REGULATORY COMPLIANCE SERVICE
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Invoice: 24-04-01-G (P3 - GENERA)
Invoice Date: 2024-4-30

Bill To: **PR ELECTRIC POWER AUTHORITY,represented by its agent, PR PUBLIC-PRIVATE PARTNERSHIPS AUTHORITY**

Contract Num: 2024-PPP039

Operator (LUMA/ GENERA)	Project #	Professional Name	Date	Hours	Hourly Rate	Description (detail)	Total
Genera	3PPO-01-04-02-GCM	Mariela Quiñones	4/8/2024	0.5	$ 160.00	Received and reviewed the Standard Operating Procedure (SOP) for contract management from Genera's legal and compliance team. The review focused on ensuring the SOP aligns with recent regulatory changes as well as its applicability to ongoing contracts,	$ 80.00
Genera	3PPO-01-04-02-GCM	Mariela Quiñones	4/12/2024	0.5	$ 160.00	Participated in discussions with Kevin from Genera regarding inquiries raised by the Puerto Rico Energy Bureau (PREB), facilitated by Gerardo Loran. These discussions aimed to clarify procedural questions related to contract management under new SOP guidelines, ensuring comprehensive responses that address PREB's concerns while upholding transparency and compliance.	$ 80.00
Genera	3PPO-01-04-02-GCM	Mariela Quiñones	4/12/2024	0.5	$ 160.00	Collaborated with Management team finalizing the contract management SOP with the latest legal and operational observations. This task involved refining procedures for vendor engagement and contract oversight to enhance clarity and ensure effective management of ongoing and future contracts.	$ 80.00
Genera	3PPO-01-04-02-GCM	Mariela Quiñones	4/19/2024	1	$ 160.00	Collaborated on the contract management SOP, focusing on specification compliance issues with Fuel Acquisition Specialist Carlos Soto to ensure alignment with project requirements and regulatory standards.	$ 160.00
Genera	GENERA RFP 3PPO-0118-04-FA	Antonio Pavia	4/1/2024	3	$ 190.00	Conducted a meeting to discuss and strategize on contract management protocols and the drafting of SOPs for the LNG contract, aligning with project specifications and requirements.	$ 570.00
Genera	3PPO-01-04-02-GCM	Christine Cortes	4/12/2024	1.5	$ 42.00	Participated in individual sessions on the Genera project focusing on proofreading and structuring contract management documents in support of contract management PM, Gerard Mechaly	$ 63.00
Genera	3PPO-01-04-02-GCM	Gerardo Mechaly	4/1/2024	2	$ 110.00	Alignment of the SOP for the Contract Management department with P3 and the operator's guidelines was the main focus. This involved overseeing contracts to ensure procurement processes remained on track, addressing immediate issues related to deliverables, and ensuring compliance with relevant guidelines. Coordination allowed for streamlined communication, ensuring all projects adhered to procurement manuals and organizational objectives.	$ 220.00
Genera	3PPO-01-04-02-GCM	Gerardo Mechaly	4/1/2024	2	$ 110.00	Refined the SOP for Contract Management in alignment with P3 standards and operational guidelines, focusing intensively on the oversight of contract executions. This task encompassed monitoring procurement operations to keep them consistent with strategic goals, swiftly addressing any deliverables-related issues, and enforcing compliance with the established guidelines. Effective coordination efforts enhanced communication flows, ensuring that all project activities were in full conformity with the prescribed procurement protocols and organizational aims."	$ 220.00

Genera	3PPO-01-04-02-GCM	Gerardo Mechaly	4/2/2024	2.5	$ 110.00	Programming tasks focused on supporting the contract management department. This included maintaining and enhancing software tools for contract reviews, streamlining document management, and ensuring that project timelines and deliverables were accurately tracked and managed. This ensured alignment between contract management practices and overall project objectives.	$	275.00
Genera	3PPO-0118-04-FA	Gerardo Mechaly	4/5/2024	2.5	$ 110.00	Aligned the Standard Operating Procedures (SOP) for the Contract Management department with P3 and the operator's guidelines. My work centered on forecasting workloads and resources for upcoming tasks, analyzing project timelines, and identifying potential bottlenecks. I developed strategies to optimize resource allocation, which ultimately helped anticipate staffing and budgeting needs. This proactive approach ensured that projects remained on schedule and within budget.	$	275.00
Genera	3PPO-01-04-02-GCM	Gerardo Mechaly	4/5/2024	2	$ 110.00	I continued the same day, reviewing and analyzing contract values along with Task Order (TO) capacity. My focus was on ensuring that contract budgets were aligned with the specific needs of the projects. I worked on balancing resource allocation and mitigating risks associated with potential budget overruns, helping to maintain financial stability and project efficiency, in an novel contractual context.	$	220.00
Genera	3PPO-01-04-02-GCM	Gerardo Mechaly	4/11/2024	2	$ 110.00	Reviewed and updated the SOP for contract management, aligning it with current practices, federal and Puerto Rican laws, and clarifying procedures for administration. Feedback was incorporated from stakeholders to support efficient and transparent contract management, ensuring proper execution and compliance of SOP V.3	$	220.00
Genera	3PPO-0118-04-FA	Gerardo Mechaly	4/14/2024	2.5	$ 110.00	Developed and reviewed the responsibility matrix, clarifying roles and responsibilities, aligning tasks with project objectives, and ensuring efficient contract management. This provided guidance on task ownership, preventing overlaps and gaps in administration.	$	275.00
Genera	3PPO-0118-04-FA	Gerardo Mechaly	4/15/2024	3	$ 110.00	Provided input for the Version 3 revision of the Contract Management SOP. This involved reviewing current practices, suggesting improvements, and ensuring alignment with procurement guidelines. The revision aimed to enhance efficiency, aligning with all relevant laws and policies for effective project execution.	$	330.00
Genera	3PPO-0118-04-FA	Gerardo Mechaly	4/17/2024	2	$ 110.00	Each week, I oversee employee burn rates and contract value capacity to ensure efficient resource allocation, adherence to project scopes, and compliance with procurement regulations. This process prevents overburdening employees, mitigates budget overruns, and keeps projects aligned with established guidelines.	$	220.00
Genera	3PPO-0118-04-FA	Gerardo Mechaly	4/22/2024	2	$ 110.00	Facilitated targeted communications sessions with contract management team members to address and review ongoing contract management tasks and issues. This involved following up on software action items, conducting thorough reviews of invoice validation process. The aim was to maintain the momentum of contract management processes, swiftly resolve emerging challenges, and ensure strict adherence to compliance requirements.	$	220.00
Genera	3PPO-01-04-02-GCM	Gerardo Mechaly	4/30/2024	2	$ 110.00	Oversee employee burn rates and contract value capacity to ensure efficient resource allocation, adherence to project scopes, and compliance with procurement regulations. This process prevents overburdening employees, mitigates budget overruns, and keeps projects aligned with established guidelines.	$	220.00
Genera	3PPO-0118-04-FA	Francisco G. Amill	4/1/2024	7	$ 189.00	Contract management SOP revision. OCIMP and Federal regulations were examen and applicable dispositions incorporated to the draft document. Guidelines were also commenced y preparedness of the Genera LNG contract management. Weekly work session CM management was discussed.	$	1,323.00
Genera	3PPO-0118-04-FA	Francisco G. Amill	4/2/2024	7	$ 189.00	Developed a comprehensive timeline and detailed brief summarizing critical milestones and key decisions leading to the completion of the LNG contract, aimed at supporting the preparation of a formal P3 project memorandum.	$	1,323.00

Genera	3PPO-0118-04-FA	Francisco G. Amill	4/3/2024	8	$ 189.00	Completed the editing, redaction, and finalization of the LNG contract memorandum. This document was prepared for review by the project manager, ensuring compliance with project requirements and contractual obligations.	**$ 1,512.00**
Genera	3PPO-0118-04-FA	Francisco G. Amill	4/8/2024	7	$ 189.00	Received and incorporated feedback from the project manager into the Contract Management SOP. Established detailed operational guidelines and workflow processes for personnel, including guidelines from the "How to Guide" for Natural Gas Contract Administration authored by Jose L. Carrasco.	**$ 1,323.00**
Genera	3PPO-0118-04-FA	Francisco G. Amill	4/12/2024	4	$ 189.00	Engaged in a collaborative session with PM Mechaly to refine the Contract Management SOP Version 3. This session focused on clarifying roles and responsibilities, setting strategic objectives, and ensuring alignment with overall contract management goals.	**$ 756.00**
Genera	3PPO-0118-04-FA	Francisco G. Amill	4/14/2024	5	$ 189.00	Tasked with reviewing and providing a critical legal assessment of the "Contract Management Process Outline" dated 4.14.24. Ensured that the document met legal standards and project requirements before submission to the project manager for final approval.	**$ 945.00**
						Subtotal	$ 10,910.00
				72.50		Sales tax	$ -
						Total Invoice Amount	**$ 10,910.00**

"We certify under penalty of nullity that no public servant of the Puerto Rico Electric Power Authority, the Puerto Rico Public-Private Partnerships Authority or the Operators, as defined in the Professional Services Agreement, will derive or obtain any benefit or profit of any kind from the contractual relationship which is the basis of this invoice. If such benefit or profit exists, the required waiver has been obtained prior to entering into the Agreement. The only consideration to be received in exchange for the delivery of goods or for the Services provided is the agreed-upon price that has been negotiated with an authorized representative of Puerto Rico Public-Private Partnerships Authority. The total amount shown on this invoice 24-04-01-G (P3 - GENERA) APRIL 30, 2024, is true and correct. The Services have been rendered, and no payment has been received in respect thereof".



Contractor's Signature