

# Western Inter-States Hydrogen Hub

WISHH Prime Contractor

REQUEST FOR PROPOSALS

**On behalf of the Western Inter-States Hydrogen Hub, this RFP is issued by the:**

**Wyoming Energy Authority**

325 W. 18th Street, Suite 1

Cheyenne, WY 82001

PHONE: (307) 635-3573

wyoenergy.org

**Issue date:** July 19, 2022

**Closing date:** August 16, 2022

Additional copies of this solicitation are available from  
the Wyoming Energy Authority website at  
<https://www.wyoenergy.org/request-for-proposals/>

This program is subject to the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. Ann. §§ 27-9-101 - 106), the Americans with Disabilities Act, 42 U.S.C. § 12101 - 12213, and the Age Discrimination Act of 1975, 42 U.S.C. § 6101 - 6107, and any rules or regulations promulgated under these state and federal anti-discrimination statutes. Funding recipients shall not discriminate against any individual on the grounds of age, sex, sexual orientation, creed, color, race, religion, national origin, ancestry, pregnancy, or disability in connection with funding under this Request for Proposals.

**REQUEST FOR PROPOSALS**  
**Western Inter-States Hydrogen Hub**

**1. INTRODUCTION**

In February 2022, the states of Colorado, New Mexico, Utah and Wyoming signed a Memorandum of Understanding (MOU) creating the Western Inter-States Hydrogen Hub (WISHH) coalition. The purpose of the MOU was to establish a framework for coordinating and developing a joint application among the four states for a regional clean hydrogen hub under the program established by the 2021 Infrastructure Investment and Jobs Act, Pub. Law 117 -58 (the IIJA Act). As explained in the WISHH MOU, the states of Colorado, New Mexico, Utah, and Wyoming (collectively the “States”) are uniquely qualified and situated to serve as a hydrogen hub with a thriving hydrogen economy given the presence of high-quality wind, solar, biomass and other energy resources, a sophisticated oil and natural gas industry, a robust energy transportation infrastructure; and an established carbon management infrastructure with both favorable underlying geologies and regulatory structures;

The language from the commitment by the states from the MOU that formed WISHH:

*The Signatory States agree to work together to develop a Western Inter-State Hydrogen Hub according to the 2021 Infrastructure Investment and Jobs Act, Pub. Law 117- 58 (Act) with supporting facilities in each state in response to the Act. The goal is to develop a proposal to a Request For Proposals (RFP) that the U.S. Department of Energy (DOE) is expected to issue by May 2022 for development of four or more regional hydrogen hubs and collaborate on the response to the Request for Information (RFI) issued on February 15, 2022. Each State commits that this is the only proposal(s) that they will participate in for a hydrogen hub, and that they will not submit to the DOE their own standalone proposal or a proposal in cooperation with other states or entities other than the signatories of this MOU. Consistent with the commitments to collaborate and submit a sole response to the RFI and RFP, individual States are encouraged to enter into separate agreements with other entities that further hydrogen development in their states consistent with the goals and obligations herein.*

*The Signatory States agree to prepare an application(s) that advances a compelling vision for a hydrogen economy, including production and use in the Western United States. States agree to work with academic, research, industry, and community partners and stakeholders to ensure the proposal(s):*

- 1. Drives economic growth and development for each of the participating states and the region.*
- 2. Incorporates the latest science, research, and technology for cost-effective generation, transportation, and use of clean hydrogen.*
- 3. Ensures protections for and the participation of frontline and disadvantaged communities, including safeguards around public health, safety, and labor.*
- 4. Develops a pathway for workforce development and training.*
- 5. Provides for information exchange and collaborative research, including engagement with research and educational institutions, to monitor emissions and Hydrogen Hub performance, and thoughtfully plan expansion of the Hydrogen Hub and the use of hydrogen technology over time.*
- 6. Addresses pipeline safety, leak minimization, and pathways for new pipeline construction.*
- 7. Proactively addresses the potential impacts of hydrogen production on western water use, and seeks opportunities to use water that is currently used for or generated by other industrial or power generation purposes.*
- 8. Engages key stakeholders including end-users in the industrial, buildings, aviation, power generation, transportation, and other sectors.*

9. *Addresses the air quality impacts of hydrogen use and combustion, including emissions of nitrogen oxides.*
10. *Identifies current and possible State resources, incentives, policies, and plans that can be leveraged in support of a flourishing and competitive hydrogen economy among the participating States.*
11. *Respects the unique needs and policy approaches of each participating State.*

Pursuant to the WISHH MOU, Colorado has designated the Colorado Energy Office (the “CEO”) to be its lead representative; the State of New Mexico has designated the New Mexico Environment Department (“NMED”), the New Mexico Energy, Minerals and Natural Resources Department (“EMNRD”) and the New Mexico Economic Development Department (“EDD”) to be its WISHH representatives; the State of Utah has designated the Utah Office of Energy Development (“UOED”); and the State of Wyoming has designated the Wyoming Energy Authority (“WEA”) (collectively these entities are the “State Agencies”).

In July 2022 Consistent the State Agencies entered into a Memorandum of Agreement that, among other things, designates the WEA as the Principal State Contracting Entity for the WISHH States. The WEA is issuing this request for proposal (RFP) to identify and ultimate select a prime contractor to work on behalf of the WISHH group. Such prime contractor shall be responsible for:

- (i) helping the WISHH group submit a proposal to the Department of Energy (DOE) in response to the funding opportunity announcement DE-FOA-0002779 “Regional Clean Hydrogen Hubs,” (“H2Hubs”); and,
- (ii) if funds are awarded in response to the application, assistant with WISHH states with the management and implementation of the regional hydrogen hub project pursuant to any applicable DOE award consistent with all applicable program requirements.

## **2. SCOPE OF WORK**

The prime contractor selected by this solicitation will assist in facilitating the WISHH coalition and manage its efforts, develop the concept paper and subsequent proposals, as well as develop a project portfolio across the 4-state region adhering to all guidelines and requirements set forth by the DOE in the Regional Clean Hydrogen Hubs (H2Hubs) notice of intent to issue funding opportunity announcement (NOI)<sup>1</sup> and the ensuing funding opportunity announcement (FOA)<sup>2</sup>. Any and all work by the primary contractor shall be conducted consistent with all guidance provide by the DOE, including without limitation the NOI and the FOA, all applicable federal and state, laws, rules, and regulations, including any, subsequent guidance provided by the DOE, and by the member states of the WISHH coalition relevant to the hydrogen hub application process.

**\*\*All elements of the scope of work are to be done in accordance with and with approval from the WISHH coalition.\*\***

NOTICE TO ALL RESPONDENTS TO THIS RFP: THE HYDROGEN HUB PROGRAM BEING ESTABLISHED BYDOE IS ANTICIPATED TO BE AWARDED IN PHASES. THE SCOPE OF WORK IN THIS RFP TRACKS

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<sup>1</sup> [Notice of Intent No.: DE-FOA-0002768](#) to Issue Funding Opportunity Announcement No. DE-FOA-0002779 – Bipartisan Infrastructure Law: Additional Clean Hydrogen Programs (Section 40314): Regional Clean Hydrogen Hubs

<sup>2</sup> Funding Opportunity Announcement No.: DE-FOA-0002779

THE ANTICIPATED PHASES BASED ON CURRENTLY AVAILABLE INFORMATION FROM DOE. PLEASE NOTE, EXCEPT FOR STEPS 1 AND 2, ALL SUBSEQUENT PHASES OF THE SCOPE OF WORK ARE CONTINGENT UPON SUBSEQUENT AWARDS AND SELECTIONS BY DOE, WHICH IS NOT GUARANTEED. ANY WORK UNDER A CONTRACT AWARD PURSUANT TO THIS RFP SHALL BE SUBJECT TO SUCH PHASING AND NO RIGHTS OR OBLIGATIONS SHALL ATTACH TO WORK IN ANY PHASE, EXCEPT PHASE 0 AND PHASE 1a, UNTIL AN AWARD OR SELECTION BY THE DOE.

1. Part 1: Onboarding, Planning and Preparation
  - a. Recommend the most appropriate and competitive management structure for the WISHH effort. This includes fiscal and contractual relationships, determining which organization receives funds from the DOE and other sources, tracking and management of cost-share, and how those funds are managed.
  - b. Assess the status of the WISHH and RANGE stakeholder strategy and engagement efforts and the project / program portfolio with respect to the anticipated DOE H2Hubs evaluation criteria. Identify other DOE and federal infrastructure funding opportunities that can be leveraged to buttress the hub vision..
  - c. Perform strengths, weaknesses, opportunities, threats (SWOT) and gap analysis of the WISHH project / program portfolio.
  - d. Identify an actionable plan and corrective pathways to overcome gaps in the WISHH strategy and portfolio. This should include contingency planning and technical milestones for the project and component projects.
  - e. Implement the plan in collaboration with WISHH.
2. Part 2: Concept Paper Development. (Deadline (anticipated) = 6-8 weeks after the FOA is released).
  - a. Develop and execute the strategy, upon approval from WISHH, for a successful Phase 1 concept paper.
  - b. Identify gaps in the WISHH strategy and portfolio with respect to the issued DOE H2Hubs solicitation involving all phases of hydrogen development and use. WISHH is a regional hub across all four states, so hydrogen production, manufacturing, and use facilities should be distributed across the region in a cohesive, complementary, and equitable manner.
  - c. Coordinate with WISHH and existing partners all aspects of the concept paper effort: modeling, mapping, budgeting, writing, and review. Work has already commenced on some of this effort through a contract with RANGE; see Exhibit 1 for the scope of work and deliverables from this contract. Coordinate and execute the writing, review, and submission of the Phase 1 concept paper.
  - d. Coordinate and execute response to questions and comments from DOE in a manner that complies with all FOA requirements.
3. Part 3: Full Proposal (assumes WISHH is notified by DOE that the Concept Paper is “encouraged”). This is to be done in accordance with and with approval from the WISHH coalition. (Deadline (anticipated) = four months following DOE notification in response to the concept paper).
  - a. Develop and execute the strategy for a successful Phase 1 (or perhaps Phase 1-4, depending on the solicitation) full proposal. Coordinate funding for the preparation of the full proposal. This includes state, federal, local and private funding, accounting for appropriate matching funds. Coordinate and ensure execution of all aspects of the full

proposal effort: modeling, mapping, budgeting, stakeholder commitments, writing, review, approval by the WISHH Executive committee.

- b. Coordinate and ensure execution of the writing, review, and submission of the full proposal.
  - c. Coordinate and execute response to questions and comments from DOE
4. Part 5 – Hydrogen Hub Planning, Development, Construction & Operation. The details of this work is still being determined and will be guided by future funding opportunity announcements and other guidance from the DOE. However, it is anticipated to occur in phases. According to the Regional H2Hubs NOI:
- “To facilitate long term project planning (such as securing potential strategic partners or commercial third-party financing), DOE currently envisions that the FOA will solicit applications that cover all four phases of the project. While only Phase 1 of selected applicants will be funded initially, additional funding for subsequent phases will be released based on successful completion of Go/No-Go decision criteria at the end of each phase, subject to the availability of funds.”*
- Potential anticipated work, together with the WISHH coalition, is for the following activities:
- a. Phase 1: Detailed project planning
  - b. Phase 2: Project development, permitting, and financing
  - c. Phase 3: Installation, integration, and construction
  - d. Phase 4: Ramp-up and sustained operations
  - e. DOE contract negotiations
  - f. Subcontractor contract negotiations
  - g. Grant administration
  - h. Work coordination and execution

An example from the Regional Hydrogen Hubs NOI for activities and deliverables likely expected to be completed for pre-DOE funding are:

<b>Category</b>	<b>Activity</b>
<b>Engineering, Procurement, Construction, Operations</b>	-Conceptual Design -Technical Readiness -Project Schedule -Total Project Cost Estimate
<b>Business Development &amp; Management</b>	-Business Strategy -Team Description -Workforce Plan -Finance Plan -Market potential analysis
<b>Permitting &amp; Safety</b>	-Safety history / culture description -Regulatory approval timeline overview
<b>Community Engagement &amp; Impacts</b>	-Initial Equity Plan addressing community engagement, Justice40, community consent or benefits agreements, job quality, workers’ rights, etc.
<b>Technical Data &amp; Analysis</b>	-Lifecycle Analysis -Techno-economic Analyses

### 3. PROJECT PERIOD

The initial engagement period will cover Parts 1-4 of the Scope of Work, with the option to extend performance to Part 5 based on DOE awards and approvals. It should be noted that this approach is subject to change as funding opportunities become available. If the WISHH proposal receives DOE funding for all phases of developing an H2Hub, the intent is for the prime contractor selected pursuant to this RFP to manage the hub over the lifetime of DOE funding, contingent on performance and compliance with applicable requirements.

### 4. APPLICANT QUALIFICATIONS

#### 1. Required

- a. Prior experience with handling large (~\$1-2B) government contracts, DOE contracts preferred
- b. Demonstrated alignment between Applicant's vision with WISHH vision
- c. Government approved cost-accounting system able to handle large, multiple subcontracts
- d. Prior experience integrating multi-party projects
- e. Experience supporting the planning and implementation of large inter-jurisdictional infrastructure
- f. Broad capabilities including
  - i. Techno-economic analysis, energy sector experience desired
  - ii. Socioeconomic analysis and stakeholder engagement
  - iii. Government contracting, including: 1) contracting & subcontracting, 2) reporting, 3) procurement, 4) National Environmental Policy Act (NEPA) and environmental management, 5) intellectual property management
- g. Government affairs and corporate relations
- h. Project Management

#### 2. Desired

- a. Leadership team with experience in the energy sector
- b. Knowledge of clean hydrogen production, storage, transportation and end use including energy contracting and financing
- c. Visibility and name-recognition in the DOE hydrogen community
- d. Experience with public-private partnerships
- e. Project manager/Executive Director that can work with all partners
  - i. Private industry
  - ii. State agencies, public institutions, national labs
  - iii. Be the face of WISHH

#### 3. Team. Candidate organizations should propose a complete team. The anticipated skills are listed below. If the organization does not have the capabilities in-house, they may need to recruit the expertise from other organizations, i.e. environmental consulting firm, process engineering firm, legal firm, etc.

- a. Program management
- b. Government contracting and compliance
- c. Government affairs
- d. Process engineering and cost estimating
- e. Environmental permitting
- f. Energy contracting, energy modeling/forecasting, and energy financing
- g. Accounting

- h. Legal
- i. Community and stakeholder engagement, including environmental justice communities

## 5. PROPOSAL PREPARATION

All proposals submitted must contain each of the following, and items 5-13 must not exceed 20 pages, standard Letter format (8.5" x 11") of no less than 11 pt. font text and single line spacing with 1 inch margins. Proposals that do not meet these requirements may be rejected.

### Requirements:

1. **Signature Page**, signed (Exhibit 2)
2. **Confidential Disclosure Agreement**, signed (Exhibit 3)
3. **Table of Contents**
4. **Introduction**
5. **Project Plan and Discussion.** Detailed project plan that specifically addresses the items in "Scope of Work."
6. **Risk Assessment** including a risk mitigation plan covering technical, intellectual property and operational risks.
7. **Statement of Work** including schedule as Gantt Chart plus Work Breakdown Structure and methods.
8. **Milestones.** Full description of how the project will be managed and structured to judge the successful achievement of critical milestones. The proposed milestones must be measurable and must reflect progress towards the achievement of the objectives of the project in fulfillment of the overarching aim of this RFP.
9. **Proprietary and Confidential Information** (if applicable - separate attachment). Identification through an asterisk at the beginning of each line, and disclosure of all information that the Applicant deems proprietary and confidential, including notation at the top of each page of the attachment. This attachment counts towards the 20-page limit. The entire proposal is considered a public record, however, financial and commercial information provided by the business is exempt from disclosure to the extent permitted by Wyoming Statute 16-4-203(d)(v).
10. **Collaboration Explanation** (if applicable). If collaboration between different entities is proposed, a clear statement designating the lead organization and the contributions to the project by all the cited organizations participating in the project.
11. **Project Management Organizational Chart.** A project management organizational chart should be included that clearly shows the relationships between all project entities, the names of the contributors to the project, a brief description of the roles and responsibilities of each project team member/entity, and how the project will report to the Wyoming Energy Authority and WISHH to assure fulfillment of project deliverables.
12. **Cost breakdown** of all materials and services for at least 12 months. Include a not-to-exceed monthly amount. Address how you propose to handle price increases and decreases (escalation/de-escalation) for additional years. Propose a cost structure for each of the following:
  - a. The "Onboarding" and "Concept Paper" work is done "at-risk," with payment only upon the award of DOE funding.
  - b. Payment commencing immediately upon engagement, meaning starting with "Onboarding" and "Concept Paper" activities.

Describe both the cost for prime contracting during the process of applying for and

managing a Phase 1 grant “Detailed Project Planning,” and the proposed approach to compensation for managing a hub during the multi-year period of DOE funding.

All cost proposals shall address how the prime contractor intends to utilize administrative funds available under DOE contract awards, contributions from private sector hub partners to support Hub planning, development and implementation and to minimize WISHH coalition financial contributions.

13. **Commitment that demonstrates flexibility** and willingness to accommodate the varying demands and timelines that arise from different funding sources and opportunities and working with a four-state coalition.
14. **Appendix**, to include:
  - a. Short vitae (total combined maximum 3 pages) for principal team members
  - b. Other pertinent information bearing on qualifications to conduct the project (total maximum 3 pages)
  - c. Declaration of any real or perceived conflicts of interest (for each conflict describe the nature of the conflict including all relevant parties and the relationship between parties.)

Failure to adhere to any of these requirements will result in the application being deemed non-compliant.

## **6. SCREENING AND EVALUATION PROCESS**

### **A. Screening**

The Wyoming Energy Authority (WEA) will screen all submitted proposals prior to official review to ensure completeness and compliance with the requirements of this RFP. Those proposals that do not comply, or are otherwise deemed to be non-responsive, will be returned to the Applicant with an explanation of the proposal’s deficiencies. Applicants whose proposals are returned may be provided with a short deadline by which to resubmit a corrected proposal, however this is not guaranteed to happen. All accepted proposals will be forwarded for official review to a review committee consisting of WEA staff and select members of the WISHH coalition. The WEA will execute the Confidential Disclosure Agreement (Exhibit 3) and all members of the review committee will execute a non-disclosure and confidentiality agreement prior to receiving individual proposals. Applicants may be contacted directly if the WEA or review committee requires clarification or more information.

### **B. Evaluation Criteria**

Proposals will be evaluated according to the criteria described below:

#### **Integrated Project Viability**

The degree to which the proposal:

- addresses the vision, objectives and intent of this RFP.
- defines roles and responsibilities of participants and their skills, capabilities and resources and synergies in a way that demonstrates overall feasibility and viability.
- demonstrates the applicant’s competence.

#### **Organizational Description, Capabilities and Resources**

The degree to which the proposal:



- describes the applicant and the applicant’s organizational knowledge, experience and capabilities.
- demonstrates partner and stakeholder commitment and contributions clearly.
- demonstrates interest and support from partners and other stakeholders (i.e. support letters).
- demonstrates applicant’s ability to execute on proposed activities and future developments. This will include discussion of organizational structure, history, culture, human resources and financial means to achieve said objective.

**Technical Approach**

The degree to which the proposal:

- describes in sufficient detail how project tasks interact and contribute to an overall objective and ultimately to a successful project.
- identifies and quantifies risks and assumptions and how the proposed activities will mitigate these risks or test assumptions.
- describes a robust project management plan, establishes an initial scope/schedule/budget and a plan for managing change.

**Project Cost**

The cost of the proposal:

- The “Onboarding” and “Concept Paper” work is done “at-risk,” with payment only upon the award of DOE funding.
- Payment commencing immediately upon engagement, meaning starting with “Onboarding” and “Concept Paper” activities.
- The total cost of engaging the contractor and subcontractors, considering the monthly not-to-exceed amounts.

Members of the review committee will rank the proposals, selecting those that demonstrate the highest merit within the program guidelines and that are judged to deliver the highest benefit according to the criteria set forth. In addition to the merit review criteria, the review committee may consider factors that demonstrate a balanced approach. The review committee will make (a) recommendation(s) to the full WISHH coalition for final approval. The WISHH coalition and the Wyoming Energy Authority reserve the right, without limitation or qualification, to consider any other criteria or factors that either party deems relevant to provide a balanced approach and ultimately return value to WISHH. Decisions of the WISHH coalition, and the Wyoming Energy Authority are final and are not subject to appeal.

**C. Applicant Notification**

All Applicants will be notified by email regarding the outcome of the final Applicant selection by the dates indicated in Section 9 “Dates.”

**7. PROJECT CONTRACT REQUIREMENTS**

The following project contract requirements are set out by the Wyoming Energy Authority. Applicants whose proposals are funded are required to:

**A. Execute a Funding Agreement**

A funding agreement shall specify terms and conditions under which funds shall be disbursed to the Recipient for this RFP, including but not limited, to the ability for the State of Wyoming to audit records as necessary.

A fully executed funding agreement, or other structure that complies with the fiscal requirements of each participating state, between the Wyoming Energy Authority and every contributing entity to the project (those receiving program funds) must be in place prior to disbursement of funds from the program. The funding agreement shall also contain provisions regarding the ownership, licensing, and use of data, information, studies, analysis, and intellectual property, of any kind, produced utilizing funds from this program. As part of the funding agreement between Recipient and the Wyoming Energy Authority, the Recipient will require all Project contractors to provide appropriate and sufficient payment and performance bonds. The Wyoming Energy Authority will work closely with Recipients to negotiate and finalize the agreement after notification of award.

>>**NOTE:** Costs incurred prior to an executed funding agreement will not be reimbursed. <<

#### **B. Submit Monthly Progress Reports**

These reports shall be submitted no later than the first day of the month of each year of active contract status to the Wyoming Energy Authority. Progress reports should not exceed 10 pages and should report the status of work, achievements, variance in timing, and activity versus project plan and expenditures.

#### **8. SUBMITTAL INFORMATION**

Proposals need to be uploaded to the website address below before the date and time indicated in Section 9 “Dates.” No exceptions will be made for late arrival of proposals, for any reason. A confirmation email acknowledging receipt of the proposal will be sent within 24 hours of submission. If you do not receive a confirmation, please email [anja.bendel@wyo.gov](mailto:anja.bendel@wyo.gov)

The entire proposal is considered a public record; however, financial and commercial information provided by the business is exempt from disclosure to the extent permitted by Wyoming Statute 16-4-203(d)(v). Please follow guidelines under Section 5 “Proposal Preparation” for identifying confidential and proprietary information.

Website: [www.wyoenergy.org/request-for-proposals/](http://www.wyoenergy.org/request-for-proposals/)

Please use the following format for naming files:

WISHH 2022\_[Company Name]\_[Project Manager Last Name]\_[File Description]

Example 1: “WISHH 2022\_ABC Consulting\_Smith\_Proposal.pdf”

Example 2: “WISHH 2022\_ABC Consulting\_Smith\_Confidential Attachment.pdf”

#### **9. DATES**

All times are Mountain Time. All dates are subject to change at the sole discretion of the Wyoming Energy Authority.

>>**NOTE:** In the event that other complementary external activities such as commercial projects, federal programs and/or RFPs are released, the open period may be extended, or the RFP re-opened, with all consequent dates delayed, in order to provide applicants the opportunity to adjust their proposals to leverage additional cost-share, or pursue complementary or synergistic collaborations or other developments.<<

Issue Date:

July 19, 2022

Closing for email questions: 5:00 p.m. August 11, 2022. Early submission of questions is encouraged.

Questions and Answers posted: 5:00 p.m. August 12, 2022

Closing Date: 4:00 p.m. August 16, 2022. Please upload the proposal on the website shown in Section 8 "Submittal Information."

Final Project Selection: No later than August 31, 2022

**10. RIGHTS AND DISCLAIMERS**

The Wyoming Energy Authority reserves the right, without limitation or qualification and at its sole discretion, to terminate this RFP process at any time. The Wyoming Energy Authority and the review committee all reserve the right, without limitation or qualification, to reject any proposal at any point of this RFP process. All decisions made by the review committee are at the discretion of the committee and not subject to appeal.

## **Exhibit 1: RANGE Scope of Work and Deliverables**

WISHH has engaged the Rocky Mountain Alliance for the Next Generation of Energy (RANGE) to provide technical guidance and support. The members of RANGE include leaders in the energy field from research universities and national labs from the four-state region

THIS SCOPE OF WORK FROM THE “RANGE” CONTRACT IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY.

### **Scope of Work**

This work will be conducted for the Western Inter State Hydrogen Hub (WISHH) either through the Wyoming Energy Authority or through a subcontract with the Rocky Mountain Alliance for Next Generation Energy (RANGE) and its leadership and associates.

1. Engagement
  - a. Develop a methodology for collecting, screening and selecting potential industrial partners
  - b. Assess likely contributors (producers, transporters, end users, workforce, infrastructure) to WISHH
  - c. Summarize findings from the engagement and two activities (1a and 1b) above for WISHH in the form of simple infrastructure development scenarios and engagement strategy
2. Planning for the Phase 1 Proposal
  - a. Technical Analysis (align with latest guidance from DOE on FOA components such as the RFI)
    - i. Commercial/industry component(s) analysis – feedstocks, value chains and infrastructure components, major offtake and use options, permitting
    - ii. Environmental analysis - Lifecycle GHG emissions reductions, sources/impacts on water, NOx emissions/air quality considerations around end uses
    - iii. EEEJ (equity, environmental and energy justice) analysis - developing an EEEJ plan including impacted communities and tribal nations, alignment with Justice 40
    - iv. Workforce analysis - creating and sustaining high paying, long-term union jobs, ability to employ workers currently in fossil industry
  - b. Modeling, mapping, and metrics
    - i. Develop analytical modeling to support the selection and curation of the WISHH portfolio of projects and programs in alignment with technical analysis
    - ii. Develop maps of production, storage, transportation and end uses. It is anticipated that RANGE will use / engage a GIS tool(s)
    - iii. Propose metrics and analysis criteria to determine impact and success of the project
  - c. Project Scenario Development
    - i. Propose vetted combinations of project(s) to WISHH, including analysis of the relative costs, risks, benefits, and competitiveness of different investment and proposal pathways for an application to DOE for Hydrogen Hub funding
    - ii. Propose other issues for potential inclusion based on details of DOE FOA.
3. Administer and support RANGE/WISHH workgroups
  - a. Establish and execute on an application and vetting process, with WISHH approval, for participation in RANGE/WISHH workgroups. This should include excusing existing RANGE participants who are not interested or do not provide value in the development of work, tasks and deliverables. RANGE shall establish a conflict of interest policy and disclosure document(s) to ensure that proposal-sensitive materials or strategy shall not be placed at

- risk of disclosure to competing H2Hubs efforts. Mailing lists should be limited to active participants who have met the criteria set for conflict of interest.
- b. Manage confidentiality and conflict of interest risk with participation in the workgroups
  - c. Conduct an evaluation of gaps in workgroup expertise and propose recruitment of new work group members to WISHH for input and review and execute upon approval
  - d. Provide and execute a plan and timeline with WISHH approval for how workgroups will develop outputs to support the deliverables in this SOW

**Deliverables**

1. RANGE will report to WISHH at least bi-weekly on the following:
  - a. Decision items for WISHH
  - b. Summary of documents and work produced by RANGE/WISHH working groups
  - c. Progress on all deliverables, tasks, engagement and scope of work activities
  - d. Any publicly posted work products or communications are subject to the WISHH approval
2. RANGE shall provide WEA with a monthly report that details progress on scope of work, tasks and deliverables. Report shall accompany the monthly invoice, both of which are due by the 10th of the following month
3. Work products should be reports unless otherwise agreed to in consultation with WEA

## Exhibit 2: SIGNATURE PAGE

The undersigned agrees to provide a statement of qualifications to provide grant monitoring, writing, management and support services.

By submission, the proposer certifies:

- Prices in this submission have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be by the submitter to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The person signing this submission certifies that he/she is authorized to represent the company and is legally responsible for the decision as to the price and supporting documentation provided as a result of this solicitation.
- Applicant will comply with all Federal regulations, policies, guidelines and requirements, as applicable.
- Prices in this proposal have not been knowingly disclosed by the submitter and will not be prior to award to any other submitter.
- Direct purchases of material by the State of Wyoming are exempt from Wyoming Sales or Use Tax. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- Terms: Net 45; (Wyoming Statute § 16-6-602)
- The undersigned certifies and agrees that this request for qualifications is submitted in accordance with all applicable Wyoming laws.
- By signing below, the submitter certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency in accordance with 2 CFR Part 180.

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↕ *Fill in completely* ↕

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(COMPANY NAME OF APPLICANT)

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(PO BOX/ STREET ADDRESS)

---

(TELEPHONE NUMBER)

---

(CITY, STATE AND ZIP CODE)

---

(OFFICIAL REPRESENTATIVE NAME) printed

---

**(AUTHORIZED SIGNATURE) required**

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(E-MAIL ADDRESS)

---

(DATE)

**Verification**

I certify under penalty of perjury, that I am a responsible official (as identified above) for the business entity described above as Applicant, that I have personally examined and am familiar with the information submitted in this disclosure and any attachments, and that the information is true, accurate, and complete.

**Exhibit 3: Confidential Disclosure Agreement**

**CONFIDENTIAL DISCLOSURE AGREEMENT**

The Wyoming Energy Authority (“WEA”), 325 W. 18th St., Suite 1, Cheyenne, Wyoming 82001, understands that [Submitting Company Name and Address] (“Company”)

wishes to disclose to the WEA information related to “WISHH Prime Contractor” hereinafter referred to as “Proprietary Information” for evaluation purposes. All Proprietary Information shall be disclosed in writing and identified by Company as confidential or proprietary, or disclosed orally and then promptly reduced to writing and identified in such writing by Company as confidential or proprietary.

The WEA agrees (i) to hold Proprietary Information in confidence and to take all reasonable precautions to protect such Proprietary Information including, without limitation, all precautions that the WEA employs with respect to its confidential materials, (ii) not to divulge any Proprietary Information or any information derived therefrom to any third party, (iii) not to make copies of any Proprietary Information except as necessary for the purpose expressly allowed hereunder, (iv) not to use the Proprietary Information for any commercial purposes, except with the prior agreement of Company. Disclosure of Proprietary Information by the WEA shall only be made to those employees, directors, officers, consultants, and outside reviewers who have a need to know the Proprietary Information for the purpose described above and who are under similar obligations of confidentiality and non-use. Should the WEA be required by judicial or other governmental authority to disclose Proprietary Information, it shall inform and cooperate with Company in responding to such requirement.

The foregoing obligations shall not apply with respect to information the WEA can document (i) is in or enters the public domain through no improper action or inaction by the WEA, or (ii) was in its possession or known by it prior to receipt from Company, or (iii) was rightfully disclosed to it by a third party without restriction, or (iv) was independently developed by the WEA or its employees, without use of the subject Proprietary Information.

The WEA understands that nothing herein (i) requires the disclosure of any Proprietary Information; Proprietary Information shall be disclosed, if at all, solely at the option of Company or (ii) requires Company to proceed with any proposed transaction or relationship in connection with which Proprietary Information may be disclosed.

The WEA does not waive its sovereign immunity or its governmental immunity by entering into this agreement and fully retains all immunities and defenses provided by law with regard to any action based on this agreement. The laws of Wyoming shall govern this agreement.

This agreement is effective on the date of last signature hereto. This agreement shall expire one (1) year from the effective date, and all Proprietary Information shall be subject to the restrictions of this agreement for five (5) years after expiration.

<b>Wyoming Energy Authority</b>	<b>[Insert Submitting Company Name]</b>
By:	By:
Typed Name:	Typed Name:
Title:	Title:
Date:	Date: