

Attachment 2

Alternative Energy Credits RFP Bid Proposal Submission Guide

**Bid Proposal Submission Window: 10:00 a.m. – 12 p.m. (noon) EPT
on July 27, 2021**

1. Contact Us

If you encounter difficulties in submitting your Bid Proposals online, please contact us:

PPL Electric RFP Team
PPL-Procurement@NERA.com

2. Introduction

The PPL Electric Utilities Corporation's RFP Manager Team ("PPL Electric RFP Team") will notify RFP Bidders whether they are Qualified Bidders for the July 2021 solicitation on or prior to July 19, 2021. Only Qualified Bidders may submit Bid Proposals.

Qualified Bidders submit their Bid Proposals online in the following manner:

- The Qualified Bidder fills out a Bid Proposal Spreadsheet for each Product for which the Qualified Bidder is submitting a Bid Proposal.
- The Qualified Bidder logs into the secure file transfer system and uploads its Bid Proposal Spreadsheet(s).
- The PPL Electric RFP Team may confirm receipt of your Bid Proposal Spreadsheet(s) by phone, on a best efforts basis, and ask you to verbally confirm a portion of your Bid information provided in your Bid Proposal Spreadsheet(s).

Each of these steps is outlined below. Tips and recommendations on how to avoid errors are provided in Section 4.

3. Steps in completing and submitting the Bid Proposal Spreadsheet(s)

Step 1: Download Bid Proposal Spreadsheet(s)

The Bid Proposal Spreadsheets are available under the “[Documents](#)” page of the “Alternative Energy Credits RFP” section on the RFP website.

There is a Bid Proposal Spreadsheet specific to each Product in the Alternative Energy Credits RFP. You must download a Bid Proposal Spreadsheet for each Product for which you are submitting a Bid Proposal.

The screenshot shows the PPL Electric Utilities 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 "Alternative Energy Credits RFP" highlighted in orange. Under this section, "Documents" is highlighted with a red box. The main content area displays the breadcrumb "Home > Alternative Energy Credits RFP > Documents" and the heading "Documents" with the subtitle "INFORMATION FOR ALTERNATIVE ENERGY CREDITS SUPPLIERS". Below this, the section "Alternative Energy Credits" lists several documents, with the sub-items "Photo-voltaic AECs (.xls)", "PA Tier 1 AECs (.xls)", and "PA Tier 2 AECs (.xls)" under "Appendix 6, Bid Proposal Spreadsheets" highlighted with a red box.

PPL Electric Utilities

PPL Electric's Default Service Program

Home > Alternative Energy Credits RFP > Documents

Documents

INFORMATION FOR ALTERNATIVE ENERGY CREDITS SUPPLIERS

Alternative Energy Credits

- [RFP Process and Rules \(Including Appendices\) \(.pdf\)](#)
 - [Addendum 1 \(.pdf\)](#)
 - [Addendum 2 \(.pdf\)](#)
 - [Addendum 3 \(.pdf\)](#)
- [Appendix 1, Alternative Energy Credits Supplier Master Agreement \(.docx\)](#)
- [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](#)
 - [Photo-voltaic AECs \(.xls\)](#)
 - [PA Tier 1 AECs \(.xls\)](#)
 - [PA Tier 2 AECs \(.xls\)](#)
- [Appendix 7, Binding Bid Agreement \(.docx\)](#)

Step 2: Fill Out a Bid Proposal Spreadsheet

- Open the Bid Proposal Spreadsheet and confirm that it is for the Product for which you are submitting a Bid Proposal.

Example of Photo-voltaic AEC Product Bid Proposal Spreadsheet:

<p>PPL Electric Utilities Corporation AEC RFP Process and Rules</p> <p>APPENDIX 6 Bid Proposal Spreadsheet - Alternative Energy Credits</p> <div style="border: 1px solid red; padding: 5px; display: inline-block;"> <p>July 2021 Solicitation</p> </div> <p>Alternative Energy Credits Bid Proposal Due Date: Tuesday, July 27, 2021 Bid Proposal Submission Window: 10:00 a.m. - 12:00 p.m. EPT</p> <div style="border: 1px solid red; padding: 5px; display: inline-block;"> <p>Photo-voltaic AECs</p> <p>Eligible Vintage: June 1, 2019 - May 31, 2022 (AECs must be Delivered to PPL Electric by: August 5, 2021)</p> </div>

- Fill in your Bidder Information:
 - The Company Name should be the full legal name of the party executing the AEC SMA.
 - The Contact Name should be the name of a person with whom receipt can be confirmed.
 - The PPL Electric RFP Team will confirm receipt (on a best efforts basis) using the contact name and phone number provided.

Bidder Information:		<p>Enter your Bidder Information here</p> <p>* Required Field</p> <p>* Required Field</p> <p>* Required Field</p>
Company Name	Electric Co.	
Contact Name	Jane Doe	
Phone Number	(555) 555-5555	

- Enter your bids:
 - Fill in a price for 1 Total Tranche Supplied.
 - For additional Total Tranches Supplied, fill in a price or enter an “X”.
 - If you have filled in an “X” for a given number of Total Tranches Supplied, you MUST put an “X” for all subsequent (larger) numbers of Total Tranches Supplied.
 - For every number of Total Tranches Supplied you MUST put either a price or an “X”.
 - **All price quotes are limited to two (2) decimal places.**
- Confirm that your Bid Proposal Spreadsheet is complete. The indicator at the bottom of the page will say “Complete”. Any incomplete Bid Proposal Spreadsheet submitted will be deemed a non-conforming proposal and will be eliminated from consideration.

Example of Photo-voltaic AEC Product Bid Proposal Spreadsheet:

Bid Information:			
Bids	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/AEC)
	1	\$5,500	75.00
	2	\$11,000	75.00
	3	\$16,500	75.00
	4	\$22,000	75.00
	5	\$27,500	X
	6	\$33,000	X

20	\$110,000	X	

All cells shaded gray must be completed.

* Required Field

* Required Field

* Required Field

* Required Field

* Required Field

* Required Field

* Required Field

* Required Field

Complete/Incomplete: **COMPLETE**

- Save your Bid Proposal Spreadsheet somewhere easily accessible, as the PPL Electric RFP Team may need you to confirm your bids.

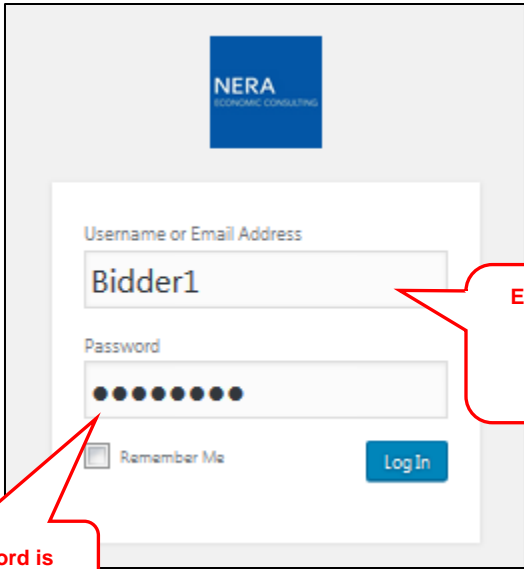
Step 3: Submit Your Bid Proposal Spreadsheet Online

Bid Proposal Spreadsheets must be submitted to the PPL Electric RFP Team by secure file transfer during the Bid Proposal Submission Window as follows:

Tuesday, July 27, 2021: 10:00 a.m. – 12:00 p.m. (noon) EPT

To use the secure file transfer:

- Go to <https://securebidtransfer.com/>
- Enter the username and password supplied to you by the PPL Electric RFP Team in the Notification of Qualification. Note that the password is case-sensitive.



The image shows a login form for NERA Economic Consulting. The form has a header with the NERA logo and the text "NERA ECONOMIC CONSULTING". Below the logo, there are two input fields: "Username or Email Address" and "Password". The "Username or Email Address" field contains the text "Bidder1". The "Password" field is filled with ten black dots. Below the password field, there is a checkbox labeled "Remember Me" and a blue "Log In" button. Two red callout boxes are present: one pointing to the "Username or Email Address" field with the text "Enter the username provided in your Notification of Qualification. This guide uses the username 'Bidder1'", and another pointing to the "Password" field with the text "NOTE: Password is case-sensitive".

- Click “Upload Form” on the sidebar.

NERA Secure Bid Transfer

Upload Form

Logout

ppl™

Instructions for submitting the Bid Proposal Form

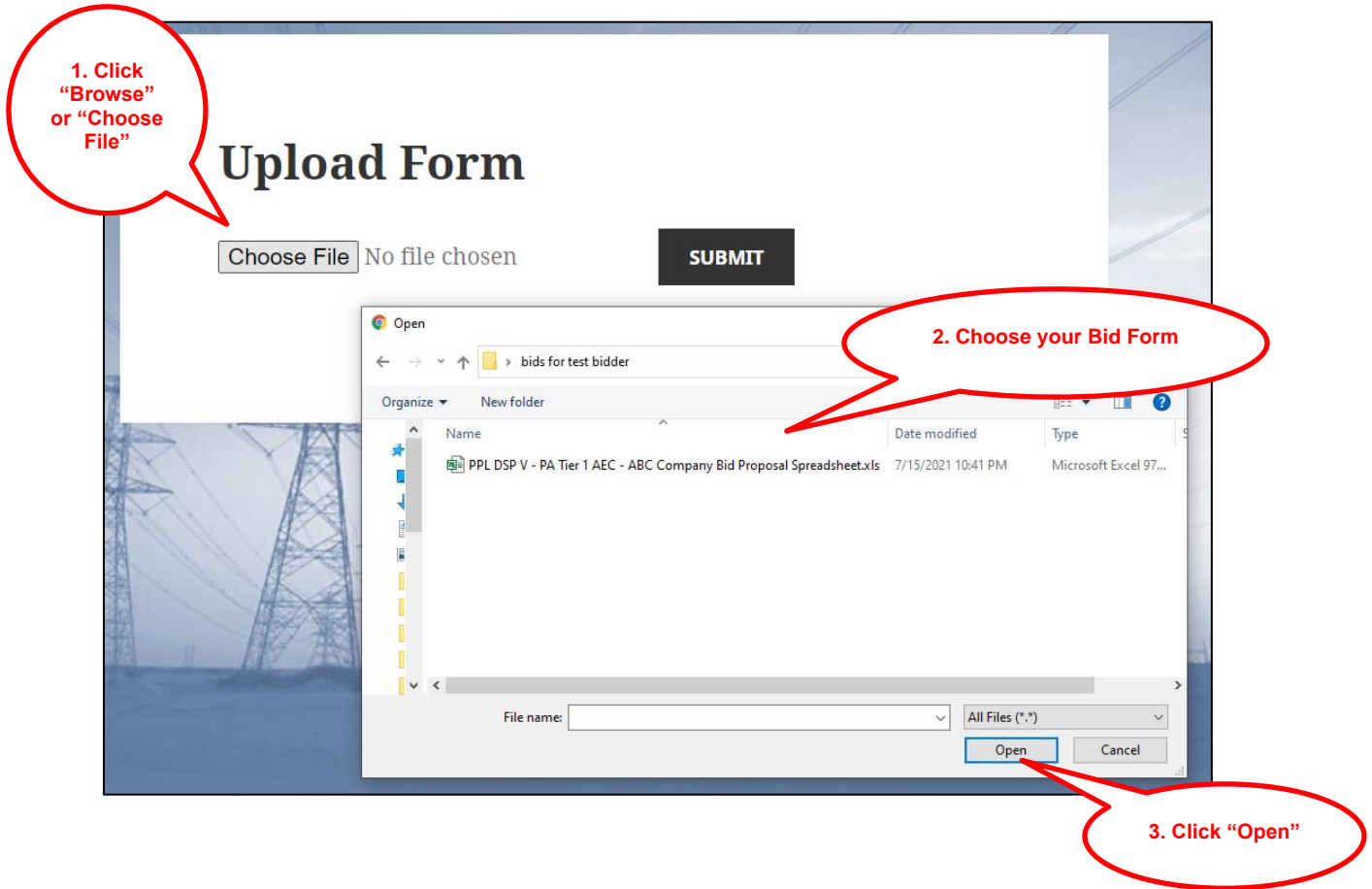
To return to these instructions at any time, click “NERA Secure Bid Transfer” at the top of the left-hand side toolbar.

1. DOWNLOAD AND COMPLETE THE BID PROPOSAL SPREADSHEET(S).

Download the Bid Proposal Spreadsheet(s) from the “[Documents](#)” page of the “Alternative Energy Credits RFP” section on the RFP website. Complete the Bid Proposal Spreadsheet(s). For assistance completing the Bid Proposal Spreadsheet(s), please consult the [Bid Form Guide](#).

2. SUBMIT THE BID PROPOSAL SPREADSHEET(S).

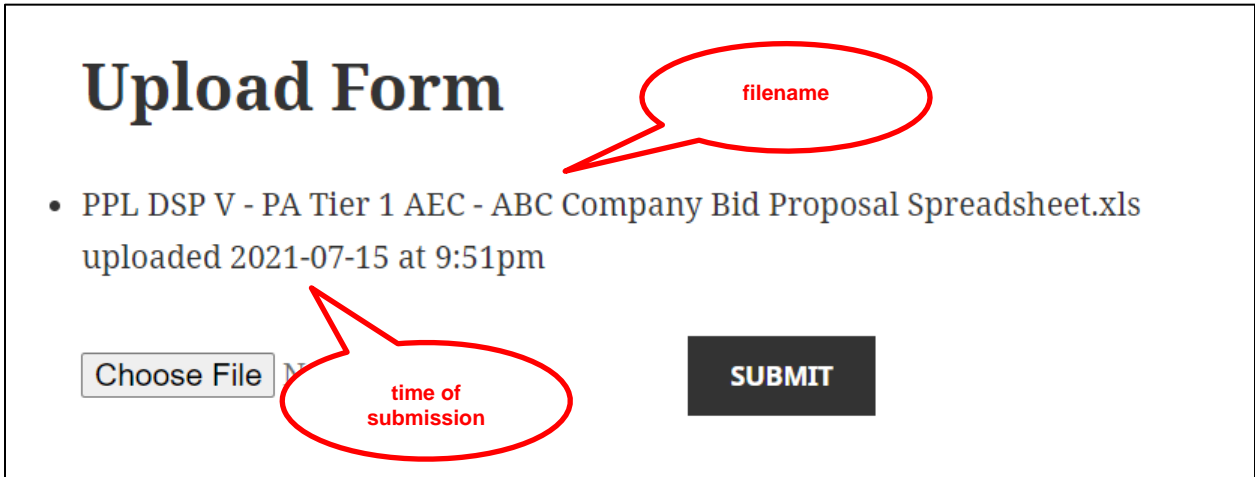
- To upload the file
 1. Click on “Browse” or “Choose File” to access the file upload window.
 2. Navigate to the folder where you saved the Bid Form. Click on the Bid Form.
 3. Click “Open” in the dialog box.



- Once the file has uploaded successfully, the filename will be visible. Ensure this is the file you intend to use and then click "Submit."



- After submission, the filename will appear in the upload window with the time of submission to the right of the filename.



Step 4: Receipt of Confirmation

- Bidders are encouraged to email PPL-Procurement@NERA.com to ask for confirmation of receipt of the Bid Proposal Spreadsheet(s).
- The PPL Electric RFP Team will download your Bid Proposal Spreadsheet(s).
- The PPL Electric RFP Team may confirm receipt of your Bid Proposal Spreadsheet(s) by phone, on a best efforts basis, and ask you to verbally confirm a portion of your Bid information provided in your Bid Proposal Spreadsheet(s).

Example 4: Entering a Price After Entering an “X”

- You cannot enter an “X” for a number of Total Tranches Supplied and then enter a price for a greater number of Total Tranches Supplied.
- If you enter a price for a number of Total Tranches Supplied, you must enter a price for all smaller numbers of Total Tranches Supplied.

Bidder Information:																															
Company Name	Electric Co.	* Required Field																													
Contact Name	Jane Doe	* Required Field																													
Phone Number	(555) 555-5555	* Required Field																													
Tranche Information:																															
Total Available Tranches		20																													
Tranche Size (AECs per tranche)		730																													
Target Quantity (AECs)		14,600																													
Bid Information:																															
	<table border="1"> <thead> <tr> <th></th> <th>Total Tranches Supplied</th> <th>Bid Assurance Collateral Amount</th> <th>Price (US\$/AEC)</th> </tr> </thead> <tbody> <tr> <td rowspan="8" style="writing-mode: vertical-rl; transform: rotate(180deg);">Bids</td> <td>1</td> <td>\$5,500</td> <td>X</td> </tr> <tr> <td>2</td> <td>\$11,000</td> <td>75.00</td> </tr> <tr> <td>3</td> <td>\$16,500</td> <td>75.00</td> </tr> <tr> <td>4</td> <td>\$22,000</td> <td>75.00</td> </tr> <tr> <td>5</td> <td>\$27,500</td> <td>75.00</td> </tr> <tr> <td>6</td> <td>\$33,000</td> <td>75.00</td> </tr> <tr> <td>...</td> <td>...</td> <td>...</td> </tr> <tr> <td>20</td> <td>\$110,000</td> <td>75.00</td> </tr> </tbody> </table>		Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/AEC)	Bids	1	\$5,500	X	2	\$11,000	75.00	3	\$16,500	75.00	4	\$22,000	75.00	5	\$27,500	75.00	6	\$33,000	75.00	20	\$110,000	75.00	<p>You must enter a price for 1 Total Tranche Supplied</p> <p>* Required Field</p> <p>* Required Field</p> <p>* Required Field</p> <p>* Required Field</p> <p>* Required Field</p> <p>* Required Field</p> <p>* Required Field</p> <p>* Required Field</p>
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Complete/Incomplete:	INCOMPLETE	← Bid Proposal Spreadsheet Incomplete																													

Example 5: Multiple Errors

- You must enter a price or an “X” for all cells in the Price column.
- You cannot enter an “X” for a number of Total Tranches Supplied and then enter a price offer for a greater number of Total Tranches Supplied.
- If you wish to make a price offer for 5 tranches, you must also enter a price offer for all smaller numbers of Total Tranches Supplied (1, 2, 3 and 4) and must enter an “X” for 6-20 Total Tranches Supplied.

Bidder Information:

Company Name	Electric Co.	* Required Field
Contact Name	Jane Doe	* Required Field
Phone Number	(555) 555-5555	* Required Field

Price ×

Please enter a price with at most two decimal places. If you choose not to bid on a particular tranche, then you must enter an 'X' for that and all subsequent tranches.

Bid Information:

	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/AEC)	
Bids	1	\$5,500		* Required Field
	2	\$11,000	X	* Required Field
	3	\$16,500	75.00	* Required Field
	4	\$22,000	75.00	* Required Field
	5	\$27,500	75.00	* Required Field
	6	\$33,000	X	* Required Field
	* Required Field
	20	\$110,000	X	* Required Field

You cannot enter a price after entering an “X”
You must enter a price or an “X” for all Total Tranches Supplied

Complete/Incomplete: INCOMPLETE ← Bid Proposal Spreadsheet Incomplete

Example 6: Exceeding the Maximum Bid Indication Form

- For each Product, the greatest number of whole tranches that its amount of Bid Assurance Collateral or AECs is sufficient to support will be based on the maximum tranches that the RFP Bidder confirmed it is intending to bid for such Product, as provided in the Maximum Bid Indication Form. If your bid for a Product exceeds the number of maximum tranches you intend to bid for, as provided in the Maximum Bid Indication Form, the Bid Proposal Evaluation Team will strike a bid from that Bid Proposal Spreadsheet for any Total Tranches Supplied that exceeds the number of maximum tranches you intended to bid for.
- In the example below, although the Bid Proposal Spreadsheet is Complete, the number of Total Tranches Supplied exceeds the number of maximum tranches that the RFP Bidder has indicated in the Maximum Bid Indication Form. The RFP Bidder’s Maximum Bid Indication Form indicates that the number of maximum tranches of Photo-voltaic AECs the RFP Bidder intends to bid for is 17 tranches (as shown on page 16 of this Attachment 2), but the RFP Bidder provided price offers for up to 20 Total Tranches Supplied in the Bid Proposal Spreadsheet. As such, the price offers for 18, 19 and 20 Total Tranches Supplied will **not** be considered.

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Company Name	Electric Co. * Required Field																																						
Contact Name	Jane Doe * Required Field																																						
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Complete/Incomplete:	<div style="border: 2px solid red; padding: 2px; display: inline-block; color: green; font-weight: bold;">COMPLETE</div> <p style="color: red; font-weight: bold; margin-left: 20px;"> Bid Proposal Spreadsheet Complete, however, the Total Tranches Supplied will be reduced to 17 to match your submitted Maximum Bid Indication Form information </p>																																						

RFP Bidder: **Electric Co.**

Eligible Vintage	Product Type	Target Quantity (AECs)	Available Tranches (Tranches)	Tranche Size (AECs/tranche)	Bid Assurance Collateral (\$/tranche)
June 1, 2019- May 31, 2022	Photo-voltaic AEC	14,600	20	730	\$5,500
	PA Tier 1 AEC	219,000	20	10,950	\$22,000
	PA Tier 2 AEC	292,000	20	14,600	\$11,500

Product	Number of maximum tranches the RFP Bidder intends to bid
Photo-voltaic AEC	17 tranche(s)
PA Tier 1 AEC	10 tranche(s)
PA Tier 2 AEC	6 tranche(s)