

# GROUNDWATER EXCHANGE PROGRAM

## Bid Submission Guide for Buyers

November 21, 2016

### Introduction

The Groundwater Exchange Program (“Program”) is designed to allow producers to buy or convey rights to use groundwater on a temporary leasing basis for the upcoming growing season.

This document describes the information that you will receive once you are pre-approved for participation into the Program, and this document provides helpful instructions for bidder training and for submitting bids into the Program.

### Information You Get Following Pre-Approval

To be eligible to participate as a buyer or seller in the Program, you must be pre-approved by the Central Platte Natural Resources District (“Central Platte NRD”). Producers call the Central Platte NRD at (308) 385-6282 to set up a pre-approval meeting. The Central Platte NRD will provide to a pre-approved producer a Bid ID for each location.

Once you are pre-approved for one or more locations, you will receive an email from [market4water@nera.com](mailto:market4water@nera.com), no later than Monday, November 28. This email will contain the following information:

1) *An invitation to bidder training*

Bidder training will be held on November 29 and November 30. The invitation will provide times during which you will be able to submit a practice bid on and a number to call for assistance. Participation is optional but highly encouraged.

2) *Login credentials for submitting a practice bid during bidder training*

Login credentials for submitting a practice bid during bidder training will consist of a single username and a single password. The username and password will give you access through the Program website to a “dummy” bid form filled with illustrative data. You can use this “dummy” bid form to submit a practice bid.

3) *Login credentials for submitting your actual bids during the Bid Window (December 1-9)*

Login credentials will consist of a username and password **for each location** pre-approved with the Central Platte NRD. The username and the password for a location will give you access to the bid form for that specific location through the Program website. This means that if you are presenting bids for multiple locations, you will log in separately for each location and submit a bid separately for each location.

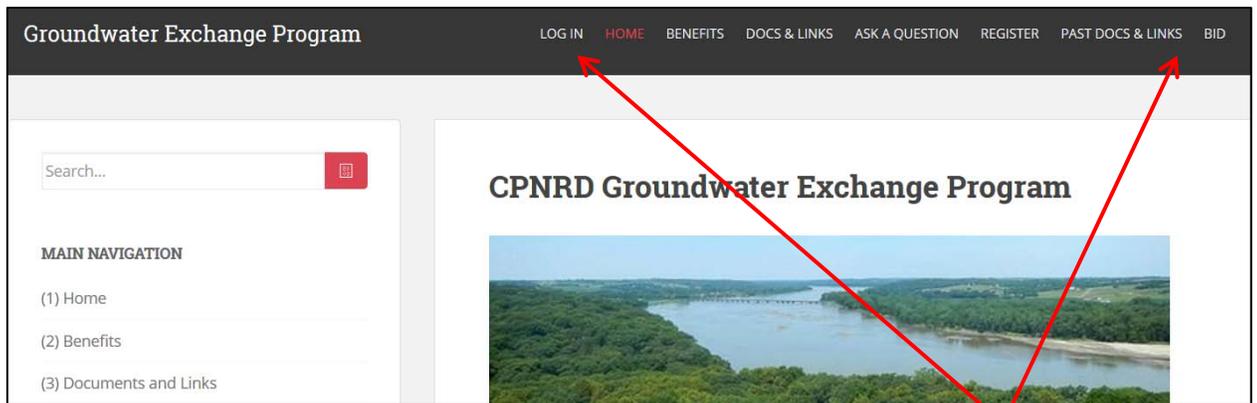


## Bidder Training

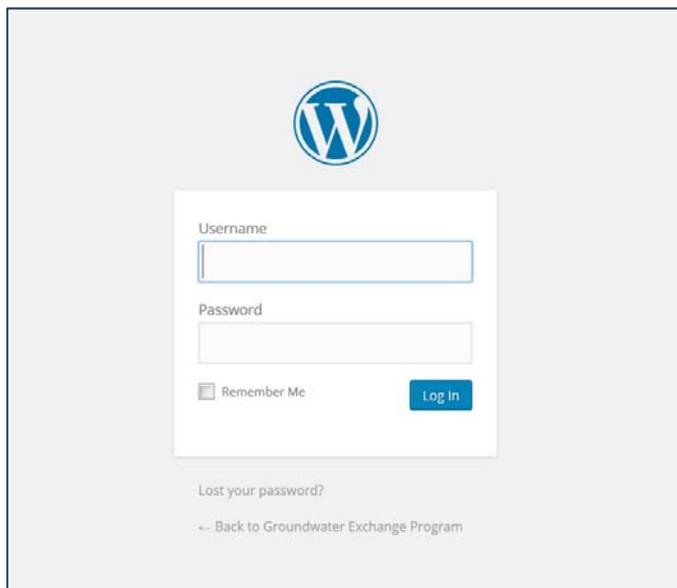
Bidder training is scheduled for Tuesday, November 29 and Wednesday, November 30. Bidder training is an opportunity to practice the online bid submission procedures. Please follow these steps to submit a practice bid:

Step 1. Go to the Program website, [www.market4water.com](http://www.market4water.com)

Step 2. Locate the Login page and log in using your bidder training credentials



Access the Login page by clicking the LOG IN or BID links on the top navigation bar.



Enter your username and password here.

**Step 3.** After logging in, you should be directed to a bid form and it will be pre-populated with illustrative data. The fields shaded gray are pre-populated. The fields shaded green are those where you will: a) fill in your name and b) enter your bid. You must also click to accept that your bid will be binding, as shown below.

**Bid Form**

**Identification**

This is the Bid Form for the following producer, location, and Bid ID:

(1) Producer  
Please fill in your name. \*

(2) Location Information

X-Coordinate of Centroid

Y-Coordinate of Centroid

Basin of Influence

GWMA

Over-appropriated or not

Sector

Depletion Percentage

(3) Bid ID

This is the Bid ID assigned by the CPNRD upon pre-approval.

Green boxes are for inputs to be filled in by the producer during bid submission.

Gray boxes will be pre-populated with information from the CPNRD.

**Bid**

Bid Submission Guide

(4) Price input in \$/acre  
Please fill in the price. \*

(5) Other Inputs

Acres

Streamflow Units

(6) Price Converted to Streamflow Units

Bid per Streamflow Unit

(7) Buy or Sell

Minimum Acres \*

("minimum acres" is the number of acres under which you are unwilling to buy the certified groundwater use; if left blank it will be assumed that you will accept any partial award)

**Certification**

By clicking  I hereby certify that this Bid is a commitment to buy or sell at the rate may be the seasonal permission associated with the location above. This Bid will remain binding until forty-five (45) calendar days after the close of the Bid Window. \*

**SUBMIT**

[Click to Print This Form](#)

Edit

Bid per Streamflow Unit in Section (6) will calculate automatically based on your bid in Section (4) and other inputs in Section (5) by the following equation:

$$\frac{(\#Acres \times Price \text{ in } \$/Acre)}{\#Streamflow \text{ Units}}$$

OPTIONAL! A producer may specify a minimum number of acres minimum under which the producer becomes unwilling to buy.

Click this box to accept that your bid will be binding

Step 4. Submit your bid by clicking the “submit” button. You may print the form for your records. You will receive an email from the Groundwater Exchange Program ([admin@market4water.com](mailto:admin@market4water.com)) confirming that your bid was received.

**Certification**

By clicking this box, I certify that this Bid is a commitment to buy or sell, as the case may be, the seasonal permission associated with the location above. This Bid will remain binding until forty-five (45) calendar days after the close of the Bid Window. \*

**SUBMIT** ← Click to Print This Form

Option to Print here

Click SUBMIT to enter bid

Detailed description: This is a screenshot of a web form section titled 'Certification'. It contains a checkbox followed by a paragraph of text: 'By clicking this box, I certify that this Bid is a commitment to buy or sell, as the case may be, the seasonal permission associated with the location above. This Bid will remain binding until forty-five (45) calendar days after the close of the Bid Window. \*'. Below this text are two buttons: a red 'SUBMIT' button and a red 'Click to Print This Form' link. A red box highlights the 'SUBMIT' button with an arrow pointing to it from a text box that says 'Click SUBMIT to enter bid'. Another red box highlights the 'Click to Print This Form' link with an arrow pointing to it from a text box that says 'Option to Print here'.

Step 5. Log out.

LOG OUT HOME BENEFITS DOCS & LINKS ASK A QUESTION REGISTER PAST DOCS & LINKS BID

**Bid Form**

**Identification**

This is the Bid Form for the following producer, location, and Bid ID:

Select the LOG OUT link on the top navigation bar

Detailed description: This is a screenshot of a web page titled 'Bid Form'. At the top is a dark navigation bar with white text links: 'LOG OUT', 'HOME', 'BENEFITS', 'DOCS & LINKS', 'ASK A QUESTION', 'REGISTER', 'PAST DOCS & LINKS', and 'BID'. Below the navigation bar, the main content area has a large heading 'Bid Form' and a sub-heading 'Identification'. Underneath, it says 'This is the Bid Form for the following producer, location, and Bid ID:'. A red box highlights the 'LOG OUT' link in the navigation bar with an arrow pointing to it from a text box that says 'Select the LOG OUT link on the top navigation bar'.

## Bid Window and Bid Calculations

You will follow the same steps above when submitting your bids during the Bid Window. If you have multiple locations, after you submit a bid for a location, you will logout, and then login again for the next location.

The bid form takes the information that you provided to the Central Platte NRD about your location and performs the necessary calculations to express the bid in streamflow units, as shown on the previous page.