



---

**UNIVERSITY OF COLORADO  
Procurement Service Center**

**Request for Documented Quotes  
#CU-DT71144-Q**

**Intermountain Oil and Gas Best Management Practices  
Website/Database Enhancement Project (BMP Project)**

**For**

**Natural Resources Law Center (NRLC)  
School of Law  
University of Colorado at Boulder**

November 25, 2009

---

**University of Colorado**  
**Request for Documented Quotes**  
**CU-DT71144-Q**

**I. Project Overview**

The Natural Resources Law Center at the University of Colorado at Boulder and its partners have developed a comprehensive, free-access, searchable, web-based oil and gas best management practices (BMPs) database for the Intermountain West (five-state area of CO, MT, NM, UT and WY). The database currently includes over 6,000 BMPs addressing impacts to a wide variety of surface resources – air and water quality, visual aesthetics, health and safety, wildlife and others. The database includes practices currently in use, required, and/or recommended for responsible resource management derived from a variety of “source documents”. Sources currently include environmental impact statements, lease stipulations, industry and environmental group websites, and local, state and federal guidance documents.

The searchable database is imbedded in a BMP website that provides background material on oil and gas development. The website includes materials on applicable federal, state and local laws and regulations, and a variety of resources pages including an introduction to the oil and gas development process, and background information on air quality, water quality, wildlife, vegetation, reclamation, and geographic information systems (GIS) applications as they relate to oil and gas. A very poorly utilized interactive forum allows users to comment on website materials, request information from other users, and add information to the website. In addition to supporting the “self service” database and website, NRLC staff assist end-users with database searches and encourage end-users to contribute materials to the database and to make suggestions for expanding the data and improving the database functionality. End-users are members of industry, all levels of government, conservation groups, and communities.

The NRLC staff, who will continue to work on the project through 2011, include:

- a part-time project manager;
- undergraduate student assistants, primarily responsible for data entry and uploads of new website materials;
- law student research assistants, who contribute materials for the website’s Resources pages and participate in special legal research projects for end-users; and
- unpaid undergraduate student interns available to support various special projects.

For the BMP Project, the NRLC also works with other contractors on tasks (and with funding) beyond the scope of this solicitation. The contractor, WebYodel, originally designed the website and database to the specifications provided by NRLC and continues to add features to it. Project funding is also available for a contractor to design and implement a GIS component for the website/database.

The project website is accessible at: <http://www.oilandgasbmeps.org>

Through this solicitation, the NRLC is seeking one or more contractors to be responsible for expanding and improving the database and website and for assisting database users. The

contractor is expected to communicate effectively with NRLC staff to accomplish the scope of work. This contract will be supported by funding from the Research Partnership to Secure Energy for America. \$65,000 is initially available for this contract over a two-year period with additional funding available for other contractor services. (See the Note at the end of Section IV for additional information on other contract services.)

## Cost Limitation

The University of Colorado Procurement Service Center uses the Request for Documented Quotes process for procurement of services costing up to \$150,000 only. If your quote exceeds the \$150,000 amount, it cannot be accepted. **This limitation does not suggest the budgeted funds set aside for this project (which are \$65,000);** it merely represents the maximum amount allowable under the Request for Documented Quotes process.

## II. Administrative Information

A. Sole contact for this Request for Documented Quotes is:

David Turner, C.P.M.  
Purchasing Agent  
Procurement Service Center  
Phone: 303/315-2787  
Fax: 303/315-2799  
Email: [David.Turner@cusys.edu](mailto:David.Turner@cusys.edu)

B. Due date for this Request for Documented Quotes is December 21, 2009 at 4PM. Please deliver two (2) copies of your response, one (1) paper copy and one (1) electronic copy on disc or flash drive. If the copies are being *mailed*, mail to:

University of Colorado  
Procurement Service Center  
Atten: David Turner  
PO Box 173364 CB 116  
Denver, CO 80217-3364

If being sent via *courier* or otherwise hand *delivered*, send to:

University of Colorado  
Procurement Service Center  
Atten: David Turner  
1380 Lawrence St., 8<sup>th</sup> Floor  
Denver, CO 80204

Late quotes may not be considered. See Section VI, Awards Process.

- C. Questions regarding this solicitation will be accepted in writing only and only up until 2PM on December 11, 2009. Questions can be submitted via Email to [David.Turner@cusys.edu](mailto:David.Turner@cusys.edu) or via fax to 303-315-2799.
- D. This solicitation is published using the Colorado Bid Information and Distribution system (BIDS). Although when responding to solicitations for the University you are not required to be registered on the BIDS system, we recommend that you register. For registration information, please refer to the main page of the State of Colorado's Purchasing Office's web site (<http://www.gssa.state.co.us>) or contact the BIDS Help Desk at 303-894-2039.
- E. Any Amendments or Modifications done to this solicitation will be posted to the State's Bid Information and Distribution System (BIDS). It is the responsibility of any firm registered on BIDS to look for and download from BIDS all Amendments or Modifications. Firms not registered on BIDS may request any Amendment or Modification directly from the Purchasing Agent listed for this solicitation. Firms who do not return a signed copy of all Amendments or Modifications to this solicitation by the deadline for responses will not be allowed to make any revisions to their quote as a result of any such Amendment or Modification.
- F. Award determination will be based on the quote deemed to be the most advantageous to the University at the University's sole discretion utilizing the following criteria:
  1. Fee for service and related expenses, with compensation structured as provided in Section IV.
  2. Ability to expand the BMP database, i.e., both adding source documents and data, and improve its functionality.
  3. Ability to develop, edit and post website materials in a way that is understandable to a broad, technical and non-technical audience.
  4. Strong written and oral communication and interpersonal skills for communicating effectively with NRLC staff, other project consultants, project advisors and end-users.

### **SECTION III. CONTRACT PERFORMANCE MANAGEMENT**

As of July 1, 2009 all University of Colorado Personal Services Contracts greater than \$100,000.00 are required to be entered into the State of Colorado Contract Management System (CMS) database. The goal of this database is to provide state agencies and institutions of higher education with a resource to examine the past performance of vendors, and to monitor current contracts with those vendors. This section of the solicitation is posted per the requirements of CRS §§ 24-102-205 and 24-103.5-101.

#### **A. NOTIFICATION OF CONSIDERATION OF VENDOR'S PAST PERFORMANCE**

The University may consider vendor's performance on past or current State contracts with requirements similar to the State requirements for this contract. As part of the evaluation process vendor's past performance may be reviewed using information contained in the State of Colorado Contract Management System. The University reserves the right to use the information contained in the Contract Management System to determine responsibility.

#### **B. PERFORMANCE MEASURES AND STANDARDS**

Performance measures and standards developed specifically for the contract shall be negotiated by both parties prior to the execution of the contract, or shall be as shown in Section IV, Scope of Work and shall be incorporated into the contract.

**C. VENDOR ACCOUNTABILITY AND REPORTING**

Vendors are required to report regularly on achievement of the performance measures and standards specified in the contract, and that allows the University to withhold payment until successful completion of all or part of the contract and achievement of established performance standards. Payment by the University to the vendor shall be made without delay upon successful completion of all or any part of the contract in accordance with the payment schedule specified in the contract or as otherwise agreed upon by the parties.

**D. PERFORMANCE MONITORING PROCESS**

The University shall monitor processes regarding this contract to ensure that the results, objectives and obligations of the contract are met.

**E. NON-COMPLIANCE AND TERMINATION**

The University has established remedies and termination clauses to apply to contracts which are determined to be in non-compliance.

**IV. Scope of Work**

The contractor will be responsible for expanding, improving and promoting the BMP Project database and website:

Major Responsibilities:

1. **Database:** Maintain and expand the content of the BMP Project database for the five-state project area, including, but not limited to, determining which and how source document materials shall be included in the existing database.
2. **Database:** Identify the need to make database structural changes (e.g., adding or modifying search and reporting functions to better serve database end-users) and to modify data input methods to improve the quality of work of the data entry staff. The contractor will communicate these needs to BMP Project staff and consultants responsible for implementing changes. See the note at the end of this section for an additional Scope of Work option.
3. **Website:** Expand and update content of the BMP Project website, including researching, writing, editing and posting to the site. The "static" website pages were created in html and CSS (Cascading Style Sheets). The website can be edited with Adobe Dreamweaver or Adobe Contribute.
4. Communicate effectively with NRLC staff, other contractors and advisors to meet project objectives.

Additional Responsibilities:

5. Investigate the potential to expand the BMP Project beyond the five-state Intermountain region, report on that research, and make recommendations to NRLC staff.
6. Investigate the potential to add a GIS component to the BMP Project, report on that investigation, and make recommendations to NRLC staff. See the note at the end of this section for an additional Scope of Work option.
7. Promote database and website use and contributions of data by end-users.
8. Assist end-users in using the database and website.
9. Participate in NRLC events and other workshops/meetings related to the BMP project, subject to availability of funding for travel reimbursement (beyond the bid amount) for events outside of the Denver Metro area.

Currently, available funding for the contract (maximum of \$65,000) is allocated for January 1, 2010 through December 31, 2011 with approximately two-thirds of the funding budgeted for the

first year (2010) and one-third for the second year (2011). While the contractor's work need not be equally distributed throughout either year, the contractor must be available to work on the project at some level of effort throughout the entire two-year period. Work on the contract is expected to begin in January, 2010. NRLC staff will evaluate the contractor's progress on fulfilling the requirements of the contract before the end of May, 2010. Authorization to continue work on the contract beyond June 1, 2010 and through December 2011 will be dependent on satisfactory progress being made. Determination of satisfactory progress will be at the sole discretion of NRLC staff.

NOTE: Separate funding, beyond the designated \$65,000 for this contract, is available and currently being used for services of a database designer to make any structural changes to the database and website requested by project staff. The dynamic portions of the web site were written in the PHP programming language and the data is stored in a MySQL database. Depending on the skills and interest of the successful contractor(s) for this solicitation, the scope of work and funding could be expanded to include the task of implementing (rather than just recommending) future database design changes.

Similarly, separate funding beyond the designated \$65,000 is available for services of a GIS consultant. If the successful contractor has the necessary skills and interest, the scope of work and funding of this contract could be expanded to include adding a GIS component to the website/database rather than simply making recommendations for such additions.

See section VII. D. requesting information regarding experience with database design and GIS. Skills and interest in adding these tasks to the scope of work are not criteria for selection of the contractor in this solicitation as funding is available to support separate database and GIS system design contractors.

## **V. Minimum Mandatory Qualifications**

The following are the minimum mandatory qualifications vendors must meet in order to be considered for award. Please confirm that you meet, and provide a brief description of how you meet, each of the following (see Section VII. C. Submittal Requirements):

1. A graduate degree and/or substantial experience in environmental sciences, policy or law related to oil and gas development, its regulatory framework, and environmental impacts.
2. Commitment to work in Boulder or to periodically travel to Boulder to coordinate with NRLC staff without reimbursement of travel expenses, including both travel time and vehicle expense.
3. Ability to occasionally travel to conferences or meetings outside the Denver metropolitan area, with travel reimbursement provided.

## **VI. Award Process**

All responses received will be reviewed and evaluated against the criteria listed in Section II F. Phone or in-person interviews will then be scheduled with all applicants that have a high likelihood for award. Responses received by the deadline (4 PM on 12/21/09) will be reviewed and evaluated as soon as possible after the deadline. Should the initial response not result in acceptable consultant candidates, the University will continue to accept responses until

acceptable candidate(s) are awarded. Depending on the responses received, the University may award more than one contract to fulfill the scope of work.

A Letter of Recommendation will be issued to the University's Procurement Service Center upon final determination of who will be awarded as a result of this solicitation. A formal Scope of Work (SOW) document will then be forwarded to the recommended consultant(s), outlining their particular contract and compensation. Upon receipt and approval of the SOW, a Standing Purchase Order (SPO) will then be issued confirming the terms of the engagement.

## VII. Submittal Requirements

Please provide one (1) original paper copy and one (1) electronic copy on CD or flash drive of your response. Your quote must contain the following information, in the order and format provided below.

- A. *Cover Letter.* Provide key contact information, including phone number, fax number, and email address. State that you meet each of the minimum mandatory qualifications as listed above. State any exceptions or deviations you may have with any term, condition, or requirement listed in this solicitation.
- B. *Resume/vitae.* Please provide a resume and/or vitae.
- C. *Minimum Mandatory Qualifications.* Provide a brief description of how you meet the Minimum Mandatory Qualifications listed above in Section V.
- D. *Response to Criteria.* Please provide a narrative responding to, or describing your experience with criteria 2 – 4 in section II.F, above. In your narrative, please include references to your abilities to perform the responsibilities in the Scope of Work (Section IV). Response to the first criteria, Fee for service and related expenses, is asked for in F. below.)

In your response, please include information on your ability to and interest in expanding the scope of work to include making structural changes to the database (as opposed to just recommending changes to the database) and to create a GIS component for the website/database. (See also Section IV, Note)

- E. *References.* Please provide three professional references; include email, phone, and U.S. mail contact information for all references. References may be contacted at any time.
- F. *Pricing.* Offers should be in the form of a flat fee for all services needed to accomplish the scope of work detailed in Section IV., above, including related expenses; or a flat fee, with a "not to exceed" limit on related expenses. The offer must include an estimate of the contractor's time to be allocated to the project and a projection of how this time would be distributed through 2010 and 2011. Invoicing for services provided may be made on a monthly basis, not to exceed plus or minus 20 percent (%) of the agreed to allocation of effort without the prior consent of the project manager.
- G. *Signature Block.* Please provide the "Signature Block" page which is Section VIII., below.
- H. *W-9.* Please provide a W-9 as found at: <http://www.cusys.edu/psc/forms/W9-psc.xls>

**VIII. Signature Block** - *This page must be submitted with your quote.*

\_\_\_\_\_  
Original Signature by Authorized Officer/ Agent

\_\_\_\_\_  
Vendor's Tax ID Number (FEIN) or Social Security Number

\_\_\_\_\_  
Type or printed name of person signing

\_\_\_\_\_  
Company Name, if applicable

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Vendor Mailing Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Quote Valid Until (at least for 30 days)

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Website Address

**SUBMIT THIS PAGE WITH YOUR QUOTE**