

# **PPL Electric Utilities Corporation**

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

### **RFP Addendum 2 (July 2023 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 28, 2023.** RFP Bidders that have successfully completed the Qualification Form will be notified by July 17, 2023.

**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 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, Block Supply RFP, Alternative Energy Credits RFP, Calendar, Data, FAQs, Contact Us, and Secure Bid Transfer. The "Qualification Form" section is highlighted in orange. The main content area displays the "Qualification Form" title and instructions: "You must be logged in to access the online Qualification Form." It provides links for "log in here" and "get account here".

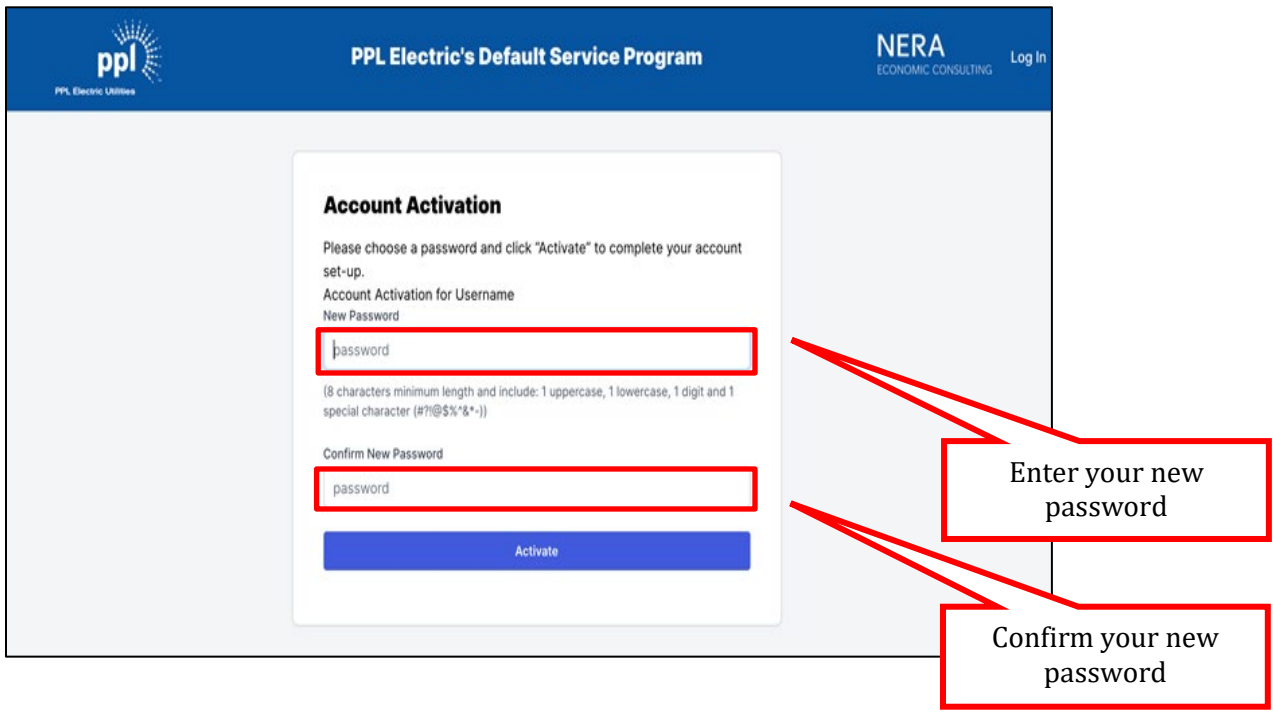
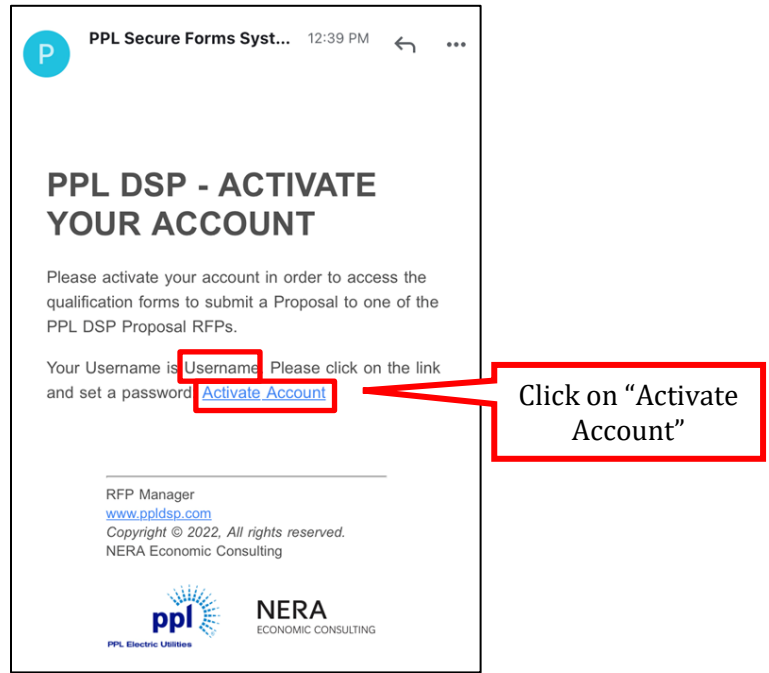
1. Click on the "Qualification Form" section

2. Click on "get account here" to request account

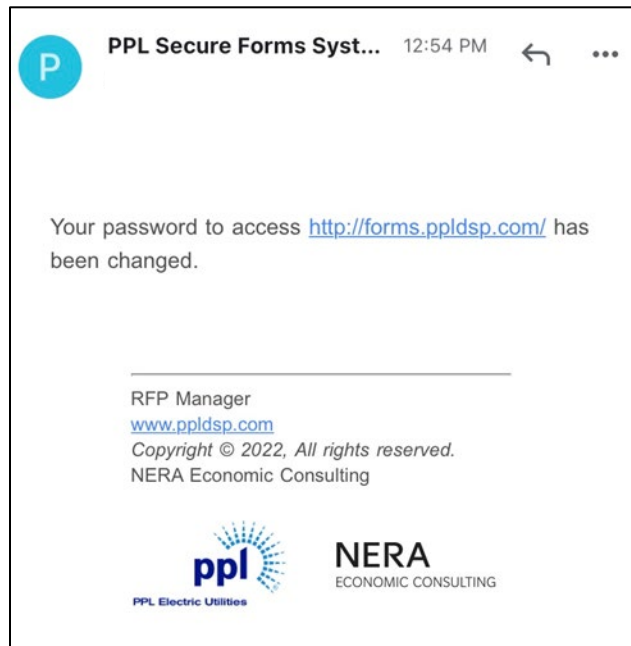
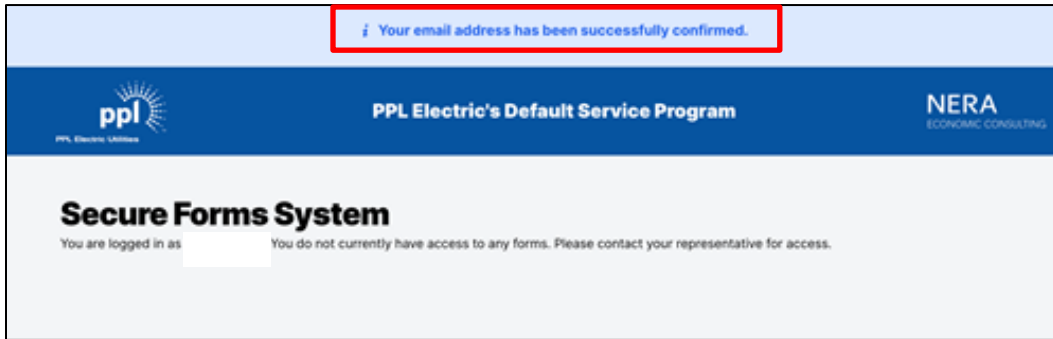
The screenshot shows the "Get Account for Qualification" form. The breadcrumb trail is "Home > Qualification Form > Get Account for Qualification". The form title is "Get Account for Qualification". A note states "Fields marked with an \* are required". The form contains the following fields: "Company \*", "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.

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](#).

- Home
- Background Information
- Announcements
- Default Service RFP
- Block Supply RFP
- Alternative Energy Credits RFP
- Calendar
- Data
- FAQs
- Contact Us
- Secure Bid Transfer
- Qualification Form**

1. Click on the "Qualification Form" section

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

## Log In

Username

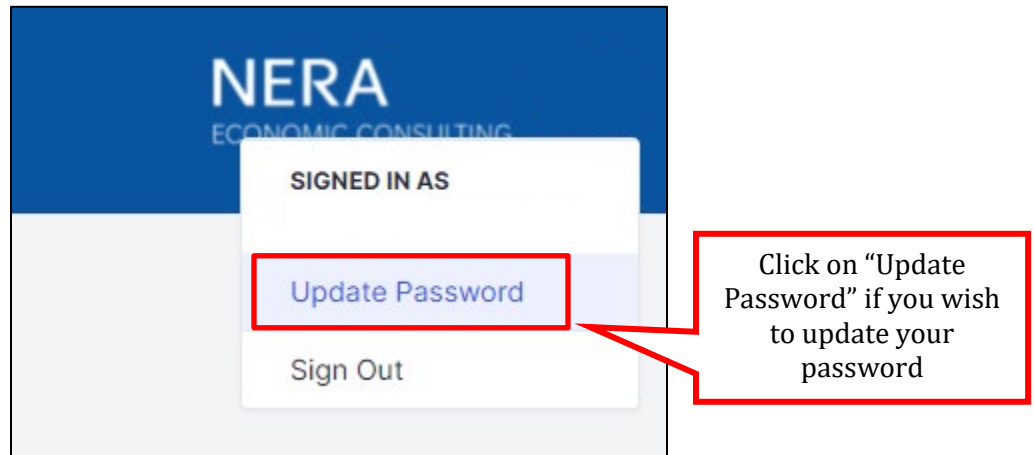
Password

[Log In](#)

[Forgot your password?](#)

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

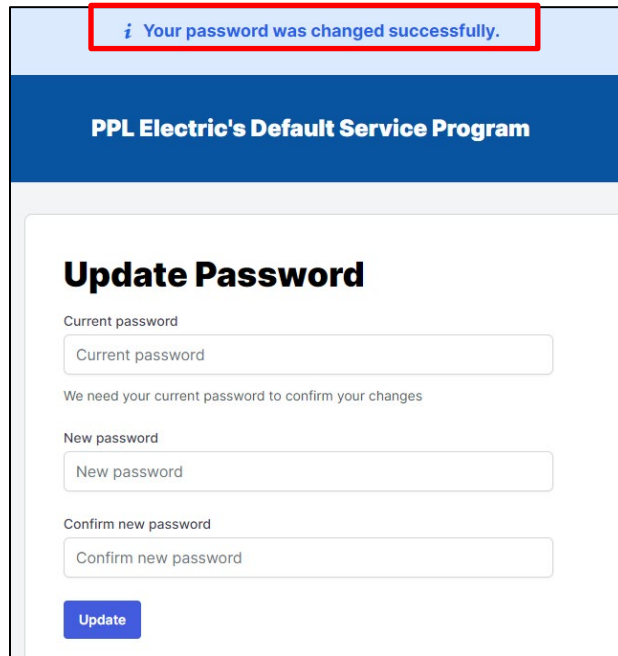
11. If you wish to update your password, log in and click on the arrow in the top left of your screen. Then click on "Update Password".



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".

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". Below the "Current password" field, there is a note: "We need your current password to confirm your changes". At the bottom of the form, 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 a question: "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." 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 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 callouts are present:

- A red-bordered box on the left contains the text: "Note: Additional required fields may appear depending on your response to this question".
- A red-bordered box on the right contains the text: "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

**Table 2b. 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 MASTER AGREEMENT". The main heading is "Alternative Energy Credits". A list of documents is displayed:

- RFP Process and Rules (Including Appendices) (.pdf)
- Appendix 3, 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 6, Bid Proposal Spreadsheets
- Appendix 7, Binding Bid Agreement (.docx)
- Additional Documents
  - Electronic Funds Transfer Authorization (.doc)
- Preliminary Lists of Acceptable Modifications to Credit Instruments
  - Acceptable Modifications to Bid Assurance LC (Hard Copy) (.pdf)
  - Acceptable Modifications to Bid Assurance LC (Electronic) (.pdf)

Red callout boxes provide instructions:

- One points to the "Documents" tab in the left sidebar: "Click on the Documents tab under 'Alternative Energy Credits RFP'".
- Another points to the list of documents: "Download Appendices 3, 4, 7 and Electronic Funds Transfer Authorization".
- A third points to the "Additional Documents" section: "Previously Qualified Bidders! Download 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.



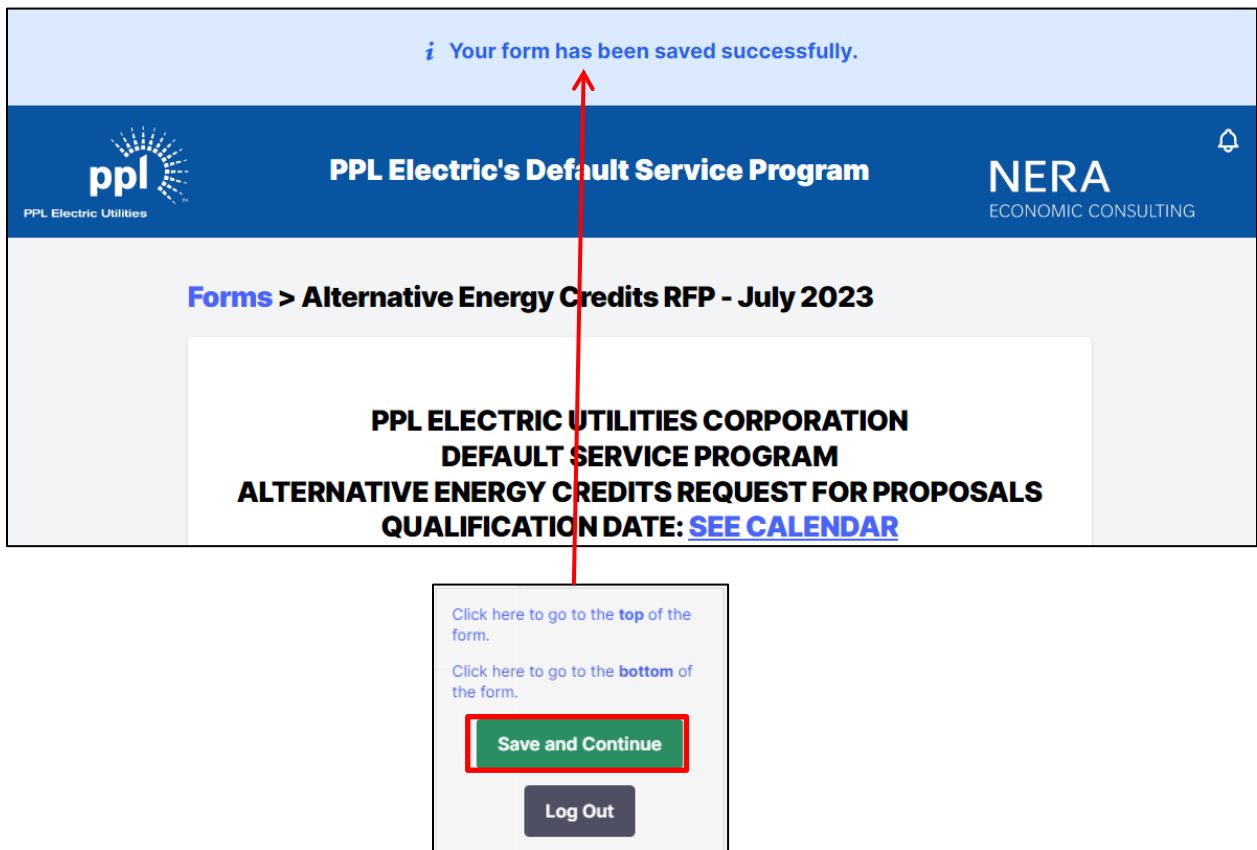
**THE RFP BIDDER PROVIDES THE BINDING BID AGREEMENT BY UPLOAD TO THIS QUALIFICATION FORM.**  
The Binding Bid Agreement is available on the Alternative Energy Credits RFP website and is labelled Appendix 7.

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**

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**Forms > Alternative Energy Credits RFP - July 2023**

**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 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 to a notification box below.

Your Alternative Energy Credits RFP - July 2023 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.

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', and 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'. 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. 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).

**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.

The image shows two screenshots. The top screenshot is a web form with two sections: "Additional Upload #2" and "Additional Upload #3", each with a "No file uploaded" status and an "Upload" button. At the bottom of the form are four buttons: "Go Back", "Click to Print This Form", "Save", and "Submit". The "Submit" button is circled in red. A red arrow points from the "Submit" button to a confirmation pop-up below. The pop-up contains the text: "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?" and two buttons: "Cancel" and "Confirm".

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

The image shows a confirmation page with a blue header. On the left is the PPL logo (PPL Electric Utilities). In the center is the text "PPL Electric's Default Service Program". On the right is the NERA logo (NERA ECONOMIC CONSULTING) and a bell icon. Below the header, the page title is "Alternative Energy Credits RFP - July 2023 - Submission Confirmation". A white box contains the message: "Your qualification form for the Alternative Energy Credits RFP - July 2023 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).

**PPL Electric's Default Service Program**

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**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*

Legal Name of the RFP Bidder

Street Address 1

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 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.**

Cancel **Confirm**