

PPL Electric Utilities Corporation

Alternative Energy Credits

Request for Proposals (RFP) Process and Rules

RFP Addendum 2

(July 2021 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 July 7, 2021.** RFP Bidders that have successfully completed the Qualification Form will be notified by July 19, 2021.

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 “Qualification Form” section.
3. 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.

Home > Qualification Form

Qualification Form

You must be logged in to access the online Qualification Form.

If you have an account, please [log in here](#).

If you do not have an account, please [get account here](#).

1. Click on the “Qualification Form” section

2. Click on “get account here” to request account

Home > Qualification Form > Get Account for Qualification

Get Account for Qualification

Fields marked with an * are required

Company *

Contact Name *

Contact Title

Phone Number *

Email *

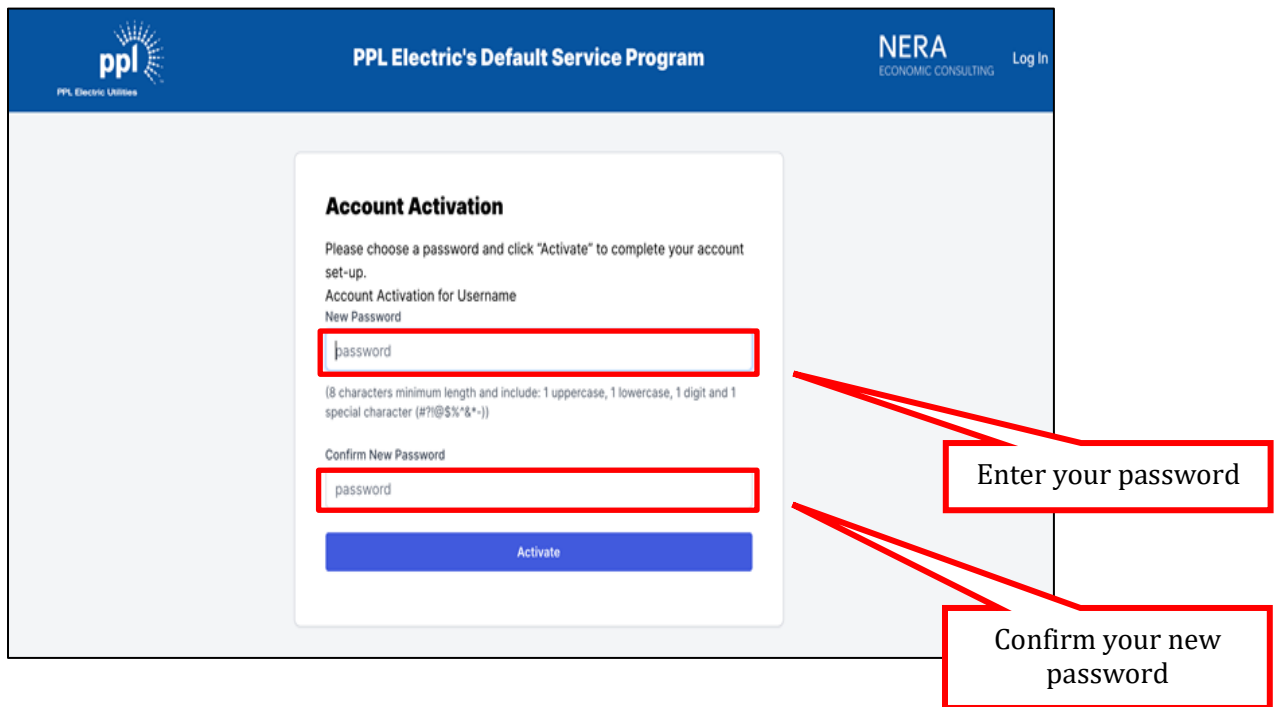
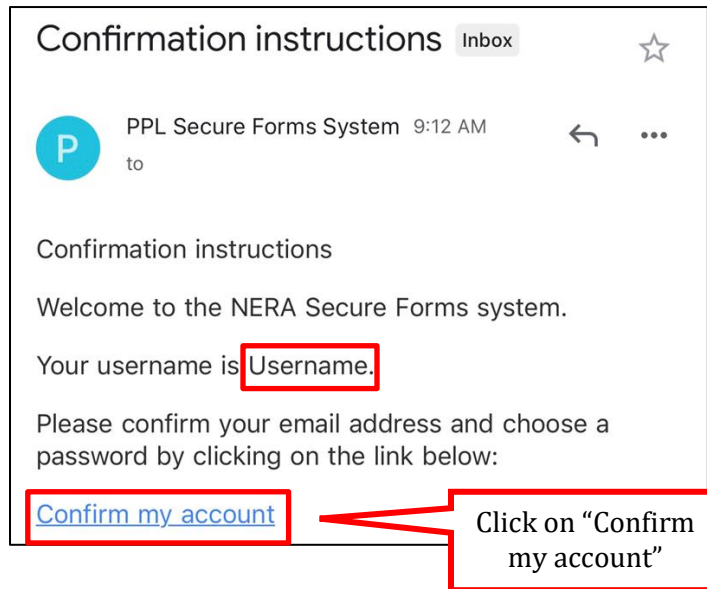
Please select the RFP(s) for which you would like an account:

Default Service Block Supply Alternative Energy Credits

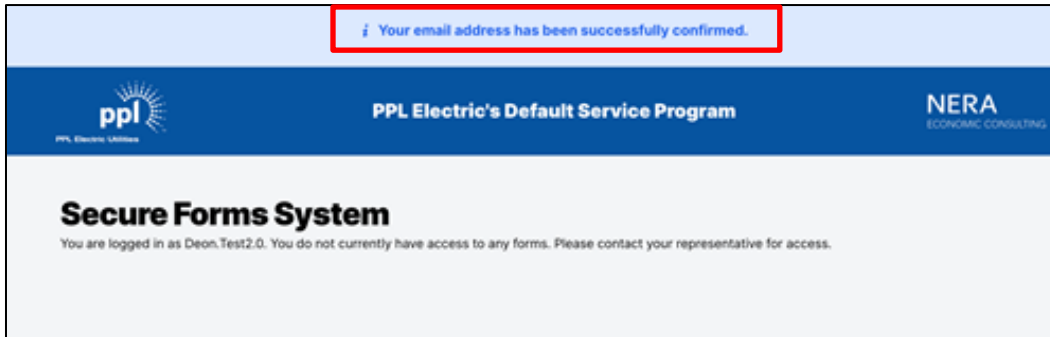
SUBMIT

3. Fill out the required fields and click on “SUBMIT”

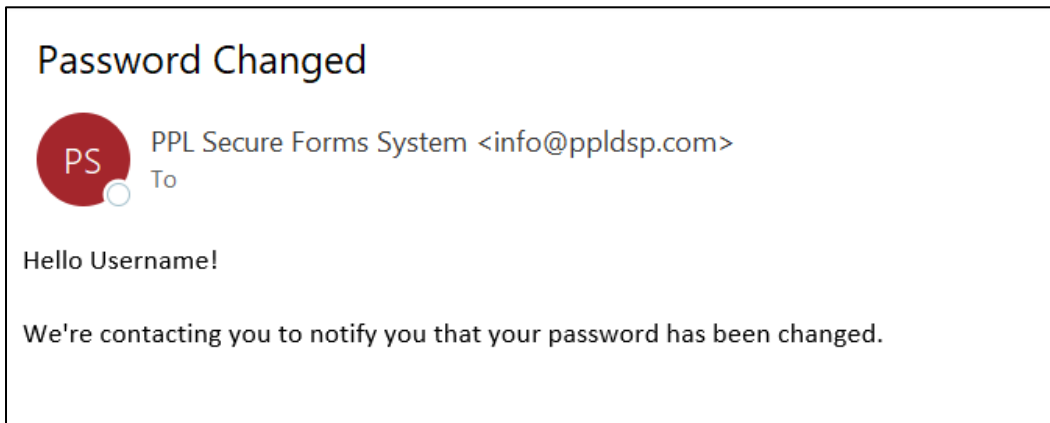
- Confirmation instructions will be sent from **PPL Secure Forms System** to the email address entered for the account request. Your Username will be provided in this email.
- Click on "Confirm my account" link to activate the account by setting a password.



6. 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.



The screenshot shows a web page header. At the top, a light blue banner contains a red-bordered box with the text: "i Your email address has been successfully confirmed." Below this is a dark blue navigation bar with the PPL logo on the left, "PPL Electric's Default Service Program" in the center, and the NERA logo on the right. The main content area below the navigation bar has the heading "Secure Forms System" and a sub-message: "You are logged in as Deon.Test2.0. You do not currently have access to any forms. Please contact your representative for access."



The screenshot shows an email notification. The subject line is "Password Changed". The sender is "PPL Secure Forms System <info@ppldsp.com>" with a red circular profile picture containing the letters "PS". The recipient is listed as "To". The body of the email starts with "Hello Username!" followed by "We're contacting you to notify you that your password has been changed."

7. To log in to your account, go to <http://www.ppldsp.com>.
8. Click on the "Qualification Form" section.
9. Click on "log in here".
10. Enter your Log In credentials. You can use your Username or the email address associated with the account to log in.

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Home Home > [Qualification Form](#)

Qualification Form

You must be logged in to access the online Qualification Form.

If you have an account, please [log in here](#).

If you do not have an account, please [get account here](#).

1. Click on the "Qualification Form" section

2. Click on "log in here" and enter your login credentials

[Qualification Form](#)

Log In

Username or Email Address

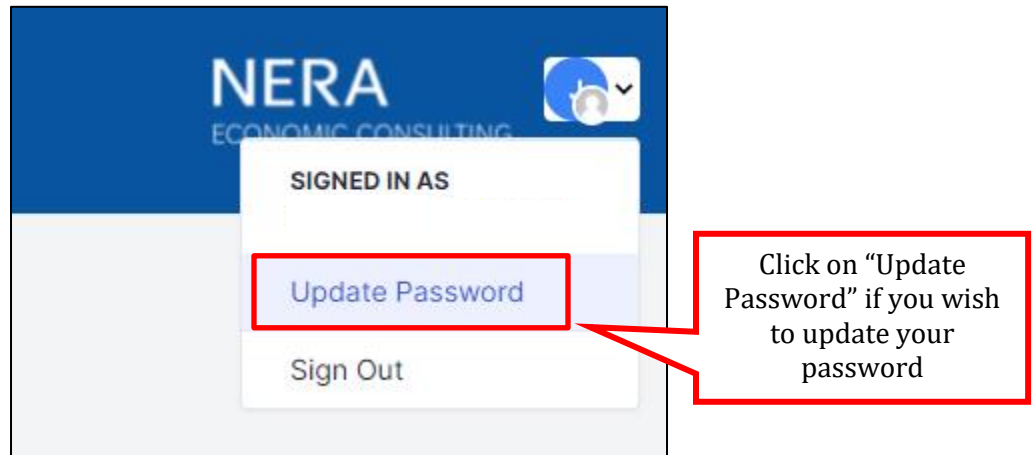
Password

[Log In](#)

[Forgot your password?](#)

[Didn't receive confirmation instructions?](#)

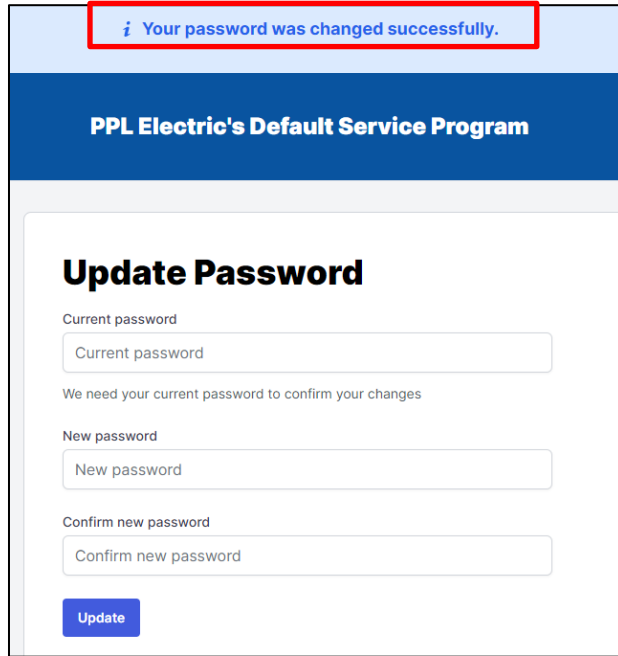
11. If you wish to update your password, log in and click on the arrow in the top left of your screen and then click on “Update Password”.



12. 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”.

A screenshot of the 'Update Password' form. The form is titled 'Update Password' in bold black text. It contains three input fields: 'Current password', 'New password', and 'Confirm new password'. Each field has a placeholder text 'Current password', 'New password', and 'Confirm new password' respectively. Below the 'Confirm new password' field, there is a blue 'Update' button. The 'Update' button is highlighted with a red rectangular box. A red callout box with a pointer to the 'Update' button contains the text: 'Click on “Update” once you have completed the fields'.

13. 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.



i 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 and additional documents;
- 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 an online 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 explanatory text: "You 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."
- 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 links: "Click here to go to the top of the form." and "Click here to go to the bottom of the form.", along with "Save and Continue" and "Log Out" buttons.

Callouts include:

- A red box on the left stating: "Note: Additional required fields may appear depending on your response to this question".
- A red box pointing to the quick links stating: "Quick links allow you to move directly to the top or bottom of the form".

B. Download the Appendices and Electronic Funds Transfer Authorization. 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 and Electronic Funds Transfer Authorization. The Electronic Funds Transfer Authorization Form is posted on the “Documents” section under the “Alternative Energy Credits RFP”.

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 1a. 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	W-9 Form and Electronic Funds Transfer Authorization Form

The screenshot shows the PPL Electric's Default Service Program website. The main heading is "PPL Electric's Default Service Program". The breadcrumb trail is "Home > Alternative Energy Credits RFP > Documents". The page title is "Documents" with the subtitle "INFORMATION FOR ALTERNATIVE ENERGY CREDITS SUPPLIERS". The main content area is titled "Alternative Energy Credits" and lists several documents for download:

- RFP Process and Rules (including Appendices) (.pdf)
- Alternative Energy Credits Supplier Master Agreement (.docx)
- Confidentiality Agreement (.docx)
- Appendix 4, AEC Delivery Timing Acknowledgement Form (.docx)
- Appendix 5a, Bid Assurance Letter of Credit (Hard Copy) (.docx)
- Appendix 5b, Bid Assurance Letter of Credit (Electronic) (.docx)
- Appendix 7, Binding Bid Agreement (.docx)
- Additional Documents
 - Electronic Funds Transfer Authorization (.doc)

Two red callout boxes are present: one pointing to the "Documents" tab in the left navigation menu with the text "Click on the Documents tab under 'Alternative Energy Credits RFP'", and another pointing to the list of documents with the text "Download Appendices 3, 4, 7 and Electronic Funds Transfer Authorization".

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.

Your form has been saved successfully.

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[Forms](#) > **Alternative Energy Credits RFP**

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 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 circled in red, and a red arrow points from it to a message box below. The message box contains the text: "Alternative Energy Credits RFP was successfully saved. Click here to return to the Form." Below the message box is a blue header bar with the PPL logo, "PPL Electric's Default Service Program", and the NERA logo. At the bottom of the page is a grey bar with the text "Secure Forms System".

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.

1. Provide an explanation for the additional documents in this box

Additional Upload #1
No file uploaded

Upload

2. Click the “Upload” button and navigate to the folder where you saved the additional document

Additional Upload #2
No file uploaded

Upload

Additional Upload #3
No file uploaded

Upload

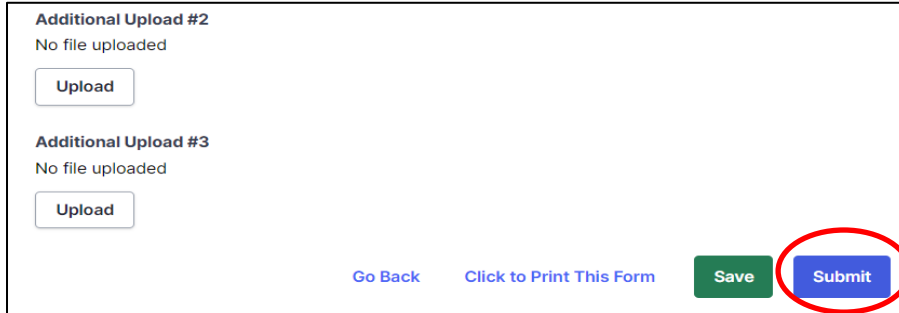
Note: Each additional document link allows for a single file

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 section is titled 'Additional Upload #1', '#2', and '#3', each followed by 'No file uploaded' and an 'Upload' button. At the bottom of the form, there are four buttons: 'Go Back' (blue), 'Click to Print This Form' (blue), 'Save' (green), and 'Submit' (blue). A red box highlights the 'Click to Print This Form' button, with an arrow pointing to it from a text box that says '1. Print the form at any time'.

The screenshot shows a 'Print' dialog box. The 'Printer' section has a dropdown menu with 'Adobe PDF' selected. To the right of the dropdown is a red box containing 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', with an arrow pointing to the dropdown menu. Below the printer information, there are options for 'Print range' (All, Pages from: 1 to: 1, Selection) and 'Copies' (Number of copies: 1, Collate checked). 'OK' and 'Cancel' buttons are at the bottom.

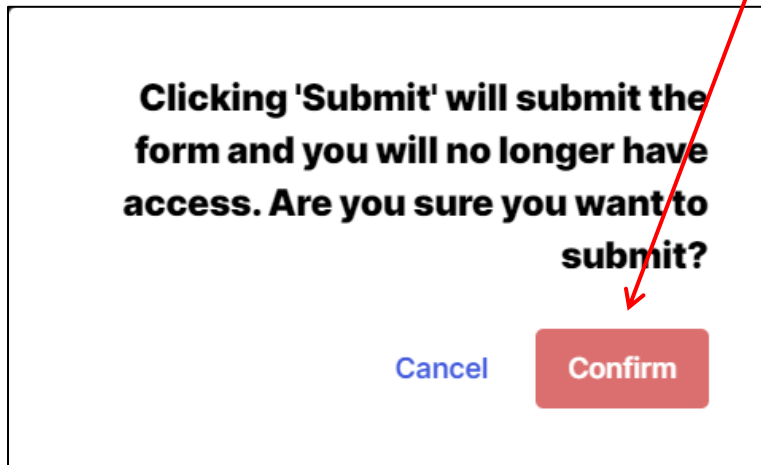
F. Submit the Qualification Form. You may review your entries by printing the form. Once ready to submit your Qualification Form, press the “Submit” button to transmit the information to the RFP Manager. When you select the “Submit” button, a pop-up message will appear reminding you that your account 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

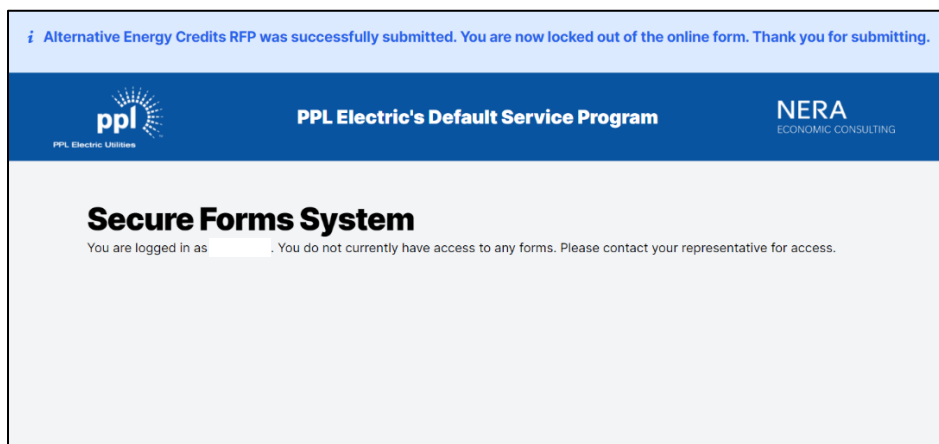
Go Back Click to Print This Form Save **Submit**



Clicking 'Submit' will submit the form and you will no longer have access. 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.



i Alternative Energy Credits RFP was successfully submitted. You are now locked out of the online form. Thank you for submitting.

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Secure Forms System
You are logged in as [redacted]. You do not currently have access to any forms. Please contact your representative for access.

- 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).

Forms > Alternative Energy Credits RFP

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

Before completing this online Qualification Form, please review the Alternative Energy Credits Request for Proposals (“AEC RFP”) Process and Rules, including the Alternative Energy Credits Supplier Master Agreement (“AEC SMA”), so that you understand the conditions under which the AEC RFP will be conducted. These documents are posted under the “Alternative Energy Credits RFP” section of PPL Electric’s RFP website (<https://ppldsp.com/alternative-energy-credits-rfp/documents/>).

By submitting a Qualification Form in response to the AEC RFP, you are agreeing to all terms and conditions of the AEC RFP.

1. Expression of Interest

First Item: Name and Address of the RFP Bidder

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

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

Save and Continue

Log Out

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

Warning: You are logging out of the online qualification 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 OK to continue to log out and return to <https://ppldsp.com>?

Cancel Confirm