

PPL Electric Utilities Corporation

Alternative Energy Credits Request for Proposals (RFP) Process and Rules

RFP Addendum 2 (January 2024 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.

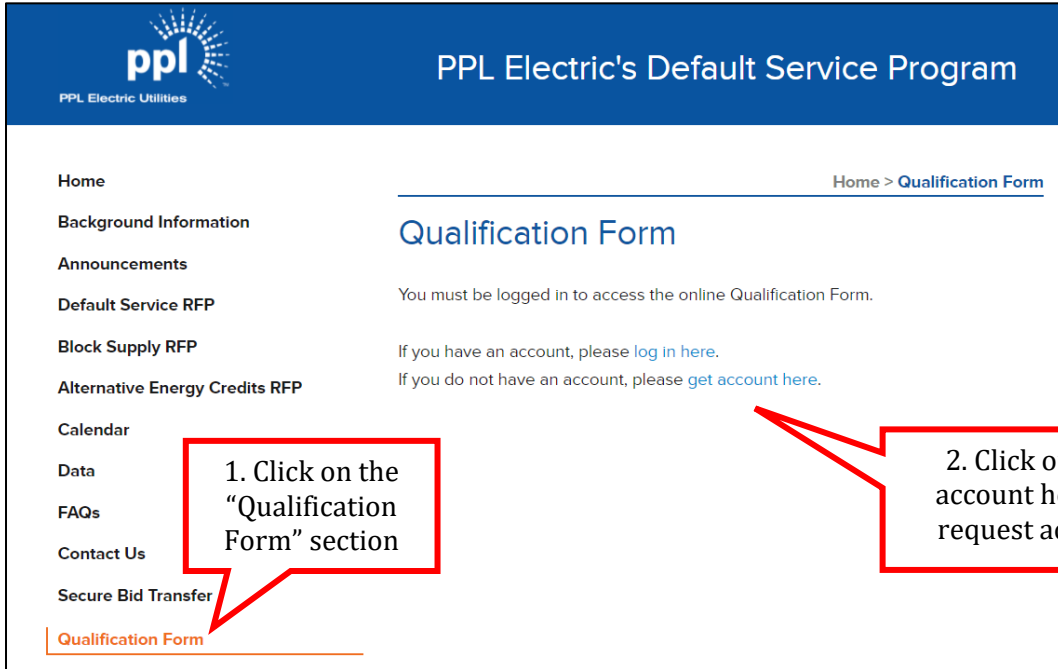
The purpose of the Bidder Qualification process is to determine the applicant’s eligibility to bid. The online Qualification Form with all required materials is due by **12 PM (noon) EPT on December 13, 2023**. RFP Bidders that have successfully completed the Qualification Form will be notified by January 8, 2024.

Previously Qualified Bidders! If you have successfully qualified for a previous solicitation of the PPL Electric Utilities Corporation’s Alternative Energy Credits RFP under DSP V, you can participate in an abbreviated Qualifications process by simply providing the Binding Bid Agreement and updated contact information.

I. Setting Up and Logging In to Your Account

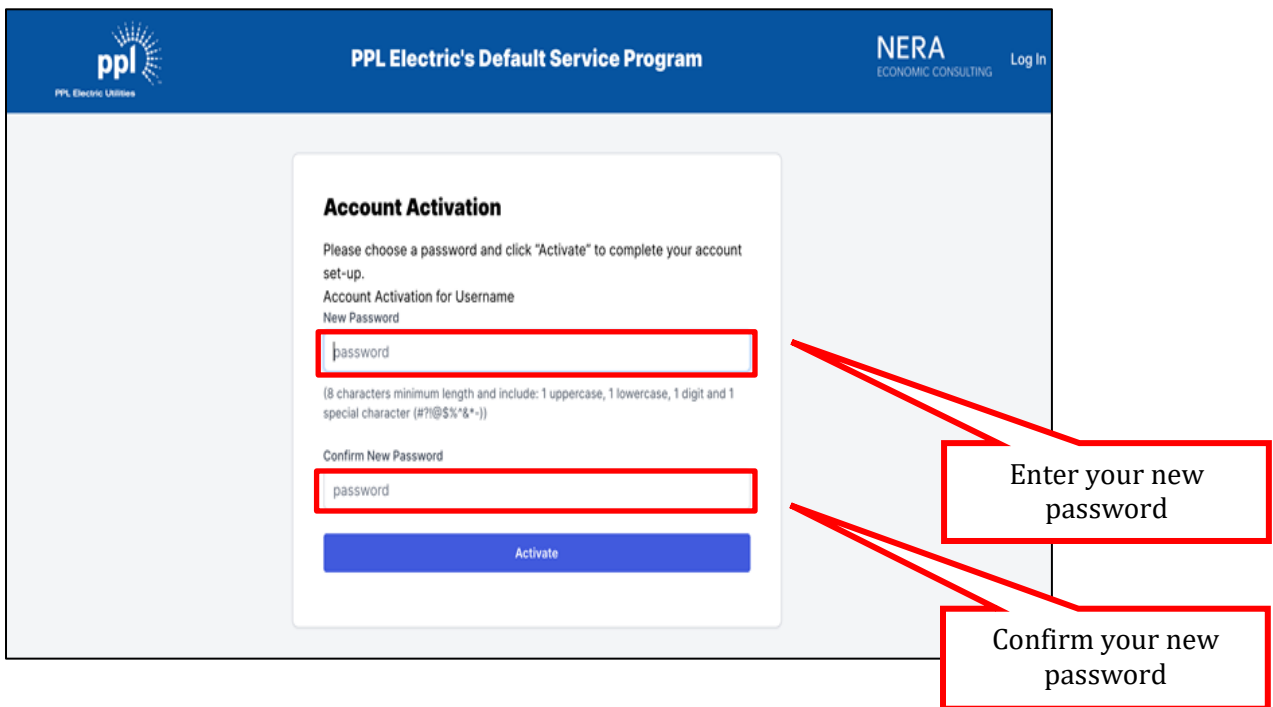
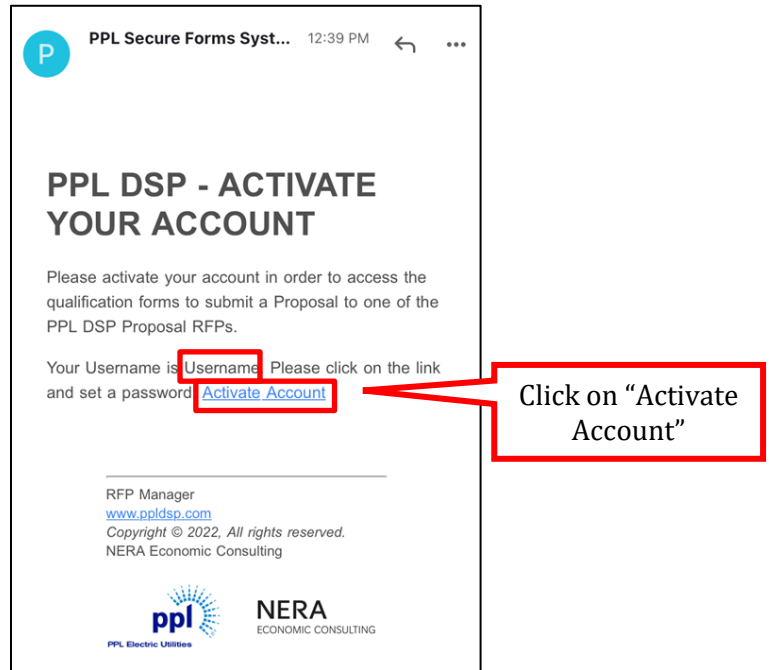
To access the online forms, please follow these instructions:

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.

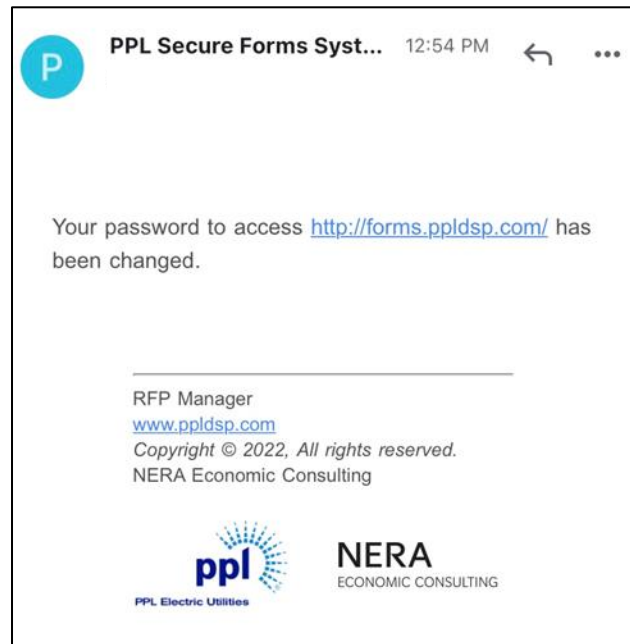
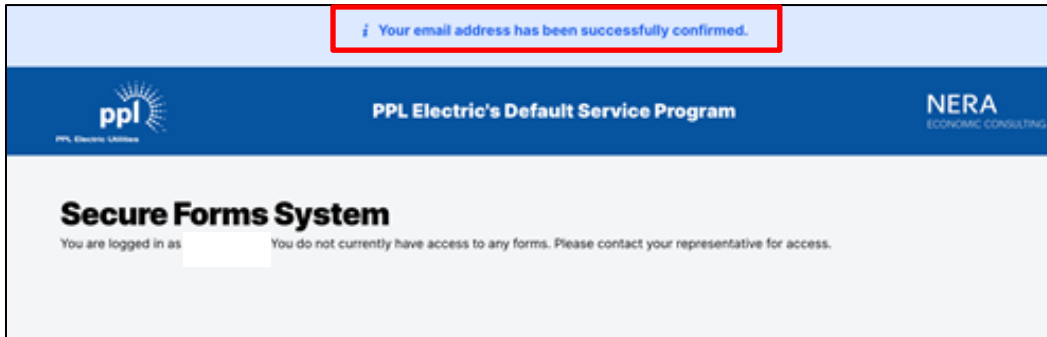


The screenshot shows the "Get Account for Qualification" form. The form title is "Get Account for Qualification" and the breadcrumb trail is "Home > Qualification Form > Get Account for Qualification". A note states "Fields marked with an * are required". The form contains the following fields: "Company *", "Contact Name *", "Contact Title", "Phone Number *", and "Email *". Below these fields, there is a section titled "Please select the RFP(s) for which you would like an account:" with two checkboxes: "Default Service" and "Alternative Energy Credits". A "Submit" button is located at the bottom of the form. A red callout box points to the form with the instruction: "3. Fill out the required fields and click on 'SUBMIT'".

4. 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.
5. Click on “Activate 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.



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.

ppl
PPL Electric Utilities

PPL Electric's Default Service Program

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

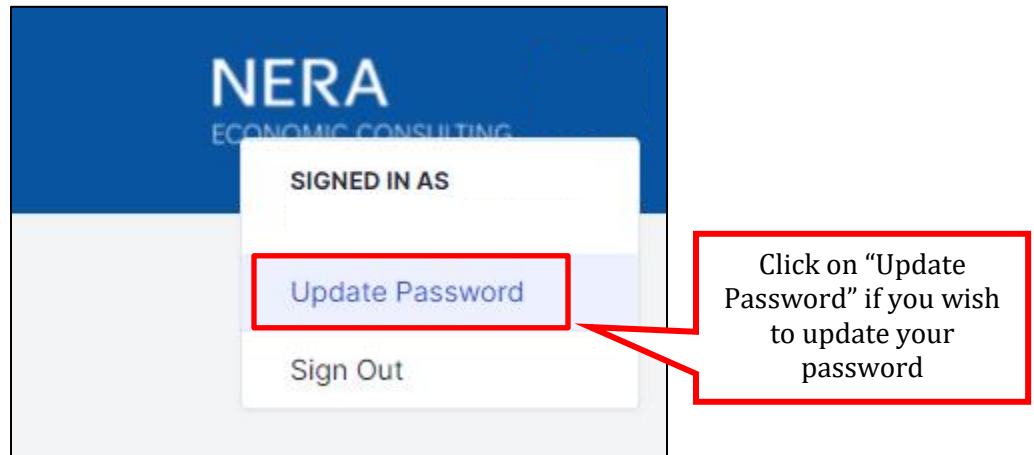
Password

[Log In](#)

[Forgot your password?](#)

[Didn't receive account activation instructions?](#)

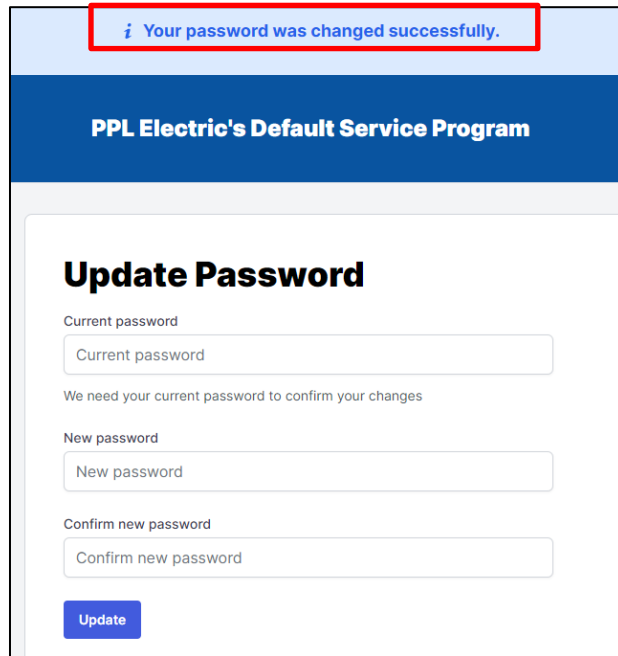
11. If you wish to update your password, log in and click on the arrow in the top left of your screen. Then click on "Update Password".



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".

The image shows a web form titled "Update Password". On the left side, there is a blue tab labeled "Password". The main content area has the title "Update Password" in bold. Below the title, there are three input fields: "Current password", "New password", and "Confirm new password". Below the "Confirm new password" field, there is a blue button labeled "Update". A red rectangular box highlights the "Update" button. 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.



The screenshot shows a web interface for updating a password. At the top, a light blue banner contains a red-bordered box with the message: "i Your password was changed successfully." Below this is a dark blue header with the text "PPL Electric's Default Service Program". The main content area is titled "Update Password" and contains three input fields: "Current password", "New password", and "Confirm new password". A blue "Update" button is located at the bottom left of the form. A note below the first field states: "We need your current password to confirm your changes".

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 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 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 right side 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.", along with "Save and Continue" and "Log Out" buttons.

Two red callout boxes provide additional information:

- A callout on the left states: "Note: Additional required fields may appear depending on your response to this question", pointing to the "Additional Representatives" section.
- A callout on the right states: "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 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

Table 1b. Qualification Form Appendices applicable to Previously Qualified Bidders.

Section in the Qualification Form	Appendix Name and Number for Previously Qualified Bidders
Section 2	Binding Bid Agreement (Appendix 7)

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 SUPPLIER MASTERS AGREEMENT". The main heading is "Alternative Energy Credits".

Callout boxes provide the following instructions:

- Click on the Documents tab under "Alternative Energy Credits RFP"**: Points to the "Documents" link in the left-hand navigation menu.
- Download Appendices 3, 4, 7 and Electronic Funds Transfer Authorization**: Points to the list of documents, specifically Appendix 3 (Confidentiality Agreement), Appendix 4 (AEC Delivery Timing Acknowledgement Form), Appendix 7 (Binding Bid Agreement), and the Electronic Funds Transfer Authorization form.
- Previously Qualified Bidders! Download Appendix 7**: Points to the "Additional Documents" section, specifically the "Binding Bid Agreement (Appendix 7)".

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.



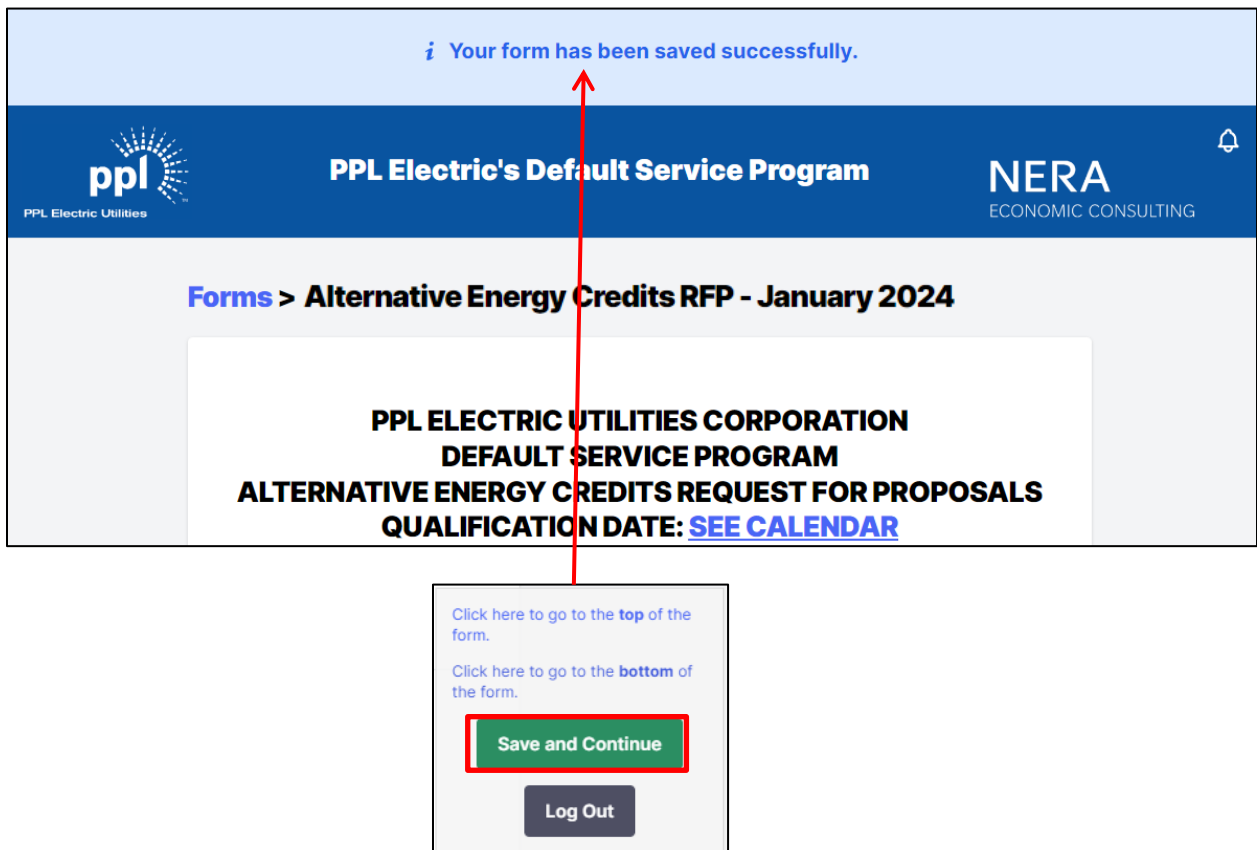
THE RFP BIDDER PROVIDES THE BINDING BID AGREEMENT BY UPLOAD TO THIS QUALIFICATION FORM. The Binding Bid Agreement is available on the Alternative Energy Credits RFP website and is labelled Appendix 7.

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

Upload

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.

PPL Electric's Default Service Program

NERA
ECONOMIC CONSULTING

Forms > Alternative Energy Credits RFP - January 2024

**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.

Save and Continue

Log Out

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 additional uploads. Each section is titled 'Additional Upload #1', '#2', and '#3' respectively, and each 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 pointing towards the notification banner below.

Your Alternative Energy Credits RFP - January 2024 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 Electric Utilities logo on the left, the text 'PPL Electric's Default Service Program' in the center, and the NERA Economic Consulting logo on the right. Below the header, the main title 'PPL Electric's Default Service Program - Qualification Forms' is displayed in a large, bold, black font.

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

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

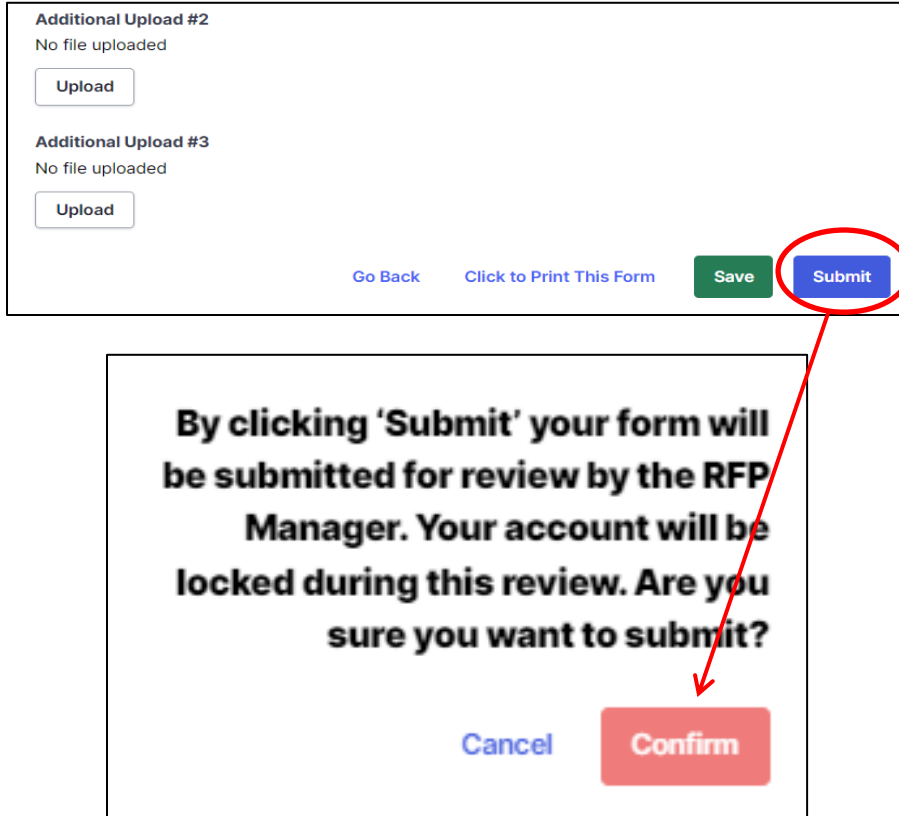
2. Click the “Upload” button and navigate to the folder where you saved the additional document

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.

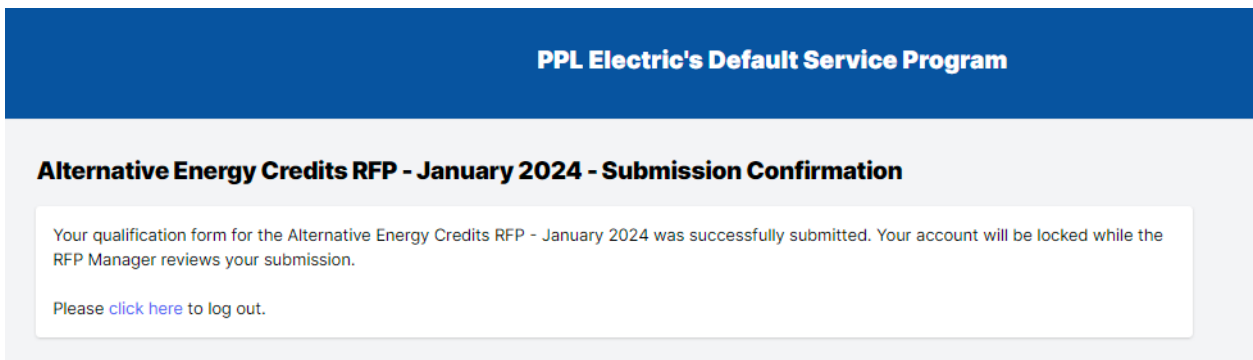
The screenshot shows a web form with three sections for additional uploads. Each section is titled 'Additional Upload #1', '#2', and '#3', each followed by 'No file uploaded' and an 'Upload' button. At the bottom of the form, there are four buttons: 'Go Back' (blue), 'Click to Print This Form' (blue), '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 set to 'Adobe PDF'. A red box highlights this dropdown menu, with an arrow pointing to it from a text box that says '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'. Other options in the dialog include 'Print to file', 'Print range' (with 'All' selected), and 'Copies' (with 'Number of copies' set to 1 and '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.



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



- 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 - January 2024". 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 a "Save and Continue" button and a "Log Out" button highlighted in a red box. A red arrow points from the "Log Out" button to the warning message below.

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

The warning 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" (blue) and "Confirm" (red). A red arrow points from the "Log Out" button in the screenshot above to the "Confirm" button in this warning message.