



United States Department of the Interior
Bureau of Ocean Energy Management
BIDDER'S FINANCIAL FORM

Section I (General)

The following information is provided relative to bids submitted for OCS Lease Sale Number: \_\_\_\_\_

Name of Company Submitting Bid(s): \_\_\_\_\_

BOEM Company Number: \_\_\_\_\_ Tax Identification Number: \_\_\_\_\_

Pay.Gov User: \_\_\_\_\_ (Name) \_\_\_\_\_ (Area Code - Phone Number(s))

(E-mail Address) \_\_\_\_\_

Please use this email address to create the pay.gov account that will be used to submit your bid deposit, if you have not already done so. After we have received your information, an account will be generated in pay.gov. This process is expected to take up to 48 hours. You will receive a message notifying you when this process has been completed. Your account must then be linked to this lease sale and the entity on whose behalf you are leaving a bid deposit. You will receive a second confirmation when this process has been completed. At this time, you may log into pay.gov and leave the bid deposit. We encourage you to do so promptly. Please factor in this additional time when setting up your account, in order to ensure that your bid deposit will be received before the bid deposit deadline.

Section II (Principal Point of Contact)

(PPoC Name) \_\_\_\_\_ (Area Code - Contact Phone Number) \_\_\_\_\_

(Company Street Address) \_\_\_\_\_ (City, State, Zip) \_\_\_\_\_

(E-mail Address) \_\_\_\_\_ (Alternate Phone) \_\_\_\_\_ (Fax) \_\_\_\_\_

Signature \_\_\_\_\_

Section III (Electronic Fund Transfer Payments)

Electronic Fund Transfer payments will be coordinated by:

(Primary Individual) \_\_\_\_\_ (Phone) \_\_\_\_\_ (Fax) \_\_\_\_\_

(Alternate Individual) \_\_\_\_\_ (Phone) \_\_\_\_\_ (Fax) \_\_\_\_\_

Section IV (Automated Clearing House Refunds)

Automated Clearing House refunds will be made to (Please do not use Fedwire Information for Refunds):

(Name of Receiving Financial Organization) \_\_\_\_\_ (Recipient Account Number at Receiving Financial Organization) \_\_\_\_\_

(City and State of Receiving Financial Organization) \_\_\_\_\_ (Recipient Name in which Account is Maintained) \_\_\_\_\_

(Nine-digit American Bankers Association Routing Number) \_\_\_\_\_

Note: The receiving financial organization must be a US Corporation.

NOTE: THIS INFORMATION MUST BE PROVIDED FOR EACH LEASE SALE IN WHICH YOU WILL PARTICIPATE. PROVIDE THIS INFORMATION NO LATER THE DATE PUBLISHED IN THE FINAL SALE NOTICE FOR THIS SALE.

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**Section V (Individuals Authorized to Bid)**

The following individuals will be the only people authorized to bid on behalf of the company identified in Section I. Up to three individuals may be nominated by the company.

_____	_____
(Authorized Individual 1 Name)	(Area Code - Contact Phone Number(s))
_____	_____
(Company Street Address)	(City, State, Zip)
_____	_____
(E-mail Address)	(Fax #)
Signature_____	

_____	_____
(Authorized Individual 2 Name)	(Area Code - Phone Number(s))
_____	_____
(Company Street Address)	(City, State, Zip)
_____	_____
(E-mail Address)	(Fax #)
Signature_____	

_____	_____
(Authorized Individual 3 Name)	(Area Code - Phone Number(s))
_____	_____
(Company Street Address)	(City, State, Zip)
_____	_____
(E-mail Address)	(Fax #)
Signature_____	

**Section VI: Affiliated Entities**

The following qualified bidders listed in the Final Sale Notice for this lease sale are affiliated with the company

_____	_____
_____	_____
_____	_____

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**Section VII (Certification)**

1. I, \_\_\_\_\_, certify that the company identified in Section I did not and will not engage in anticompetitive bidding behavior in violation of Federal law, BOEM's regulations, or auction procedures.
2. I further certify that the company identified in Section I's participation in this auction process is a good faith effort to win a lease to engage in the development of renewable energy resources.
3. I, as an authorized representative of the company identified in Section I, certify to the truth and accuracy of the statements and information provided in Sections I through VI this form.
4. I acknowledge that with regard to the computer system supporting the auction, unauthorized user attempts to (a) access, upload, change, delete or deface information on this system, (2) modify this system, (3) deny access to this system, or (4) otherwise misuse this system are strictly prohibited and may result in criminal and civil penalties.

\_\_\_\_\_  
(Signature of Authorized Officer)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

**NOTE: THIS INFORMATION MUST BE PROVIDED FOR EACH LEASE SALE IN WHICH YOU WILL PARTICIPATE. PROVIDE THIS INFORMATION NO LATER THE DATE PUBLISHED IN THE FINAL SALE NOTICE FOR THIS SALE.**

# Instructions to Bidders for the Bidder's Financial Form

The instructions below detail how to complete the Bidder's Financial Form. For ease of reference, each data item is entitled exactly as it appears on the form.

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## Section I (General)

- Enter the **OCS Lease Sale Number** – a new Bidder's Financial Form will be required for each sale
  - **Name of Company Submitting Bid** should be the same name as listed on the Qualification Package with BOEM
  - **BOEM Company Number** – the qualification number issued by BOEM
  - **Tax Identification Number** – your company's TIN #
  - **Pay.Gov User** is the individual who will be leaving a bid deposit on behalf of the company. This user will be registered with Pay.Gov to give them access to place a bid deposit in a Renewable Energy Lease Sale. This **Phone Number** and **E-mail Address** will be used to contact the individual when they are established in Pay.Gov and to give additional instructions on how to setup a Pay.Gov account. *This is a private form on Pay.Gov and only individuals who have been properly set up and linked to a company can access this page and submit a Bid Deposit on behalf of a company.* If you already have a pay.gov account active under the email address provided, BOEM will link that address to your pay.gov account shortly after receiving and processing this form.
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## Section II (Principal Point of Contact)

BOEM will send Bidder Authentication materials separately for security reasons. BOEM will send one package to the Principal Point of Contact, and the other will be sent directly to each authorized user at the email addresses provided in Section V. The auction system will require software tokens for two-factor authentication. To set up the tokens, authorized individuals will need to download an app onto their smartphone or tablet with a recent operating system. One of the emails sent to authorized individuals will contain instructions for installing the app and the credentials needed to activate the software token. A short telephone conversation with the auction contractor may also be needed to use the credentials. The login information, along with the tokens, will be tested during the mock auction. If an eligible bidder fails to submit a bid deposit or does not participate in the auction, BOEM will de-activate that bidder's tokens and login information.

If you need to verify this information, you may contact Gina Best at 703-787-1320. Packages to be sent will include: Bid Packages containing software bidding tokens, Alternate Bidding Forms, Lease Forms to be executed.

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## Section III (EFT Payments)

- **Primary Individual, Phone and Fax number** (including the area code) should be for your EFT coordinator. The BOEM/ONRR will contact this person to resolve any EFT problems. Only

one EFT coordinator and one alternate should be designated for bid(s) made by several companies as joint bidders.

*NOTE: EFT includes: ACH, Fedwire and Pay.Gov*

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#### **Section IV (ACH Refunds)**

Unless your bid deposit is applied to your winning bid, refunds will be transmitted using ACH according to the payment information provided in this section. BOEM will not return the bid deposit of a bidder who submits a winning bid but does not (or cannot) in a timely manner, pay any balance due, establish financial assurance and execute the lease copies.

- **Nine-digit American Bankers Association Routing Number** is the RTN number
- **Recipient Account Number at Receiving Financial Organization** is the DAN number

*NOTE: Be sure you provide ACH information and not Fedwire. If you are unclear on what this information is, you may verify this information with your bank. Refunds will not be issued through Pay.Gov.*

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#### **Section V (Individuals Authorized to Bid)**

- **Individual 1, Individual 2 and Individual 3** will be the only individuals authorized to participate in the monetary phase of the auction. At least one and up to three individuals may be specified. Be sure to complete **Street Address, City, State, Zip Code, E-mail Address Contact Phone Number(s), Fax Phone Number, and Signature** for all specified individuals.
  - The login credentials (userid, password, token ID) are assigned to these individuals and are not transferrable. The userid and password will be sent directly to the individuals, and the tokens will be sent separately to the principal point of contact for distribution.
  - All authorized individuals will receive a link to the Auction Manual.
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#### **Section VI (Affiliated Entities)**

“Affiliated entity” is defined in the Final Sale Notice for this lease sale as an entity that meets the definition of affiliate in 30 CFR 1206.20, as applicable, or they are both direct or indirect subsidiaries of the same parent company.

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#### **Section VII (Certification)**

The individual who completes and signs this section must be on file with BOEM in the Company Qualification Package. An original signed form must be mailed to the BOEM Renewable Energy Office. A faxed or emailed copy will not be accepted.

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**The completed form is due by the date specified in the Final Sale Notice for this Sale  
Mail to:**

BOEM

Office of Renewable Energy

45600 Woodland Road

Mail Stop VAM-OREP

Sterling, VA 20166

Questions can be directed to Gina Best @ 703-787-1320, [Gina.Best@boem.gov](mailto:Gina.Best@boem.gov)