

PPL Electric Utilities Corporation

Alternative Energy Credits

Request for Proposals (RFP) Process and Rules

RFP Addendum 2

(July 2025 Solicitation)

This Addendum 2 is provided pursuant to Section 6.1.2. of the PPL Electric Alternative Energy Credits RFP Rules. It provides instructions to complete and submit the Qualification Form, which are available in their entirety online.

RFP Bidders must submit the information required by the Bidder Qualification process through the online Qualification Form by completing the required fields and providing all necessary supporting documents, including Appendices, by upload. Appendices are separate forms in Microsoft Word format posted to the “Documents” section under the “Alternative Energy Credits RFP” of the RFP website.

The purpose of the Bidder Qualification process is to determine the applicant’s eligibility to bid. The online Qualification Form with all required materials is due by **12 PM (noon) EPT on June 5, 2025.** RFP Bidders that have successfully completed the Qualification Form will be notified by June 25, 2025.

I. Setting Up and Logging In to Your Account

To access the online forms, please follow these instructions:

1. Go to <http://www.ppldsp.com>.
2. Click on the “Online Form” section.
3. Click on “log in here”.
4. If you do not already have an account for the **Alternative Energy Credits RFP**, request an account by clicking on “get account here”, and submit the required information.

Note: The July 2025 solicitations for the **Alternative Energy Credits RFP** and the **Long-Term PA Solar AEC RFP** are being conducted concurrently. If you wish to request an account for both RFPs, please check both the **Alternative Energy Credits RFP** and the **Long-Term PA Solar AEC RFP**.

If you already have an account under one of the other RFPs and wish to request an account with the **Alternative Energy Credits RFP**, please submit your request and the RFP Manager will respond with additional instructions.

The screenshot shows the PPL Electric's Default Service Program website. The header includes the PPL logo and the text "PPL Electric's Default Service Program". A navigation menu on the left lists various sections, with "Online Form" highlighted in orange. The main content area is titled "Online Form" and contains the following text: "You must be logged in to access the Online Form. If you have an account, please [log in here](#). If you do not have an account, please [get account here](#)." Two red callout boxes are present: one pointing to the "Online Form" link in the navigation menu with the text "1. Click on the 'Online Form' section", and another pointing to the "get account here" link in the main content area with the text "2. Click on 'get account here' to request account".

Get Account for Qualification

Fields marked with an * are required

Company *

Contact Name *

Contact Title

Phone Number *

Email *

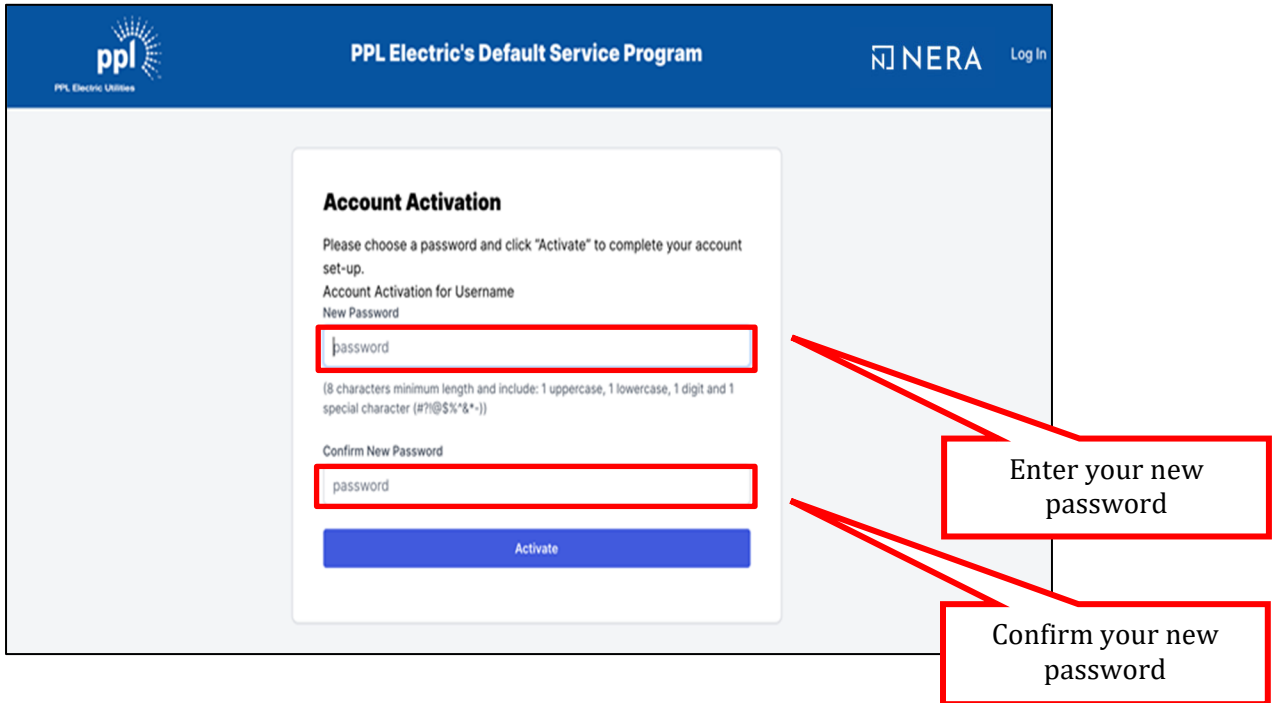
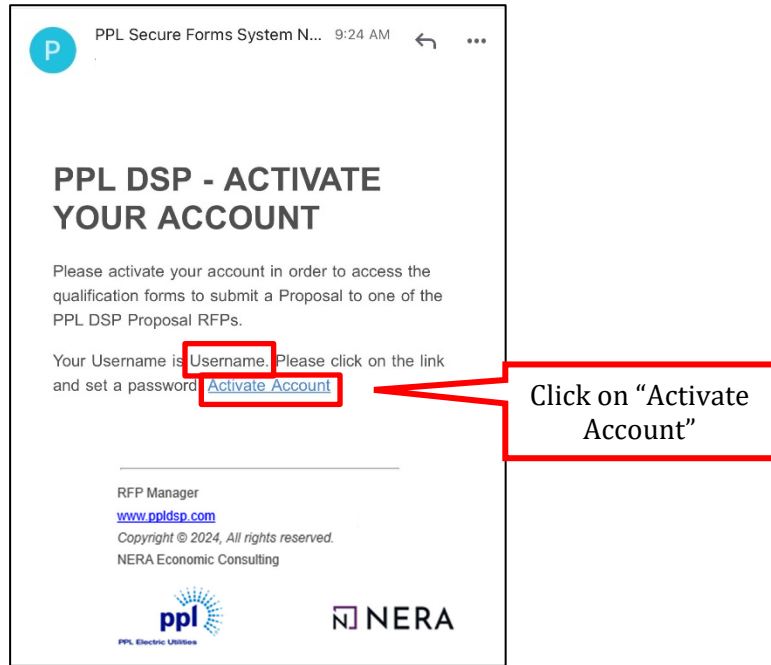
Please select the RFP(s) for which you would like an account:

- Default Service
- Alternative Energy Credits
- Long Term PA Solar Alternative Energy Credits
- Long Term Block Supply

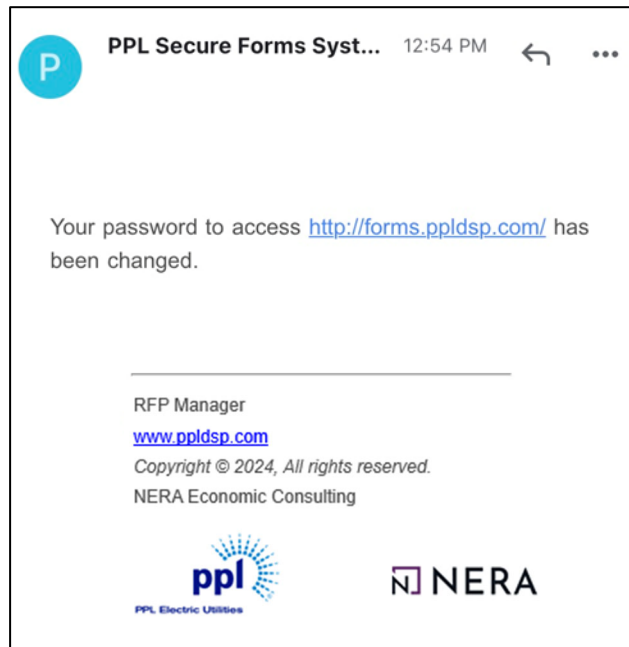
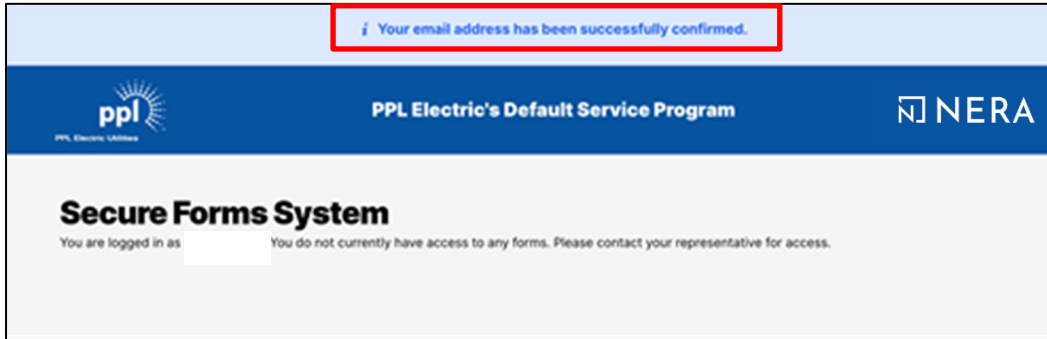
Submit

3. Fill out the required fields and click on "SUBMIT"

5. Activation instructions will be sent from **PPL Secure Forms System No Reply** to the email address entered for the account request. Your Username will be provided in this email.
6. Click on “Activate Account” link to activate the account by setting a password.



- Once the password has been successfully set, a message indicating that your email address has been confirmed will pop up at the top of the page. An email from PPL Secure Forms System confirming the change of password will be sent to the email address associated with the account.



- Designate whether you would like to enable two-factor authentication. Two-factor authentication is available as an opt-in security measure. Please see the **“Two-Factor Authentication Guide”** attached to the “PPL Electric RFP - Online Qualification Form Instructions” email for additional information.

Please complete the prompt(s) below to access the site.

ppl
PPL Electric Utilities

PPL Electric's Default Service Program

NERA

Optional Two-Factor Authentication

You have the option to enable two-factor authentication. You may enable or disable two-factor authentication at any time. Please contact the RFP Manager at ppl-procurement@nera.com for assistance or if you have any questions.

Would you like to enable two-factor authentication at this time?

Yes

No

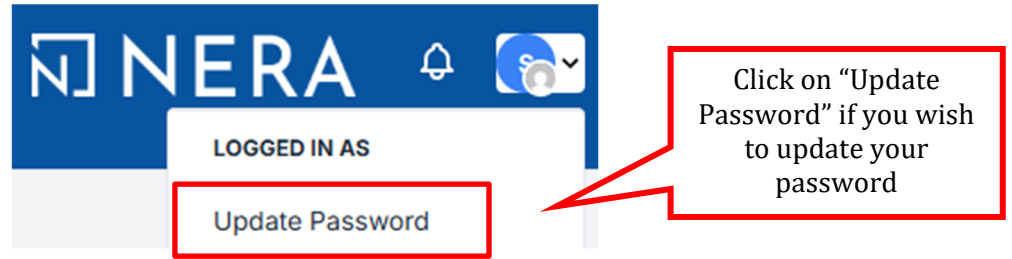
- To log in to your account, go to <http://www.ppldsp.com>.
- Click on the “Online Form” section.
- Click on “log in here”.

12. Enter your Log In credentials.

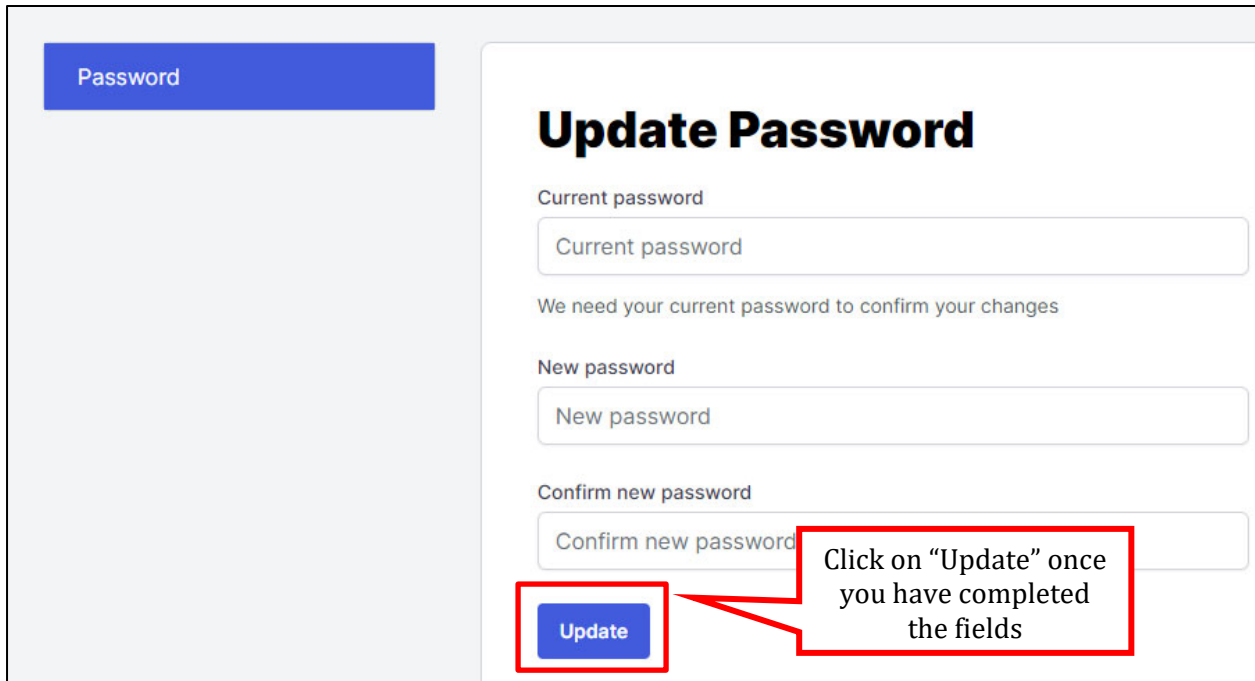
The screenshot shows the PPL Electric's Default Service Program website. The header includes the PPL logo and the text "PPL Electric's Default Service Program". A navigation menu on the left lists various sections: Home, Background Information, Announcements, Default Service RFP, Long Term Block Supply RFP, Alternative Energy Credits RFP, Long Term PA Solar AEC RFP, Calendar, Data, FAQs, Contact Us, and Secure Bid Transfer. The "Online Form" section is highlighted in orange. The main content area displays the "Online Form" title and a message: "You must be logged in to access the Online Form." Below this message, there are two links: "log in here" and "get account". Two red callout boxes provide instructions: "1. Click on the 'Online Form' section" and "2. Click on 'log in here' and enter your login credentials".

The screenshot shows a "Log In" form. It features a title "Log In" in bold black text. Below the title, there are two input fields: "Username" and "Password". The "Username" field contains the text "Username" and the "Password" field contains the text "password". Below the input fields is a blue "Log In" button. At the bottom of the form, there are two links: "Forgot your password?" and "Didn't receive account activation instructions?".

13. If you wish to update your password, log in and click on the arrow in the top left of your screen. Then click on “Update Password”.



14. Once you click “Update Password”, you will be required to provide the current password and the new password, and confirm the new password. Once you have completed the fields, click on “Update”.



15. Once the password has been updated, a message indicating that your password was changed successfully will pop up at the top of the page. An email from PPL Secure Forms System confirming the change of password will be sent to the email address associated with the account.

Your password was changed successfully.

PPL Electric's Default Service Program

Update Password

Current password

We need your current password to confirm your changes

New password

Confirm new password

Update

II. Completing and Submitting the Online Qualification Form

On the following pages are a series of steps to show how to complete and submit the online Qualification Form. These instructions use screenshots of the Qualification Form. The steps included in this guide are:

- A. Entering information into the online forms;
- B. Downloading the Appendices;
- C. Saving entries;
- D. Uploading additional documents;
- E. Printing and saving a copy of your form;
- F. Submitting the form; and
- G. Logging out.

- A. Enter Information into the Online Form.** Navigate through the form to complete each section. Depending on your response to certain questions, additional fields may appear. Use the links in the **Quick Links Box** on bottom right-hand side of the screen to move directly to the top or bottom of the form.

The screenshot shows a web form with the following elements:

- Input fields for "Phone No.", "Cell Phone No. (optional)", and "Email Address".
- A section titled "Additional Representatives of the RFP Bidder" with a question: "Can designate up to three (3) Additional Representatives to receive communications from the Bidder in addition to the Representative. The RFP Bidder may make such a designation at any time during the solicitation." Below this is a question: "Is the RFP Bidder designating Additional Representatives at this time?" with radio buttons for "Yes" and "No".
- A "Quick Links Box" on the bottom right containing two blue links: "Click here to go to the top of the form." and "Click here to go to the bottom of the form.", a green "Save and Continue" button, and a dark grey "Log Out" button.
- Two red callout boxes: one on the left stating "Note: Additional required fields may appear depending on your response to this question" pointing to the "Additional Representatives" section; another on the right stating "Quick links allow you to move directly to the top or bottom of the form" pointing to the quick links box.

B. Download the Appendices. As you navigate through the Qualification Form, some sections will require you to upload completed Appendices and additional documents. Appendices are separate forms in Microsoft Word format and are posted on the “Documents” section under the “Alternative Energy Credits RFP”. RFP Bidders fill in each applicable Appendix, sign the document, and upload the completed document to the online form. In addition to such Appendices, RFP Bidders are required to submit a completed W-9 Form, if applicable.

The following table provides a guide of the Appendices and additional documents that you have to complete as you navigate through the Qualification Form.

Table 1. Qualification Form Appendices and Additional Documents.

Section in the Qualification Form	Appendix Name and Number / Document Name
Section 2	Confidentiality Agreement (Appendix 3)
Section 3	AEC Delivery Timing Acknowledgement Form (Appendix 4)
Section 4	Binding Bid Agreement (Appendix 7)
Section 5	Electronic Funds Transfer Authorization Form (Appendix 8) and W-9 Form

The screenshot shows the PPL Electric's Default Service Program website. The main heading is "Alternative Energy Credits RFP" with the sub-heading "INFORMATION FOR ALTERNATIVE ENERGY CREDITS SUPPLIERS". A list of documents is provided under the heading "Alternative Energy Credits":

- RFP Process and Rules (including Appendices) (.pdf)
 - Addendum 1. RFP Schedule (.pdf)
 - Addendum 2. Online Form Instructions (.pdf)
 - Addendum 3. Target Quantity, Available Tranches and Bid Assurance Collateral (.pdf)
- Appendix 1, Alternative Energy Credits Supplier Master Agreement (.docx)
 - Exhibit B, Adherence to U.S. Stay Protocol (.docx)
- Appendix 3, Confidentiality Agreement (.docx)
- Appendix 4, AEC Delivery Timing Acknowledgement Form (.docx)
- Appendix 5, Bid Assurance Letter of Credit (Electronic) (.docx)
- Appendix 6, Bid Proposal Spreadsheets
- Appendix 7, Binding Bid Agreement (.docx)
- Appendix 8, Electronic Funds Transfer Authorization Form (.docx)

Annotations on the screenshot include a red box pointing to the "Documents" tab in the left sidebar with the text "Click on the Documents tab under 'Alternative Energy Credits RFP'", and another red box pointing to the list of documents with the text "Download Appendices 3, 4, 7 and 8".

Once you have downloaded the applicable Appendices, complete and sign the Appendices by an Officer of the RFP Bidder and upload the signed Appendices to the online Qualification Form.

THE RFP BIDDER PROVIDES THE BINDING BID AGREEMENT BY UPLOAD TO THIS QUALIFICATION FORM.
The Binding Bid Agreement is available on the Alternative Energy Credits RFP website and is labelled Appendix 7.

Binding Bid Agreement (Appendix 7)
[View File](#)

This number corresponds to the number in the Appendix file name

- C. **Save As You Go.** You can save your work and continue working in the form by clicking the “Save and Continue” link in the **Quick Links Box**. A confirmation message will appear at the top of the form confirming that the save was successful.

i Your form has been saved successfully.

ppl PPL Electric Utilities **PPL Electric's Default Service Program** **NERA**

Forms > Alternative Energy Credits RFP - July 2025

**PPL ELECTRIC UTILITIES CORPORATION
DEFAULT SERVICE PROGRAM
ALTERNATIVE ENERGY CREDITS REQUEST FOR PROPOSALS
QUALIFICATION DATE: [SEE CALENDAR](#)**

Click here to go to the **top** of the form.
Click here to go to the **bottom** of the form.

You can also use the “Save” button at the bottom of the form to save your entries and return to complete the form at a later time.

The screenshot shows a web form with three sections for file uploads, each labeled "Additional Upload #1", "Additional Upload #2", and "Additional Upload #3". Each section contains the text "No file uploaded" and an "Upload" button. At the bottom of the form, there are four buttons: "Go Back", "Click to Print This Form", "Save", and "Submit". The "Save" button is highlighted with a red circle, and a red arrow points from it to a notification box below.

i Your Alternative Energy Credits RFP - July 2025 was successfully saved. You may return to this form later and it will restore the current values. To continue editing the form, click on the Edit button below.

The page header features the PPL logo on the left, the text "PPL Electric's Default Service Program" in the center, and the NERA logo on the right. Below the header is a grey title bar with the text "PPL Electric's Default Service Program - Qualification Forms".

D. Upload Additional Documents. If there are documents that you wish to provide as part of the Bidder Qualification process but there is no specific upload link for your documents, you may upload them using the “Additional Upload” links in the “Justification of Omissions” section, which is the last section in the Qualification Form. Please state in the space provided that you are providing additional documents. Please note that, as part of the Bidder Qualification process, RFP Bidders may propose modifications to the Bid Assurance Letter of Credit that are non-substantive or clarifying in nature by uploading an electronic copy in MS Word as an additional upload in the Justification of Omissions section.

If you are unable to provide all documents or information required with this online Qualification Form, please justify fully any omissions in the space provided below.

Additional Upload #1
No file uploaded

Additional Upload #2
No file uploaded

Additional Upload #3
No file uploaded

Note: Each additional document link allows for a single file

The image shows a screenshot of a web form section titled 'Justification of Omissions'. At the top, there is a text box with a placeholder for justifying omissions. Below this are three 'Additional Upload' sections, each with a 'No file uploaded' status and an 'Upload' button. Red callout boxes provide instructions: the first points to the text box, the second points to the first 'Upload' button, and the third points to the 'Upload' buttons with a note that each link allows for a single file.

E. Print and save a copy of your Qualification Form. You are encouraged to print and save a copy of the Qualification Form for your records.

The screenshot shows a web form with three sections for additional uploads, each with an 'Upload' button. At the bottom, there are four buttons: 'Go Back', 'Click to Print This Form', 'Save', and 'Submit'. A red box highlights the 'Click to Print This Form' button with the text '1. Print the form at any time'.

The screenshot shows a print settings dialog box titled 'Print' with '9 sheets of paper' indicated. It includes dropdown menus for 'Destination' (set to 'Adobe PDF'), 'Pages' (set to 'All'), 'Layout' (set to 'Portrait'), and 'Color' (set to 'Color'). A red box highlights the 'Destination' dropdown menu with the text '2. Use the drop down menu to either select the printer you wish to use or select the software your company uses to print to pdf'. At the bottom, there are 'Print' and 'Cancel' buttons.

F. Submit the Qualification Form. You may review your entries by printing the form. Once ready to submit your Qualification Form, press the “Submit” button to transmit the information to the RFP Manager. When you select the “Submit” button, a pop-up message will appear reminding you that your account will be locked while the RFP Manager reviews your Qualification Form. Your account will remain locked until you receive a notice from the RFP Manager regarding your submission.

Additional Upload #2
No file uploaded
Upload

Additional Upload #3
No file uploaded
Upload

Go Back Click to Print This Form Save **Submit**

By clicking 'Submit' your form will be submitted for review by the RFP Manager. Your account will be locked during this review. Are you sure you want to submit?

Cancel **Confirm**

If you select “Confirm”, you will be directed to a new page that confirms your submission.

PPL Electric's Default Service Program

Alternative Energy Credits RFP - July 2025 - Submission Confirmation

Your qualification form for the Alternative Energy Credits RFP - July 2025 was successfully submitted. Your account will be locked while the RFP Manager reviews your submission.

Please [click here](#) to log out.

- G. **Log Out.** You may log out of the form at any point by clicking the “Log Out” button provided in the **Quick Links Box**. When you select the “Log Out” button, a pop-up message will appear reminding you to save your form before logging out (if you have not already done so).

The screenshot shows the PPL Electric's Default Service Program website. The header includes the PPL logo and the NERA logo. The main content area is titled "Forms > Alternative Energy Credits RFP - July 2025". Below this, there is a section for "PPL ELECTRIC UTILITIES CORPORATION DEFAULT SERVICE PROGRAM ALTERNATIVE ENERGY CREDITS REQUEST FOR PROPOSALS" with a "QUALIFICATION DATE: SEE CALENDAR". A paragraph of text explains the process and rules. Below this, there is a section titled "1. Expression of Interest" with a sub-section "First Item: Name and Address of the RFP Bidder". There are two input fields: "Legal Name of the RFP Bidder" and "Street Address 1". On the right side, there is a "Quick Links Box" with two links: "Click here to go to the top of the form." and "Click here to go to the bottom of the form." Below these links are two buttons: "Save and Continue" and "Log Out". The "Log Out" button is highlighted with a red box.

If you select “Confirm”, you will fully log out of the form and return to <http://www.ppldsp.com>.

The warning pop-up message is displayed in a white box with a black border. The text reads: "Warning: You are logging out of the form. Any changes that have been made since your last save will be lost. Click Cancel to remain logged in so that you may save your edits to the online proposal form. Click Confirm to log out." Below the text are two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with a red box. A red arrow points from the "Log Out" button in the screenshot above to the "Confirm" button in this pop-up.