

b. Contract and Invoice Oversight

For any contracts contemplated in Part II.a of this Order, the Commission **ORDERS** the following:

- (1) PREPA shall submit to the Commission contracts for review within one week of approval of contracting language by the contracting officer at PREPA. Contract submission must include at least: the contract itself; all appendices and attachments; a total budget estimate; a spending and milestone schedule; and a schedule of rates for labor, materials and services. The PREPA contracting officer who approved the contract shall certify to the Commission that the contract complies with the requirements established in Part II.a of this Order. None of the materials submitted by PREPA may contain any redactions whatsoever; however, PREPA may request confidential treatment of those documents, or portions thereof, it deems confidential, pursuant to Commission Order CEPR-MI-2016-0009, as amended.
- (2) PREPA shall designate and identify the individual within PREPA responsible for reviewing invoices and contractor performance for each contract and whom shall act as liaison between PREPA and the Commission on matters related to the contracts under their supervision ("PREPA contract manager"). PREPA shall submit the name, title, e-mail address, and phone number of this individual to the Commission concurrently with each contract.
- (3) PREPA shall notify the Commission within 7 calendar days of any change to the identity or contact information of the PREPA contract manager.
- (4) PREPA shall keep and maintain all documents related to each contract, including all those documents identified in sub-section (1) above, in a secure Internet server, to which server the Commission shall have access immediately upon request.
- (5) Immediately upon receipt of an invoice or budget update, and of approval of such invoices, the PREPA contract manager shall upload all relevant documentation to the secure Internet server.
- (6) Upon request from the Commission, the PREPA contract manager shall schedule a briefing call or meeting, at a mutually convenient time, with PREPA officials and contractor representatives familiar with the contract under review.
- (7) Prior to the execution of any proposed amendment to the contract amount or scope of work of the services to be performed, the PREPA contract manager shall notify the Commission the intent, scope and nature of the proposed amendment no less than 30 calendar days prior to the intended date of execution of the proposed amendment. The proposed amendment shall be deemed to have been approved if the Commission fails to make a determination with regards to the proposed amendment within the 30-day period established before. PREPA may seek an exception to the 30-day