SECTION 1

DRAFT STATEMENT OF WORK

Definition of Permanent Barriers

1.1 Introduction

The Bureau of Safety and Environmental Enforcement (BSEE) is committed to promoting safety, protecting the environment, and conserving offshore resources through rigorous regulatory oversight and enforcement of offshore facilities engaged in oil and gas exploration, development, and production operations on the Outer Continental Shelf (OCS). To support effective decision making, BSEE invests in scientific research and technology assessments that address operational challenges in extreme offshore environments. Among other responsibilities, BSEE regulates the barriers required to maintain a seal of the well during operation and when plugging and abandoning. Defining permanent barriers within BSEE's policy is critical for ensuring safe and environmentally responsible operations.

1.2 Background

Hydraulic isolating barriers are essential "tools" designed to prevent fluid movement within a wellbore, whether in the space between the well and its casing or within the main well itself. They are critical components of a well-integrity system and can be categorized as either permanent or temporary based on their intended duration of use as barriers. These barriers play a vital role in safeguarding lives, protecting the environment, and ensuring the long-term integrity of the well.

These tools encompass a wide variety of technologies, from mechanical plugs that are physically installed to fluids that can be pumped into place and later hardened to form an isolating barrier. Common examples of mechanical barriers include cast iron bridge plugs and tubular hangers equipped with packers, while cement serves as a typical non-mechanical barrier. However, these are not the only options available; they are simply the most commonly used.

These tools provide hydraulic isolation and are crucial for maintaining the integrity of the well. This integrity is vital for keeping the well secure and under control throughout its entire lifespan, from construction to abandonment. Consequently, a thorough understanding of these barriers is critical to grasping their influence on the well's integrity and safety.

In this document, hydraulic isolating barriers are defined as equivalent to the primary and secondary barriers specified in the Code of Federal Regulations Title 30 Chapter II Subchapter B Part 250.200(b). For a barrier to be recognized as such, it must undergo the testing requirements outlined in CFR 250.206.

The CFR outlines requirements for barriers but provides limited guidance on the minimum parameters for permanent barrier plugs. This study aims to address that gap by improving BSEE's understanding of these minimum parameters and developing guidelines for barrier qualification to support sound, science based permitting and policy enforcement.

1.3 Objective

This study aims to review different types of permanent barriers, establish appropriate criteria and develop a database of minimum requirements for each type of barrier, and introduce a scorecard for evaluating the effectiveness and documentation of these barriers.

The study should concentrate on compiling existing data on various barriers, obtained from manufacturers or via a literature review. The emphasis will be on identifying technologies currently in use globally

DRAFT

within the oil field sector, rather than conducting tests on these barriers. However, if the author determines that certain tests are necessary, these findings could be included as a conclusion in the report.

BSEE plans to utilize this report and its outcomes to evaluate the supporting documents provided by operators, ensuring they meet the minimum requirements established in this study. Additionally, the report will aid in enforcing existing policies related to barrier installation and maintenance, while also considering potential future regulations regarding the types of barriers deemed acceptable in various scenarios.

Conducting a technically reviewed study allows BSEE to improve its decision-making and enforcement processes. This ensures that these processes are based on data-driven decisions and align with policy directives, including Executive Order 14154 and Secretarial Order 3418 on Unleashing American Energy.

1.3.1 Research Questions

1. What types of technologies are available for constructing permanent barriers in offshore wells, both within and outside of tubular structural elements?
2. Which barrier technology performs best for each application?
3. What are the minimum barrier element parameter requirements for each of the barriers to be considered an effective isolating barrier?
4. To what extent have the technologies available for permanent barriers in offshore wells reached their current levels of maturity?
5. What are the benefits and disadvantages of the technologies available for permanent barriers in offshore wells?

1.3.2 Relevance and Importance of the Research

Barriers are vital for offshore oil extraction safety because they maintain well integrity and control. Both permanent and temporary barriers play a fundamental role in managing the significant risks associated with this industry, but only the permanent barriers are considered integral parts of the well in its complete life cycle. They serve as essential lines of defense, safeguarding lives, protecting the environment, and ensuring the long-term integrity of the well.

Reviewing these important safety barriers with a detailed technical analysis creates a solid basis for safety rules that the BSEE can apply to all related operations. This approach ensures the efficient and consistent enforcement of dependable regulations that the industry can rely on. Such reliability cultivates a culture of compliance and accountability within the industry, encouraging operators to prioritize safety in their daily practices. Ultimately, a well-regulated environment safeguards both workers and the environment while promoting responsible mineral resource management, thereby facilitating further growth for the sector.

1.4 Tasks

1.4.1 Task 1: Project Management Plan (PMP)

The Contractor shall develop and maintain a comprehensive Project Management Plan (PMP). A draft PMP shall be submitted no later than one (1) week prior to the Post Award Meeting. The PMP shall include the Technical Approach and Milestone Payment Schedule, prepared as part of the Contractor's proposal. In addition, the PMP shall specify the resources required for planning, execution, control, and completion of the stated tasks.

The PMP shall describe the Contractor's management approach and clearly define all project responsibilities, including any proposed subcontracting arrangements; project organization and team integration; communication and coordination procedures; record keeping; and scheduling of all tasks,

DRAFT

subtasks, meetings, and deliverables. A project timeline in the form of a Gantt chart shall show the plan for research execution.

At a minimum, the PMP shall include the following sections:

- Technical approach
- Performance objectives in accordance with the SOW
- Organization and integration of the project team
- Schedule management and project controls including procedures for ensuring timely, high-quality, and on-budget completion of all tasks
- Risk management, including a Risk Management Plan describing factors that could influence study completion and the Contractor's approach for overcoming those factors
- Quality management, including QA/QC procedures and criteria for assessing the acceptability of deliverables
- Project communications, including coordination with BSEE
- Procurement management, as applicable

The PMP shall outline the research methods proposed to meet task specifications. BSEE is relying on the Contractor to propose the research design.

1.4.2 Task 2: Literature Review

The literature review should be an Information Search and Synthesis of existing data on permanent barrier technologies to support later development of minimum requirements, the guidelines and database, and the scorecard. The literature review shall include, but is not limited to, the following:

- Identification of the types of technologies available for constructing permanent barriers in offshore wells, both within and outside of tubular structural elements.
- Detailed discussion of each technology, including, but not limited to:
    - Technology providers;
    - The requirements for advance planning;
    - The necessary equipment for installation;
    - The current qualifications of these technologies including, but not limited to, their pressure ratings, chemical compatibilities, minimum specifications, and life expectancies;
    - The current level of maturity of each technology available.
- Review of industry-accepted standards for permanent barriers.
- Identification of data gaps that must be addressed via the technology provider survey (Task 3).

1.4.3 Task 3: Survey of Technology Providers (OEM)

- Using findings from the literature review, the contractor shall determine the specific survey parameters required to establish minimum specifications for each barrier type.
- The contractor shall submit these proposed survey parameters to BSEE for review and approval prior to initiating the survey.
- The contractor shall propose the survey method (e.g., face-to-face interviews, telephone, online survey, mail survey, etc.) and justify why it is the most effective approach for obtaining accurate technical information.
- Some OEMs may be reluctant to share information openly with BSEE. The contractor shall include proposed methods to mitigate reluctance, acknowledging that the contractor may need to operate as an independent reviewer while still analyzing the information on its own.

DRAFT

- The contractor shall ensure Paperwork Reduction Act (PRA) requirements are met for the survey (more details in Section 4.1), the timing of which should be considered in proposals.
- After collecting responses, the Contractor shall provide a summary of the combined findings from Task 2 and Task 3.

1.4.4 Task 4: Guidelines and Database Development

Utilizing the data gathered in the Task 2 and 3, the Contractor shall establish minimum specifications and develop a structured database supporting BSEE's evaluation process, including:

- Define the appropriate parameters and minimum requirements for each type of permanent barrier element.
- Develop a database that organizes these minimum specifications in a way to identify the appropriate barriers for each application based on the study's data.
- Develop guidelines:
    - Specifying the environmental and operational conditions for which each barrier type is recommended.
    - Identifying the key metrics required to ensure the equipment is fit-for-service.
    - Providing detailed comparison of the different barrier technologies including which barrier performs best for each application.

1.4.5 Task 5: Scorecard Development

Using the information from Task 2 and 3, the Contractor shall develop a scorecard to document and evaluate the effectiveness of permanent barrier design and implementation, which includes:

- Quantitatively and methodically assessing each barrier type
- Ensure the scorecard assess the design, installation, and testing of the barriers.

1.4.6 Task 6: Provide Support for Peer Review of Deliverables

The contractor shall provide support to BSEE by addressing inquiries from BSEE during the peer review process, actively participating in the close-out meeting, and revising the Interim Final Report into the Final Research Report. The contractor's responsiveness and engagement play a crucial role in facilitating a smooth and effective peer review experience.

1.4.6.1 Peer Review Process:

BSEE requests up to 15 hours of ad hoc support to:

1. Address any questions that arise promptly during the peer review process.
2. Provide clarity and additional information as necessary.
3. Ensure a thorough understanding of the research and address concerns raised by peer reviewers.
4. The aim of this task is to ensure the continuous availability of the contractor to provide support to BSEE during the peer review process.

1.4.6.2 Peer Review Close-Out Meeting Participation:

The close-out meeting is estimated to be 2 hours. The contractor will:

DRAFT

1. Actively engage in discussions during the close-out meeting with peer reviewers.
2. Share insights and contributions relevant to the peer review process outcomes, if asked.

In order to address the concerns/comments of the peer reviewers as a result of the peer review process, the Contractor ***may*** need to add/remove/revise information/data/language to or from the report.

1.5 Meetings

The following details the meetings to be held. All deliverables should be checked for compliance with 508 Compliance for Accessibility. (For further information see section 1.13)

1.5.1 Post Award Meeting

The Contractor shall hold a Post Award Meeting with BSEE via teleconference no later than three (3) weeks after the period of performance start data at a time that is mutually agreeable to BSEE and the Contractor. The kick-off meeting will be coordinated, scheduled, and recorded by the BSEE COR. The Contractor shall provide a Project Execution Plan, presentation slides, and meeting agenda (1) week prior to the meeting to allow for review by all involved.

The purpose of the meeting is to assist both Government and the Contractor's personnel to achieve a clear and mutual understanding of all task requirements and to identify and resolve potential problems. The meeting is not a substitute for the Contractor's full understanding of the work requirements nor is it to be used to alter the contract. No changes to the terms or conditions, deliverables, or schedule of the contract are authorized unless approved by the CO via a modification to the contract.

The meeting will address at a minimum the following topics: introductions, any contractual matters, project execution, plan of work and logistics coordination. After the meeting, the Contractor shall prepare and distribute a summary including action items and other discussion items along with suggested actions or remedies one (1) week after adjourning the meeting.

The Project Execution Plan shall include, at a minimum, technical approach, performance objectives in accordance with the scope, organization and integration of the project team, a Gantt chart or similar visual representation of project plan, schedule management and project controls, risk management, quality management, project communications, and procurement management. BSEE will provide any written comments on the Project Execution Plan within one (1) week of the Post Award Meeting.

The Contractor shall provide completed/signed Non-Disclosure Agreements for each person with access to BSEE data or derivations thereof in accordance with the provisions of this project but no later than the day before the start of the Post Award Meting.

1.5.2 Progress Meetings

The Contractor shall schedule and host via teleconference progress meetings at a time agreed to by the Contractor and the COR on a quarterly basis or other frequency agreed to by BSEE. A summary of the discussions shall be provided by the Contractor to the COR no later than one (1) week after the meeting. During each status meeting the contractor shall discuss the following:

- A summary, by task, of all work performed since the last meeting and overall progress made against the schedule;
- A summary of significant technical, schedule, or cost problems encountered since the last meeting, including an assessment of their probable effects on meeting contract terms and conditions;

DRAFT

- A summary of any resolutions agreed to between the Contractor and BSEE regarding the issues or problems identified;
- A list of all significant meetings held or other contacts made in connection with the project since the last meeting, including a brief summary of the participants and subject, date, location, and outcome of each such contact or meeting; and
- An updated project schedule reflecting all schedule updates and changes, if applicable

1.5.3 Close-out Meeting

After the final reports are submitted and accepted, the Contractor shall present the project findings, recommendations, and details of tasks accomplished to BSEE officials via teleconference.

A close-out meeting shall be scheduled at least 30 days in advance of the actual meeting date to ensure availability of required BSEE participants. The Contractor shall provide a close-out briefing with a duration that shall be determined in advance by mutual agreement between the contractor and BSEE. The close-out meeting will be coordinated, scheduled, and recorded by the BSEE COR. A presentation and agenda will be emailed to the CO and COR at least one (1) week prior to the meeting. This presentation will be recorded and may be made available to a broad audience within BSEE through the BSEE training platform.

The presentation should, at a minimum, include an introduction of the topic (background information, research questions/objectives/case for action), description of tasks, methods/process used, analysis, results, findings, discussion, and recommendations/implementation plan.

The Contractor shall provide meeting minutes no later than one (1) week post meeting.

1.6 Data

Data purchased under and with funding from this contract is to be surrendered to the BSEE at the end of the contract in both the original format and the interpreted format. If proprietary data or information is contained within the data, the contractor shall supply the BSEE with both the restricted and sanitized (suitable for public release) versions. If the data is copyrighted (©) or trademarked (™), or has other encumbrances, the contractor shall obtain written permission from the vendor/owner of the data for the transfer and subsequent public release of the data and arrange and transfer ownership to the government at the end of contract period in which the data was purchased. The foregoing provisions of this section will apply to the full extent permitted by all applicable End-User Licensing Agreements, but only to the extent permitted by such Agreements. All data should be properly labeled in accordance with access and use (Marking Controlled Unclassified Information) and labeled "unrestricted".

1.7 Deliverables

The following details the deliverables to be submitted.

- All deliverables must indicate a date of publication and contain a unique Digital Object Identifier (DOI). A unique digital persistent identifier, Open Researcher and Contributor Identification (ORCID), is required for all authors.
- All information (data, reports, presentations, etc.) provided to BSEE should comply with 508 Compliance for Accessibility. (For further information see section 1.13)
- Unless otherwise noted, all deliverables shall be prepared in Microsoft Word (MS Word) and Adobe Acrobat pdf formats.
- All of the raw data collected by the contractor should be shared with BSEE as a deliverable (Excel and PDF) and must comply with 508 Compliance for Accessibility.

- Final deliverables (including reports and data) will be made publicly accessible on the BSEE website.
- Reports should conform to the BSEE OORP report format requirements, which will be provided by BSEE.

The Contractor is responsible for editing and proofreading all material in order to prepare products that are as error-free as possible prior to delivery, such as grammatical and spelling errors, and format and style inconsistencies. All reports shall be written as non-proprietary, unrestricted, releasable by BSEE to the public either through posting on the BSEE webpage or by other means.

In the event it becomes necessary to report results that may be considered sensitive or confidential, the contractor will have the option to provide the contract authority with both a confidential and public report. In so doing, the contractor may offer a proprietary period, not to exceed 5 years, before the contract authority makes the report public. The proprietary period shall be documented and substantiated with evidentiary exhibits and must be agreed upon mutually by all parties. Failure to agree to a proprietary period defaults to a non-proprietary report. Any confidential reports should be clearly marked as such and the sensitive/confidential/proprietary material within the report shall be marked as such.

1.7.1 Disclaimers

All draft / interim deliverables shall include the following disclaimer at the top of each page:

"THIS INFORMATION IS DISTRIBUTED SOLELY FOR THE PURPOSE OF PRE-DISSEMINATION PEER REVIEW UNDER APPLICABLE INFORMATION QUALITY GUIDELINES. IT HAS NOT BEEN FORMALLY DISSEMINATED BY THE BSEE. IT DOES NOT REPRESENT AND SHOULD NOT BE CONSTRUED TO REPRESENT ANY BSEE DETERMINATION OR POLICY."

Furthermore, final products (i.e. post peer review) and draft influential scientific information presented at scientific meetings or shared confidentially with colleagues for scientific input prior to peer review shall include the disclaimer:

"THE FINDINGS AND CONCLUSIONS IN THIS REPORT HAVE NOT BEEN FORMALLY DISSEMINATED BY THE BSEE AND SHOULD NOT BE CONSTRUED TO REPRESENT ANY BSEE DETERMINATION OR POLICY."

1.7.2 Monthly Progress Reports:

The Contractor shall prepare and submit monthly status reports via email. These reports shall be in sufficient detail to describe all work accomplished and results achieved during the month and shall include a brief discussion of the planned actions for the succeeding month. These reports shall note any significant issues/problems (i.e., unanticipated project completion impediments, recommended remedies and effect on projected completion date and final product) that were encountered and their resolution (if any) as well as recommendations for improving the project or its deliverables. These reports will also include an updated copy of the Gantt chart showing where activities are tracking against the plan.

1.7.3 Task 2 and 3 Technical Summary Report

After the completion of Task 2 (Literature Review) and Task 3 (Technology Provider Survey), the Contractor shall provide a Technical Summary Report that provides a concise overview of the information collected to date. This summary will serve as input to Task 4 Guidelines Development.

DRAFT

The Technical Summary shall include:

- Overview of permanent barrier technologies identified;
- Summary of information collected from the literature review and technology provider survey, highlighting the major themes and notable observations without performing the full analysis reserved for the final report;
- Initial identification of key technical parameters that appear relevant for determining minimum acceptable requirements for each barrier type.

1.7.4 Draft Final Report

Upon completing all associated tasks, the Contractor shall provide BSEE a draft final report. After receiving the Draft copy of each Final Report, BSEE will have thirty (30) days to review that draft for technical content and to notify the Contractor of any required changes, corrections, or additions in an iterative process. Written reviewer comments will be provided to the Contractor. The Contractor shall implement recommended changes within two (2) weeks. If the Contractor disagrees with the suggested changes, corrections, or additions, they may submit a letter of explanation (via email) to the CO, COR and BSEE reviewer explaining the rationale for the disagreement.

The final report shall contain the following information, at a minimum:

- An inclusive list of barrier elements with descriptions for each;
- The benefits and disadvantages of each permanent barrier technology identified
- Guidelines establishing the minimum acceptable parameters for each type of barrier;
- An explanation of how the barrier qualifications and information were gathered, validated, and analyzed;
- Database of the minimum acceptable parameters for each barrier type;
- A detailed discussion of relevant industry-accepted standards, along with justifications for how these standards support the minimum requirements;
- A scorecard for each barrier to quantify the design and installation effectiveness.

The following sections and format shall be included, at a minimum, in each Draft Final Report:

- Completed BSEE supplied coversheet
- Conform to the BSEE OORP report format requirements
- An executive summary of the case for action, findings, investigations, methodologies, technologies, equipment parameters, procedures and other analyses as specified under the tasks and subtasks in the preceding Sections;
- Introduction, including the topic, background, research questions, and objectives
- The description of the tasks applicable to the report.
- Methods section describing the procedures, data collection, and analysis used to address the tasks, and how Gold Standard Science was maintained in the process.
- Details of all research undertaken in this report including all results, findings and analyses, discussion, and recommendations;
- As an appendix: a technical summary, including an abstract of up to 250 words, of all actions under this award suitable for publishing as an extract to a trade or technical journal or publication;
- Additional supporting documentation (separate from the previous tasks' deliverable) shall be included as appendices to the Final Report (as one file); and

DRAFT

- A bibliography of sources used or referenced in performing the analyses and reports under this contract.

1.7.5 Interim Final Report:

After questions on the review comments are resolved, the Contractor shall incorporate the suggested changes, corrections, and additions into an Interim Final Report and submit it to BSEE. This report is considered an Interim Final Report since it is being issued prior to the completion of a peer review and/or acceptance of the report post-peer review completion.

The Interim Final Report should be submitted to BSEE no later than two (2) weeks after receiving acceptance of the Draft Final Report.

The Interim Final Report deliverable shall be provided via email in digital formats (e.g., .docx, .xlsx) compatible with MS 365 and Adobe (.pdf) format.

The Interim Final Report deliverable must comply with Section 508 of the Rehabilitation Act requirements per the contract Clause(s), and a report of 508 compliance must be delivered along with the Interim Final Report.

The Interim Final Report will not be considered proprietary, and all contents and related information will be posted on the BSEE website for public access. If the research includes proprietary data or information, the contractor shall supply the BSEE with both a restricted and sanitized (suitable for public release) versions.

Upon delivery to BSEE, the Interim Final Report will be the property of BSEE. BSEE has the right to modify the report, including to remove the word "Interim" and account for any input resulting from peer review of the research data, methodology, or conclusions, so long as the content of the research in the final report is fairly presented.

1.7.6 Final Research Report

The Final Research Report will consolidate peer review feedback into the research report for the purposes of generating a single final research product. The Final Research Report should contain a summary of the peer review process and findings. The Final Research Report shall not respond to peer reviewer feedback but may address scientific gaps identified by the peer reviewers and agreed upon by BSEE as needing to be addressed prior to publication. This ensures that the final research product reflects a high standard of quality and meets the expectations set forth during the peer review process.

The Final Research Report should be completed within 30 days of BSEE providing the final Peer Review report.

The Final Research Report deliverable shall be provided via email in digital formats (e.g., .docx, .xlsx) compatible with MS 365 and Adobe (.pdf) format.

The Final Research Report deliverable must comply with Section 508 of the Rehabilitation Act requirements per the contract Clause(s), and a report of 508 compliance must be delivered along with the Final Research Report.

The Final Research Report will not be considered proprietary, and all contents and related information will be posted on the BSEE website for public access. If the research includes proprietary data or information, the contractor shall supply the BSEE with both a restricted and sanitized (suitable for public release) versions.

Upon delivery to BSEE, the Final Research Report will be the property of BSEE. BSEE has the right to modify the report so long as the content of the research in the final report is fairly presented.

DRAFT

1.7.7 Draft Journal Articles

The Contractor shall deliver one (1) draft manuscript on the results of the project suitable for publication in technical-peer review journal or presentation at a conference. The article must be accepted by BSEE before invoice submission and prior to submission to the journal. The Contractor shall include a list of potential journals and conferences that will be considered for submission. Note: It is understood that this draft manuscript may not be accepted by a journal, but the Contractor should make every effort to publish this work in a scientific journal. The articles must include the appropriate disclaimer on the first printed page as stated in Section 1.7.1.

1.7.8 Graphical Abstract

The Contractor shall deliver a Graphical Abstract, a concise, pictorial and visual summary of the main findings of the research, which captures the content of the research at a single glance.

Specifications: The Graphical Abstract should be one image file and should visualize one process or make one point clear. For ease of browsing, the Graphical Abstract should have a clear start and end, preferably "reading" from top to bottom or left to right. Distraction and cluttering elements should be reduced as much as possible.

Image size: An image with a minimum of 531 x 1328 pixels (hxw) using a minimum resolution of 300 dpi, should be submitted. If a larger image is submitted, then it must be at the same ratio (200 high x 500 wide).

Further requirements for the Graphical Abstract can be found in the BSEE OORP report format requirements, which will be provided by the COR.

1.8 Schedule of Meetings and Deliverables (Not in Order)

Deliverables shall be provided via email or other pre-approved delivery method as specified below or as agreed upon by the contractor and BSEE.

Deliverable	Distribution	Due Date
Post Award Meeting (1.5.1)	Meeting via teleconference CO & COR - one (1) via email Attendees – one (1) via email	*Post Award Meeting* – within three (3) weeks of period of performance start date *Project Execution Plan, Presentation Slides, and Meeting Agenda* – one (1) week prior to Post Award Meeting *NDAs* – one (1) day prior to Post Award Meeting *Summary Report* – one (1) week after the Post Award Meeting
Progress Meetings (1.5.2)	Meeting via teleconference CO & COR - one (1) via email Attendees – one (1) via email	*Progress Meetings* – Quarterly basis *Summary* – one (1) week following the Progress Meeting
Monthly Progress Report (1.7.2)	CO & COR – one (1) via email	Monthly, by the 7th day of the month following the reporting period

DRAFT

Draft Final Report (1.7.3)	CO & COR - one (1) via email	At least three (3) months before the Period of Performance end date
Interim Final Report (1.7.5)	CO & COR - one (1) via email	No later than two (2) weeks after receiving acceptance of the Draft Final Report, but at least one (1) month before the Period of Performance end date.
Draft Journal Articles (1.7.7)	CO & COR – one (1) via email	By the end of the Period of Performance
Graphical Abstract (1.7.8)	CO & COR – one (1) via email	By the end of the Period of Performance
Close-out Meeting (1.5.3)	Meeting via teleconference CO & COR – one (1) via email Attendees – one (1) via email	*Meeting* - No later than one (1) month after receiving Interim Final Report acceptance, but at least one (1) week before the Period of Performance end date *Presentation and Agenda* – at least one (1) week prior to the meeting *Meeting Minutes* – no later than one (1) week post meeting
Final Research Report (1.7.6)	CO & COR – one (1) via email	No later than one (1) month after receipt of Peer Review final report.

1.9 Address for Deliverables

All deliverables shall be submitted to the CO, COR, and SME at the addresses listed below.

Contracting Officer (CO)	**Contracting Officer's Representative (COR)**
BSEE Subject Matter Expert (SME)	

1.10 GENERAL ACCEPTANCE CRITERIA

General quality measures, as set forth below, will be applied to each work product received from the Contractor under this statement of work.

- Accuracy - Work products will be accurate in presentation, technical content, and adherence to accepted elements of style.
- Clarity - Work products will be clear and concise. Any/all diagrams will be easy to understand and be relevant to the supporting narrative.
- Consistency to Requirements - All work products must satisfy the requirements of this statement of work.
- File Editing - All text and diagrammatic files will be editable by the Government.
- Timeliness - Work products will be submitted on or before the due date specified in this statement of work or submitted in accordance with a later scheduled date determined by the Government.

DRAFT

1.11 Contractor Intellectual Property

In the proposal, list all background intellectual property assets, if any, that are intended to be used in the performance of the SOW. This could be in the form of a chart for each task/subtask listing each objective and description wherein the performer should list each asset, the type of intellectual property, and its ownership/rights status. For example, see below.

Task 1			
Objective	**Task Description**	**Location**	
Primary Organization Responsible			
Background Data and Inventions with associated IP assertion if less than Unlimited Right(s)	**Description of Asset**	**Intellectual Property Type (Copyright, Patent, etc.)**	**Ownership/Rights Status**
Deliverables			

1.12 Scientific Integrity

Scientific integrity is vital to Department of the Interior (DOI) activities under which scientific research, data, summaries, syntheses, interpretations, presentations, and/or publications are developed and used. Failure to uphold the highest degree of scientific integrity will result not only in potentially flawed scientific results, interpretations, and applications but will damage DOI's reputation and ability to uphold the public's trust. All work performed must comply with the DOI Scientific Integrity Policy posted to https://www.doi.gov/scientificintegrity or its equivalent as provided by their organization or State law.

1.13 Section 508 of the Rehabilitation Act

Section 508 of the Rehabilitation Act of 1973 (found at 29 U.S.C. 794d) requires access to and use of information by individuals with disabilities. A deliverable such as electronic reports (ex: PDF files) to be placed on the web (either on the agency's web server of the company's), video footage, or other electronic data such as CD-ROMs to be distributed, are subject to Section 508 guidelines. Simplified, this means that PDF files need to be formatted so that they are "readable" by assistive technology devices such as screen readers. Video footage must be closed captioned.CD-ROMs which contain HTML, PDF, or word processor files must be accessible.

For further information and inquiries about 508 Compliance, see below:

- 508 Compliance Coordinator: BOEM/BSEE: Robert Garcia, 703-787-1067
- DOI website on 508 Compliance: Section 508 | US Department of the Interior (doi.gov)
- GSA website- guidance for federal agencies: Manage an IT Accessibility/508 Program | Section508.gov
- Manage an IT Accessibility/508 Program - Section508.gov
- Information about the Section508.gov website, GSA's Government-wide IT Accessibility Team, and guidance to Federal agencies on accessible information and communication technology (ICT) is located on the following website below: www.section508.gov

DRAFT

1.14 Correspondence

All correspondence pertaining to this Task order, prepared by the Contractor, shall have a courtesy copy (with attachments) sent to the CO and COR. Correspondence pertaining to this Task order, received by the Contractor (excluding correspondence to and from the BSEE) shall be copied and sent to the CO and COR. All correspondence shall be clearly marked with the Contract number on the first page. Emails pertaining to this Contract shall include the contract number in the subject line.

DRAFT

SECTION 2

Terms and Conditions

2.1 Period of Performance

The period of performance (POP) of this contract will be 18 months. The period of performance shall encompass all tasks through final acceptance of all deliverables. The Contractor shall provide all required deliverables in accordance with Sections 1.7 - 1.9.

DRAFT

SECTION 3

Special Contract Requirements

3.1 Paperwork Reduction Act of 1995 (PRA) Statement

Under the Paperwork Reduction Act (PRA) (44 U.S.C. 3501 et. seq.), a collection of information means, the obtaining, causing to be obtained, soliciting, or requiring the disclosure to an agency, third parties, or the public, of information by or for an agency by means of identical questions posed to, or identical reporting, recordkeeping, or disclosure requirements imposed on, ten or more persons. Collection of information includes any requirement or request for persons to obtain, maintain, retain, report, or publicly disclose information. Therefore, BSEE, or its designated representative, may not conduct or sponsor, and a person or company is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. Such collections require OMB approval regardless of whether it is mandatory, voluntary, or required to obtain or retain a benefit.

If the contractor seeks to collect information from 10 persons in a medium fitting the definition of "collection of information" stated above, the contractor must obtain OMB approval and expect a 7-9 month wait period for a single approval cycle. The contractor only has to participate in Step 1 of the approval process. If OMB denies approval, the contractor must limit the collection of information to ten persons and proceed to fulfill the contract.

A collection of information may be in any form or format, including the use of report forms; application forms; schedules; questionnaires; surveys; reporting or recordkeeping requirements; contracts; agreements; policy statements; plans; rules or regulations; planning requirements; circulars; directives; instructions; bulletins; requests for proposal or other procurement requirements; interview guides; oral communications; posting, notification, labeling, or similar disclosure requirements; telegraphic or telephonic requests; automated, electronic, mechanical, or other technological collection techniques; standard questionnaires used to monitor compliance with agency requirements; or any other techniques or technological methods used to monitor compliance with agency requirements.

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