon the WEA's written acceptance of the deliverables or services.

DATED: October 20th , 2026

Wyoming Energy Authority

Director of Fossil Fuel Development

Tylynn Hall

Tylynn.Hall@wyo.gov

307-823-3304

SECTION 2: GENERAL PROVISIONS

1. INSURANCE:

1.1. The contract between the successful proposer and the WEA shall require the successful proposer to carry certain insurance policies. All such insurance policies, except workers' compensation and unemployment compensation policies, shall contain a waiver of subrogation against the WEA, its agents and employees.

2. LAWS TO BE OBSERVED:

2.1. The proposer shall keep fully informed of, and comply with, all applicable federal and state laws or rules, all local bylaws, regulations and all orders and decrees of bodies or tribunals having any jurisdiction or authority. The proposer shall protect and indemnify the WEA and its representatives against any claim or liability arising from or based on the violation of any law, bylaw, ordinance, regulation, order or decree whether by himself or its employees.

3. ASSIGNMENT:

3.1. The proposal shall not be assigned by the proposer. Third party participation is authorized only as a joint venture that shall be clearly stated in detail in the original proposal and signed by all parties participating.

3.2. The proposer shall not enter into any subcontracts for any of the work contemplated under this Request for Proposal without the WEA's prior written authorization.

4. EXTENSION AND AMENDMENT:

4.1. The proposer and the WEA covenant and agree that this proposal or subsequent contract may, with the mutual approval of the proposer and the WEA, be amended.

5. AUDIT AND ACCESS TO RECORDS:

5.1. The WEA or any of its duly authorized representatives shall have access to the proposer's books, documents, papers, electronic data and records that are directly pertinent to this Request for Proposal. The WEA retains ownership of all materials related to this study.

6. CONFLICT OF INTEREST:

6.1. The proposer warrants that no kickbacks, gratuities, or contingency fees have been paid in connection with this Request for Proposal and none have been promised. The proposer warrants that no one being paid pursuant to the proposal is engaged in any activity that would constitute a conflict of interest with respect to the purchases of the proposal.

7. NO FINDER'S FEE:

7.1. The proposer warrants that no finder's fee, employment agency fee, or any such fee related to the proposal shall be paid.

8. SOVEREIGN IMMUNITY:

8.1. Pursuant to Wyoming Statute § 1-39-104(a), the State of Wyoming and the WEA expressly reserves sovereign immunity and specifically retain all immunities and defenses available to them as sovereigns. The proposer acknowledges that the State of Wyoming and the WEA have sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designation of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity

in this Request for Proposal shall not be strictly construed, either against or for either party, except that any ambiguity as to sovereign immunity shall be construed in favor of sovereign immunity.

9. INDEMNIFICATION:

9.1. The proposer shall release, indemnify, and hold harmless the WEA and its officers, agents, and employees from any and all claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of the proposer's failure to perform any of the proposer's duties and obligations hereunder or in connection with the negligent performance of proposer's duties and obligations, including, but not limited to, any claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of proposer's negligence or other tortious conduct.

10. APPLICABLE LAW/VENUE:

10.1. The construction, interpretation, and enforcement of this Request for Proposal shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Request for Proposal as a whole and not to any particular provision or part.

10.2. The Courts of the State of Wyoming will have jurisdiction over this Agreement and the Parties. The venue will be the First Judicial District, Laramie County, Wyoming.

11. RIGHT OF OWNERSHIP AND MARKETING OF INTELLECTUAL PROPERTY AND INTELLECTUAL ASSETS SUBMITTED FOR THE RFP (IF APPLICABLE):

11.1. It is acknowledged and agreed that the only party with a right to market, trademark, patent, copyright, or any like right to any intellectual property or intellectual assets submitted in relation to the Request for Proposal shall be and is solely vested in the WEA. This includes all intellectual property and intellectual assets related to both the written proposal and the oral presentation and any and all documents, pitches, products, media pitches, web screens, layouts, etc. produced for the written proposal and the oral presentation, and any updates, changes, alterations, or modifications to or derivative works.

SECTION 3: SPECIAL PROVISIONS INFORMATION

PROPOSALS SHOULD BE SUBMITTED TO THE WYOMING ENERGY AUTHORITY BY 5:00:00 P.M. MOUNTAIN TIME ON November 30th, 2026. PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED MAY BE REJECTED.

It is the responsibility of the proposer to clearly identify all information that is considered confidential in accordance with the Wyoming Public Records Act, Wyoming Statute §16-4-201 through §16-4-205. Please identify each confidential page with the word "CONFIDENTIAL" in capital, bold letters centered at the bottom of each page. Information not clearly marked may be considered public. If the proposer submits information that it believes is confidential, it should include a statement justifying its basis for that belief.

1. PARTIES:

1.1. This Request for Proposal is issued by the Wyoming Energy Authority.

1.2. Throughout this document and others in connection with this project, various references are made, or will be made to the "Wyoming Energy Authority (WEA)". Generally, whenever this reference appears, the term "WEA" incorporates all Wyoming Energy Authority personnel working on this project.

1.3. It should be understood that the Executive Director of the Wyoming Energy Authority is empowered to be the signatory on all contracts, agreements, or modifications pertaining to this project. Any contracts, agreements, or modifications not bearing this signature or that of a designee are invalid.

2. CONTENT AND PROCUREMENT POINTS OF CONTACT:

2.1. As designated by the WEA Executive Director, the Director of Fossil Fuel Development is the primary point of contact from the date of release of the Request for Proposal until a proposer is selected and the selection is announced.

2.2. Written questions about the procurement should be submitted to Tylynn Hall WEA Director of Fossil Fuel Development until 5:00:00 P.M. Mountain Time on Nov 23rd , 2026. Any questions received after that deadline may not be accepted or considered. Each question should be submitted individually. It is the proposer's responsibility to submit all questions in writing by email to Tylynn.Hall@wyo.gov. Answers to questions, addenda, or bid tabulations will be provided by email. Telephone calls, or faxes may not be accepted.

2.3. Written responses will be available through email. Only the written answers issued by the WEA are the official position on an issue, and these answers shall become part of the Request for Proposal.

3. RESTRICTIONS ON COMMUNICATIONS WITH AGENCY STAFF:

3.1. Until a proposer is selected and the selection is announced, proposers shall not communicate with WEA staff except via written questions.

3.2. If a proposer violates this restriction, the WEA reserves the right to reject the proposal.

4. EFFECTIVE DATES OF PROPOSAL:

4.1. All terms, conditions and costs quoted in the proposer's response will be binding on the proposer for three-hundred sixty five (365) days from the effective date of the proposal.

5. ADVERTISING AWARD CONDITIONS:

5.1. A fully executed contract should be completed with the WEA before the successful proposer may advertise the award of the contract or the services being performed. The proposer should agree not to refer to awards in commercial advertising in such a manner that states or implies that the firm or its services are endorsed or preferred by the WEA.

6. CONTRACT NEGOTIATIONS:

6.1. The WEA will notify the most qualified/successful proposer and negotiate a contract in accordance with the WEA contract guidelines. The successful proposer will be required to enter into and sign a formal contract with the WEA.

6.2. In the event the WEA determines contract negotiations are making no forward progress, negotiations will be terminated, and at the WEA's sole discretion, negotiations may be initiated with the next most qualified/successful proposer, or the RFP may be withdrawn or reissued. This process will be followed until an agreement is reached, or until the WEA determines that the RFP will be withdrawn or reissued. The WEA assumes no obligation to a selected proposer until an agreement is reached and a contract is fully executed. The WEA will not negotiate concurrently with more than one proposer for the same award.

7. BEGINNING WORK:

7.1. The successful proposer may not perform any work that could be billed until a contract has been executed. The WEA will not pay for any work by the proposer before a contract is executed.

8. COPYRIGHT INFRINGEMENT:

8.1. The proposer warrants that no materials, products, and services proposed will infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of a claim by any third party against the WEA, the WEA shall promptly notify the proposer, and the proposer shall defend the claim. The defense, including, but not limited to all attorneys' fees and costs, will be at the proposer's expense.

9. COST OF PREPARING PROPOSALS:

9.1. All costs incurred for preparing the proposal and for other procurement related activities are solely the proposer's responsibility. The WEA will not provide reimbursement of these costs.

10. RISKS AND LIABILITIES:

10.1. By submitting a proposal, a proposer assumes any and all risks and liability associated with information in the proposal and its release.

11. AMENDMENTS:

11.1. The WEA reserves the right to amend this Request for Proposal before the proposal submission date. Amendments shall be provided in writing to any proposers prior to the submission date.

12. PROPERTY DAMAGE AND LIABILITY INSURANCE:

12.1. The proposer may be required to furnish proof of property damage liability insurance in the amount deemed necessary by the WEA for this project, if applicable.

12.2. Questions regarding required insurance coverage and limits for this project should be submitted in writing, in accordance with instructions outlined in the special provisions.

13. MISREPRESENTATION OF INFORMATION:

13.1. Misrepresentation of a proposer's status, experience, or capability in the proposal may result in disqualification of that proposer from the selection process. Discovery of litigation or investigations in a similar area of endeavor may, at the discretion of the WEA and after consultation with counsel, preclude the proposer from the selection process.

14. DISPOSITION OF PROPOSALS:

14.1. All material submitted becomes the sole property of the WEA, which is under no obligation to return any of the material submitted.

15. LEGAL CONSIDERATIONS:

15.1. This Request for Proposal is issued under the provisions of Wyoming Statute §9-2-3204.

16. PROPOSER RELATIONS WITH STATE:

16.1. The proposer and its staff will have an ongoing relationship with the WEA that is based on trust, confidentiality, objectivity and integrity. The proposer will operate at all times in the WEA's best interests and in a straightforward, trustworthy and professional manner. The proposer shall:

16.1.1. Work cooperatively with the WEA's staff and business partners whenever required.

16.1.2. Work cooperatively with the staff of other proposers whenever required.

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SECTION 4: KEY DATES

Event Description	Date	Time (Mountain Time)
RFP Release Date	Oct 20th 2026	N/A
Closing Date for Questions	Nov 23rd 2026	5:00 P.M.
Response to Questions Returned	Within 5 business days	5:00 P.M.
RFP Submission Due Date	Nov 30th 2026	5:00 P.M.
Oral Presentations/Interviews *if applicable*	Nov 23rd - 24th 2026	N/A
Tentative Award Date	Dec 3rd 2026	N/A
Tentative Work Begins Date	Week of Dec 3rd 2026	N/A

SECTION 5: ADMINISTRATIVE BACKGROUND

1. INTRODUCTION AND BACKGROUND:

1.1. The WEA core functions are the implementation of the Wyoming Energy Strategy. The Director of Fossil Fuel Development oversees energy development in the coal, oil, and gas sectors.

2. PURPOSE AND INTENT:

2.1. The purpose of this Request for Proposal (RFP) is to solicit competitive proposals from proposers who can offer a comprehensive oil, gas, and helium study related to Wyoming supply, demand, regulatory constraints, infrastructure, export potential, and operations enhancement.

3. STAKEHOLDERS:

3.1. The stakeholders are the WEA, and the WEA's customers, including senior state elected officials, legislators, congressional delegation members and staff, and the citizens of Wyoming.

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SECTION 6: REQUIREMENTS/SPECIFICATIONS

1. SCOPE OF PROJECT:

The purpose of this Request for Proposal (RFP) is to solicit competitive proposals from proposers who can offer a comprehensive oil, gas, and helium study related to Wyoming supply, demand, regulatory constraints, infrastructure, export potential, and operations enhancement.

2. GENERAL REQUIREMENTS:

2.1. The general scope of work, along with deliverables for the project, are described in Attachment A: Scope of Work. The project will begin the first week of December, 2026 and will be completed on or before October 1st, 2027.

2.2. Scope of Activity – Proposer

The scope of activity for the proposer is described in Attachment A: Scope of Work.

2.3. Scope of Activity – WEA

The WEA will coordinate with the proposer to schedule meetings, ensure necessary staff attend and participate, and review and provide comments upon delivery of acceptable deliverables. The WEA has assigned the Director of Fossil Fuel Development as the project manager to lead coordination on the project.

2.4. Communication requirements

2.4.1. The proposer shall provide a single point of contact and provide a communication plan. The communication plan should encompass objectives, goals, and tools for all communications, including top-down, bottom-up, and cross-organizational communications.

2.4.2. Monthly project status reports shall be provided by the proposer. These reports will outline the project's progress and updates. These updates will include key issues and proposed solutions, Gantt charts, identified potential risks, and accomplishments. These reports shall also include project milestones with completion and estimated delivery dates. The frequency of project status reports may fluctuate as needed during the project.

2.4.3. Weekly project status calls: The proposer shall have weekly status calls with the WEA project manager and other project staff. These calls should include project status updates, identified or perceived issues or bottlenecks, accomplishments, and compliance with milestones and delivery dates.

3. RESOURCE RESPONSIBILITIES:

3.1. Project Manager: The proposer should designate a project manager to represent and oversee the project. This individual will serve as the focal and contact point for all proposer business matters relating to the project. An individual resume, a list of their qualifications, years of experience, current work assignments and office location should be included. Confirm the project manager will:

3.1.1. Be the single point of contact for the duration of the engagement.

3.1.2. Be responsible for timely completion of all phases of the project.

3.1.3. Be responsible for meeting all contractual requirements for the duration of the project.

3.1.4. Attend status, quality review and acceptance meetings as required and present status and progress reports on the project.

3.1.5. Remain assigned to the project through completion of the project as determined by the WEA.

3.1.6. Identify project responsibilities and job functions.

3.2. Other Key Personnel: The proposer should provide a list of all key personnel to be assigned to any part of the project and the duration of time they will serve on the project. The following should be considered:

3.2.1. Project Management

3.2.2. Information Technology Implementation Strategies

3.2.3. Change Management Strategies

3.2.4. Subject Matter/Industry Expertise

3.2.5. Experience on Government Projects

3.2.6. Quality Assurance for Government Projects

3.2.7. Identify how long the current team to be assigned to the project has been together

3.2.8. Describe the proposer's transition plan, how the firm plans to deal with the possible sudden departure of key personnel within the team

3.3. Subcontractors will report to and be responsible to the proposer

3.3.1. The proposer shall provide a description of work to be subcontracted to third parties.

3.3.2. Certify any supporting contractor who may assist the primary contractor and meet the minimum proposer qualifications.

3.3.3. A description of the nature and duration of the previous relationship of all subcontractors and/or third parties with the prime contractor.

3.3.4. Explanation of any existing contractual relationship between the prime and subcontractors, or among subcontractors.

3.4. Resource Management and Staffing Plan: the proposal should contain the proposer's staffing plan in response to the requirements set forth in the RFP. At a minimum, the staffing plan should address the following:

3.4.1. Staffing Levels (estimated by staff disciplines by month for the duration of the project).

3.4.2. Break out of staff disciplines (including title and job responsibility)

3.4.3. Detail differentiated by staff (proposer, subcontractor, etc.)

3.4.4. Personnel whose names and resumes are submitted in the proposal shall not be removed from this project without prior approval of the WEA. Substitute or additional personnel shall not be used for the project until a resume is received and approved by the WEA.

3.4.5. The WEA shall have the right to request the removal of any proposer staff member from all work on this project, and the proposer will comply with any such request immediately.

3.4.5.1. The replacement for any staff member who is removed from or leaves the project for any reason should match or exceed the replaced staff member in terms of skill level and experience. Such replacements are subject to the WEA approval at the time of assignment and again 30 days later.

4. REPORTING:

4.1. Several types of reporting will be required in conjunction with the deliverables for the project as described in Attachment A: Scope of Work.

4.2. Other types of reporting required by the project will include monthly project status reports as described in Section 2.4.2 above, as well as budget reporting.

5. TRAINING AND KNOWLEDGE TRANSFER PLAN:

5.1. As discussed in Attachment A: Scope of Work, the proposer will be required to provide direct assistance to the WEA if necessary.

6. CHANGE CONTROL MANAGEMENT:

6.1. The proposer shall maintain a control change process with all changes approved through the WEA. The control change process should include the reason for the change, complete description of the work to be performed, estimate of time and cost to complete the task, completion date for the change and an impact analysis indicating ramifications or impact to the project.

6.2. If unforeseen circumstances arise where a dispute resolution may be needed, the proposer will submit (in writing) a description of the problem and proposer resolution to the project manager and WEA primary point of contact. If changes requests are needed, the proposer agrees to continue at the hourly rate specified in the proposal.

6.3. In the event it is determined that a change to the Statement of Work is required, a contract amendment shall be made to the contract in accordance with the Contract.

7. DELIVERABLES AND MILESTONES:

7.1.1. Deliverables for each task are outlined in Attachment A: Scope of Work.

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SECTION 7: PROPOSAL SUBMISSION REQUIREMENTS

1. PRE-PROPOSAL CONFERENCE:

1.1. A pre-proposal conference will not be held in connection with this RFP.

2. TECHNICAL PROPOSAL, FORMAT AND CONTENTS:

2.1. Proposals should be submitted in two major sections: the Technical Proposal and the Cost Proposal. Omission of this section or any item within this section may result in the proposal being eliminated. The proposer should, at a minimum, address the following points:

2.1.1. Table of Contents: The table of contents should include all items listed in this section.

2.1.2. Executive Summary: The executive summary will condense and highlight the contents of the technical proposal in such a way as to provide the WEA with a broad understanding of the proposer's qualifications and approach to meeting the requirements of the RFP.

2.1.3. Proposer's Background and Experience: The proposer should include a company summary including the company history, location, office location(s), company size, financial statements (if applicable), and the statement of technical areas of expertise. The proposer should be able to substantiate to the satisfaction of the WEA that the proposer has sufficient resources to complete the project successfully within the time requirements.

2.1.4. Resumes: The proposer should include brief resumes for personnel that will be working on the project, if awarded the contract. The resumes should clearly identify expertise in the functional areas listed in Section 6. Specialized training courses will not be acceptable for demonstration of expertise in the required areas. Proven work experience combined with related education will be the means of substantiating expertise.

2.1.4.1. Resume Format: Each project reference in a resume should include both the customer name and the time period the person worked on the project, as well as a brief description of the scope of work for that project. In addition, resumes should explain the role and responsibility of each person participating in the project. The WEA expects that personnel associated with these resumes will be the personnel working on the project, should the proposer be awarded the contract.

2.1.5. References: Corporate references are required from at least three (3) prior clients. In addition, two (2) references are required for each of the staff members being proposed for the project. Whenever possible, an alternative point of contact for each reference should be listed with a phone number and email address. Each reference should depict relevant experience that can be brought to bear during the term of this RFP. In order to ensure current expertise, all work for client references provided should have been completed no more than three years prior to the release date of this RFP.

2.1.5.1. References may be verified during the proposal evaluation by telephone calls made by members of the Evaluation Committee, or through e-mail, or the United State Postal Service.

2.1.5.2. If contact with the referenced contact person or an alternative that has knowledge of the proposer is not made after reasonable attempts during the designated evaluation period, the reference will be classified as unsatisfactory. All attempts to contact a referenced client will be documented, including the date and time of the attempt.

2.1.5.3. The WEA reserves the right to contact other State of Wyoming agencies regarding engagements they may have had with the proposer's company in the past, in addition to the references provided in the proposal.

2.1.6. Single Point of Contact: The proposer should identify a single point of contact for all contract management activities. The proposer's Project Manager's name and resume should be submitted with the proposal. The successful proposal should not change the Project Manager without written WEA approval.

2.1.7. Proposer's Project Work Plan: The proposer should submit a work plan that meets the needs of the RFP and indicates a thorough understanding of the scope of work as outlined in Section 6. The proposer should identify realistic person hours of effort and responsibilities for the deliverables and each work activity. The work plan should include a proposed schedule of the work to be completed over the course of the project.

2.1.8. Project Management Plan: The proposal should contain a comprehensive and practical description of the proposer's plans for project management and control mechanism, including staff organization structure, progress reporting, major decision making, sign-off procedures and internal control procedures. The proposer should also indicate flexibility in meeting changes in program requirements and coping with problems.

2.1.9. Project Delays: Proposer should also describe how project delays will be addressed should they occur. This should include assurances that sufficient resources and knowledgeable, experienced staff are available to meet any project schedule.

2.1.10. Contract Exceptions: Proposers should state agreement with all General Provisions and should furnish any exceptions to these provisions.

2.1.11. Staffing and Project Organization: An organization chart should be included with all proposed personnel, including the supervisor level, functional responsibilities, key personnel, and other staff members who will be involved in the project.

2.1.12. Proposer Checklist: The proposer should submit a checklist in which the proposer should evaluate their existing offering compared with the RFP mandatory/optional requirements.

3. COST PROPOSAL FORMAT AND CONTENT:

3.1. Cost Proposal Price Sheets: These pages are required by the WEA. Each applicable proposer should provide the Technical Proposal and the Cost Proposal Sheets as separate documents, and identify them as such. The price to be entered on this page is the total fixed price which shall not be exceeded. In case of error in the extension of prices in the proposal, unit prices will govern. Cost breakdowns are not included on this page. The proposer should ensure all signatures and identifying numbers are properly affixed to this page in order for the Cost Proposal to be accepted.

3.1.1. Pricing Schedule 1 itemizes the all-inclusive price for all activities related to this RFP.

3.1.1.1. Proposers may suggest a payment schedule which mirrors specific deliverables in meeting the requirements of this RFP. Payment schedules based on time and materials only, will not be acceptable, nor will a flat per-hour rate. Payment will be made at the completion and acceptance of the individual deliverables, as defined in the scope of work.

3.1.2. Pricing Schedule 2 itemizes the all-inclusive base hourly rate for any required changes related to the scope of work. The proposer should submit in this cost proposal its hourly rate for performing any change orders requested by the WEA. This rate should be a clear hourly rate, and should include all travel and per diem charges.

4. ORAL PRESENTATIONS / INTERVIEWS:

4.1. Oral Presentations may be conducted in relation to this RFP.

4.1.1. Proposers may be requested to make an oral presentation (or interview) to clarify and/or demonstrate any particular points about their proposals. Section 4 will indicate when oral presentations may be requested. If so requested, proposers will provide a minimum of one-week notification of the time scheduled for the presentation. The evaluation team members will address questions to the proposers pertaining to their ability to complete this project. The proposer is responsible for payment of all costs involved in any oral presentation and shall not be reimbursed by the WEA for these costs. The oral presentation will be considered part of the proposal, unless specifically stated otherwise.

4.1.2. Such presentations are for the purpose of explaining or clarifying any significant elements of the proposal (see Section 8) to assist the Evaluation Team in further evaluating the proposal. At the option of the WEA, presentations may be attended by others in addition to the Evaluation Team Members.

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SECTION 8: EVALUATION METHODOLOGY

1. OVERVIEW:

1.1. The WEA will conduct a comprehensive, fair, objective and impartial evaluation of proposals received in response to this Request for Proposal. Proposals will be evaluated independently by the evaluation committee members. The evaluation committee shall be made up of WEA staff. The evaluation committee will review and score all proposals independently and consolidate the scores in order to determine the award.

2. COMPLIANCE WITH MANDATORY REQUIREMENTS:

2.1. To be considered responsive, a submitted proposal should meet the minimum requirements defined in this RFP. The minimum requirements are intended to ensure that evaluation of the Technical Proposal can proceed and that the Proposer agrees to perform all responsibilities within the RFP.

3. TECHNICAL SCORING AND RANKING:

3.1. PROPOSER BACKGROUND AND EXPERIENCE: 20 Points. Proposer should present materials describing its organization capability to successfully perform the responsibilities of this contract.

3.1.1. Details of previous contractual experience should include the length of time covered by the contract, the types of tasks performed and the results thereof, and a reference that includes a name, current title and telephone number. Emphasis should be placed on experience/implementing projects similar to the scope of work described in this RFP.

3.1.2. At least two (2) project references for current or recently completed (within the last three (3) years) contracts similar in nature to the services required by the Authority for this contract will be included in this section. Contract references should include the name, position, title, and current phone number of the client.

3.1.3. This section will also address overall organizational size, computer resources, financial stability and current contractual obligations. The proposer should include a current financial statement and proof of federal or professional certifications or other credentials.

3.2. STAFFING AND PROJECT ORGANIZATION: 10 Points. The proposer should provide an organization chart with all proposed personnel, including the supervisor level, functional responsibilities, key personnel, and other staff members who will be involved in this project.

3.2.1. The proposer should include brief resumes for personnel that will be working on the project. The resumes should clearly identify expertise in the functional areas listed in the scope of work. Specialized training courses will not be acceptable for demonstration of expertise in the required areas. Proven work experience combined with related education will be means of substantiating expertise.

3.2.2. Two (2) references for each of the staff members being proposed for the project should be included in the proposal. Each reference should depict relevant experience that can be brought to bear during the term of this RFP. In order to ensure current expertise, all work for client references provided should have been completed no more than three years prior to the release date of this RFP.

3.2.3. The proposer should identify a single point of contact for all contract management activities. The proposer's Project Manager's name and resume should be submitted with

the proposal. The successful proposer should not change the Project Manager without written WEA approval.

3.3. PROPOSER'S PROJECT WORK PLAN: 20 Points. The proposer should submit a work plan that meets the needs of the RFP and indicates a thorough understanding of the scope of work. The work plan should:

3.3.1. Identify all required work activities, milestones and deliverable dates, personnel hours of effort and responsibilities for the deliverables and each work activity.

3.4. APPROACH TO CONTRACT PERFORMANCE: 10 Points. The proposer should describe its approach to meeting the mandatory requirements and specifications as described in the RFP.

3.4.1. Approach in addressing the goals and objectives specified in Section 6.

3.4.2. Approach to a comprehensive and practical plan for project management and control mechanisms, including progress reporting, major decision making, sign off procedures and internal control procedures.

3.4.3. Approach to how project delays will be addressed, and mitigated, should they occur.

3.4.4. Contains assurances that sufficient resources and knowledgeable or experienced staff are available to meet delays.

3.5. VALUE ADDED: 20 Points. This would be any added value that would differentiate the proposer from the other proposals that the WEA may receive.

3.5.1. The proposer should describe any previous business process improvement events conducted for other government agencies and for the State of Wyoming Agencies, including Agency name, Agency representative name and contact information, and date of business process improvement events.

3.5.2. The proposer should describe any innovative approaches it recommends to achieve the goals and objectives of this RFP.

3.6. ORAL PRESENTATION/INTERVIEWS: 10 Points. The evaluation team will determine, after receipt of the written proposals, whether selected proposers may be required to make oral presentations or interviews based on their proposal. However, the Evaluation Team reserves the right to make an award without requesting a presentation from any proposer. All oral presentation costs will be the responsibility of the proposer.

4. COST SCORING AND RANKING:

4.1. COST ANALYSIS: 10 Points. The cost shall be presented as key deliverables in the form of individual cost and a project total (sum of the deliverables). The WEA reserves the right to conduct a cost analysis of the proposer's budget proposal. The analysis will include a review of all the associated costs based on the technical content of their submission. The total project cost should include all of the items listed in the scope of work. If any of the scope of work services cannot be provided in the proposal or the requirement cannot be met, this is to be clearly explained as to why and what alternative approach will be and its associated cost. If there are no exclusions or exceptions, it will be determined that all of the criteria have been met for the price quotes, inclusive of all personnel, overhead, travel, equipment usage, and other miscellaneous costs for the specified contract period.

5. EVALUATION POINT SUMMARY:

Proposer Background and Experience	20	Points
Staffing and Project Organization	10	Points
Proposer's Project Work Plan	20	Points
Approach to Contract Performance	10	Points
Value Added	20	Points
Oral Presentations, *if applicable*	10	Points
Cost Analysis	10	Points
Total	100	Points

6. FINAL RANKING OF PROPOSALS:

6.1 The WEA will be the sole authority of evaluating proposals. The firm that best meets the conditions of each of the criterion will be awarded the highest (not necessarily maximum) points for that criterion. The balance of the proposals will be rated based on their evaluated points. After each criterion is evaluated, the proposer with the highest number of points will be notified. The WEA reserves the right to reject any or all proposals, to waive any informality of technical defect in the proposals, or to award the contract in whole or in part, if deemed in the best interest of the WEA to do so.

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SECTION 9: PROPOSAL PRICE SHEET AND SIGNATURE PAGE

The undersigned agrees to provide Scope of Work to the Wyoming Energy Authority in accordance with the Request for Proposal, General Provisions, Special Provisions and Proposal Price Sheet for Request for Proposal Number 0125-FFD.

Total Evaluated all-inclusive price for contract (to include Pricing Schedules 1, 2, etc.) $_____

1. BY SUBMISSION OF A PROPOSAL, THE PROPOSER CERTIFIES:

1.1. Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.

1.2. The Proposer has not and will not attempt to induce any other person or firm to submit a proposal for the purpose of restricting competition.

1.3. The person signing this proposal certifies they are authorized to represent the company and are legally responsible for the price and supporting documentation provided as a result of this advertisement.

1.4. Proposer will comply with all applicable state and federal regulations, policies, guidelines and requirements.

Prices in this proposal have not been knowingly disclosed by the proposer nor will they be disclosed prior to award.

2. GENERAL INFORMATION:

Proposer Name: _____ Phone: _____

Email Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Employer Identification Number (EIN): _____

3. OWNERSHIP AND CONTROL:

Proposer's Legal Structure

_____ Sole Proprietorship _____ General Partnership _____ Corporation

_____ Limited Partnership _____ Other _____

The proposer shall provide to the WEA a certificate of good standing from the Wyoming Secretary of State or other proof that proposer is authorized to conduct business in the State of Wyoming before performing work under this Contract. The proposer shall ensure all annual filing and corporate taxes due and owing to the Wyoming Secretary of State's office are up-to-date before signing the contract. Proposers may contact the Wyoming Secretary of State's office, Corporate Division at (307) 777-7311 for assistance.

4. VENDOR VERIFICATION

I certify under penalty of perjury, that I am a responsible official (as identified above) for the business entity described above as the proposer, that I have personally examined and am familiar with the information submitted in this disclosure and all attachments, and that the information is true, accurate and complete. I may be charged significant penalties for submitting false information, including criminal sanctions, which can lead to fines and/or imprisonment.

Signature	Date
Name	Title

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Pricing Schedule 1

Wyoming Energy Authority

Provide an all-inclusive price for all activities related to the scope of work. Proposers may suggest a payment schedule which mirrors deliverables in meeting the requirements of this RFP. Payment schedules based on time and materials only will not be acceptable, nor will a flat per-hour rate. Payment will be made at the completion and acceptances of the individual deliverables for the development and implementation of the scope of work.

Deliverable 1	_____	$_____
Deliverable 2	_____	$_____
Deliverable 3	_____	$_____
Deliverable 4	_____	$_____
Deliverable 5	_____	$_____
Deliverable 6	_____	$_____
Deliverable 7	_____	$_____
Deliverable 8	_____	$_____
Deliverable 9	_____	$_____
Deliverable 10	_____	$_____
	Total All Inclusive Price for Schedule 1	$_____

_____ _____

Signature Date

_____ _____

Name Title

The WEA will negotiate payment terms based upon a schedule to be determined by the proposer and the WEA. Payment of invoices will be based upon the proposer meeting stated deadlines for deliverables and upon the WEA's written acceptance of the deliverables.

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Pricing Schedule 2

Wyoming Energy Authority

ALL INCLUSIVE HOURLY RATE

Provide the all-inclusive base hourly rate for any required changes related to the scope of work. The proposer should submit in this cost proposal its hourly rate for performing any change orders requested by the WEA. The cost is separate from the total lump sum shown on the Proposal Price Sheet. This rate should be a clear hourly rate, and should include all travel and per diem charges.

All-inclusive hourly rate for performing system changes: $_____/hour

Signature	Date
Name	Title

The WEA will negotiate payment terms based upon a schedule to be determined by the proposer and the WEA. Payment of invoices will be based upon the proposer meeting stated deadlines for deliverables and upon the WEA's written acceptance of the deliverables.

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