

**COMMISSIONERS OF THE LAND OFFICE  
ELECTRONIC ONLINE BIDDING PROCEDURES  
FOR OIL & GAS LEASE AUCTIONS**

Introduction

Due to the recent adoption of new technology, the Commissioners of the Land Office (“CLO”) now permit electronic online bidding for the purchase of oil and gas leases at CLO’s mineral lease auctions.

The option to bid online is being provided as an alternative to the written bidding procedures currently in use by the CLO. Either method of bidding (written or electronic) is acceptable at the option of the bidder, so long as all applicable procedures for the method chosen are followed. This document addresses the procedures for electronic online bidding only.

Electronic Online Bidding Procedures

1. Notice of acceptance of electronic online bidding will be published within the CLO’s “Notice of Oil and Gas Lease Sale” posted on the CLO’s website prior to each scheduled auction date.
2. Electronic online bids will be placed utilizing the CLO’s Electronic Online Bidding Program (the “Program”) which may be accessed at <http://www.clo.ok.gov> by clicking on the link designated for online bidding located on the Minerals Management Division’s homepage.
3. In order to fully access the Program so that electronic bids may be placed, prospective bidder applicants must first complete registration with the CLO and agree to all requirements, terms and conditions of use contained on the Program.
4. Prospective bidder applicants may register by completing either: a) the CLO’s written application by contacting the CLO’s Minerals Management Division at (405) 521-4098; or b) online registration by clicking on the User Account Request tab located on CLO’s website in the Program.
5. While the CLO will attempt to complete the registration process quickly, applicants are cautioned that approval of completed applications is not an instantaneous process at this time. Therefore, applicants are advised to apply for registration several days in advance of any auctions in which applicants may be interested in bidding online. Once approved, registered bidders or authorized users of registered bidder accounts may then proceed by accessing the electronic online bidding tab on the CLO’s website.
6. Bidders must follow the steps contained in the Electronic Bidding Program to enable the placement of bids.

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7. Bidders must provide the identification, payment, and other information required by the Electronic Online Bidding Program before bids may be accepted.
8. Before placing bids at each auction, Bidders are required to read and accept the Terms and Conditions of Use of the Program by clicking the appropriate box provided.
9. All electronic online bids must be delivered on or before **10:30 a.m., on the date of sale**. Electronic online bids received after that time will not be considered and will be rejected. The electronic bidding deadline is earlier than the customary 11 a.m. deadline for the receipt of written bids due to the length of time necessary to administer the bid opening phase of the auction. Bidders are responsible to send all bids well in advance of the deadline to ensure timely receipt.
10. Separate electronic online bids and online minimum deposits are required on each tract if the registered bidder is bidding on more than one tract.
11. CLO leases will be awarded in accordance with the governing laws, rules, policies and procedures of the CLO.
12. All electronic online bidding shall be done in accordance with applicable laws, rules, and CLO policies and procedures, including but not limited to the procedures contained or referenced within this document. The statutes, administrative rules, policies and procedures applicable to online electronic bidding are substantially the same as those which apply to the CLO's written bid process, except as otherwise noted. The text of the applicable statutes and rules is available on CLO's website at [www.clo.ok.gov](http://www.clo.ok.gov) by clicking on the "Rules, Regulations, and Reports" tab on the homepage and following the appropriate links to obtain the information desired. Other valuable information concerning CLO's mineral lease sales is also contained on the CLO's website.
13. Questions concerning electronic online bidding may be directed to the Minerals Management Division Director, Dave Shipman at (405) 521-4098.