

BID PROPOSAL SUBMISSION GUIDE

April 2019 Solicitation

1. Contact Us

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

PPL Electric RFP Team
(215) 568-0200

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 April 2019 solicitation on April 1, 2019. 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 sends its Bid Proposal Spreadsheet(s) to the PPL Electric RFP Team using PPL Electric's secure electronic file transfer system.
- The PPL Electric RFP Team confirms receipt by phone by providing a Tag Number for each Bid Proposal Spreadsheet. Bidders will be asked to verbally confirm a portion of the bids information provided in the 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)

There is a Bid Proposal Spreadsheet specific to each Product in Default Service RFP.

The Bid Proposal Spreadsheets are available under the “Documents” subsection of the “RFP Information” section on the RFP website: <http://www.ppldsp.com/rfp-information/documents>

You must download a Bid Proposal Spreadsheet for each Product for which you are submitting a Bid Proposal.

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". The breadcrumb trail is "Home > RFP Information > Documents". The main heading is "Documents" with the subtext "INFORMATION FOR GENERATION SUPPLIERS". The left sidebar contains a navigation menu with "Documents" highlighted in a red box. The main content area is titled "Load Following Full Requirements" and lists various documents. "Appendix 8, Bid Proposal Spreadsheets" is highlighted in a red box, with its sub-items: Residential (6 Month) (.xls), Residential (12 Month) (.xls), Small C&I (6 Month) (.xls), Small C&I (12 Month) (.xls), and Large C&I (12 Month) (.xls).

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 Small C&I 12-Month Product Bid Proposal Spreadsheet:

<p align="center">PPL Electric Utilities Corporation Default Service RFP Process and Rules</p> <p align="center">APPENDIX 8 Bid Proposal Spreadsheet - Default Service Fixed Price Supply</p> <p align="center">April 2019 Solicitation Full Requirements Service Bid Proposal Due Date: Tuesday, April 9, 2019 Bid Proposal Submission Window: 10:00 a.m. - 12:00 p.m. EPT</p> <p align="center">Small Commercial & Industrial - 6 Month 6-Month Delivery Period: June 1, 2019 - November 30, 2019</p>

- Fill in your Bidder Information:
 - The Company Name should be the full legal name of the party executing the Default Service 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 using the contact name and phone number provided.

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

Enter your Bidder Information here

Note: The Tag Number is filled in by the PPL Electric RFP Team and will be communicated to you by phone as a confirmation of receipt of your Bid Proposal Spreadsheet.

Tag Number: _____	← Leave blank
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- 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”.

Example of Small C&I 12-Month Product Bid Proposal Spreadsheet:

Bid Information:				
	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)	
Bids	1	\$500,000	75.00	* Required Field
	2	\$1,000,000	75.00	* Required Field
	3	\$1,500,000	75.00	* Required Field
	4	\$2,000,000	75.00	* Required Field
	5	\$2,500,000	X	* Required Field
	6	\$3,000,000	X	* Required Field

Complete/Incomplete: **COMPLETE**

All cells shaded gray must be completed. Any incomplete Bid Proposal Spreadsheet submitted will be deemed a non-conforming proposal and will be eliminated from consideration.

Please save your Bid Proposal Spreadsheet on your desktop or somewhere easily accessible, as the PPL Electric RFP Team will 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 electronic file transfer during the Bid Proposal Submission Window as follows:

Tuesday, April 9, 2019: 10:00 a.m. – 12:00 p.m. (noon) EPT

To use PPL’s electronic file transfer:

- Go to the RFP website (<http://www.ppldsp.com>) and select *File Transfer* section to access PPL Electric’s secure electronic file transfer system.
 - You can also access PPL Electric’s secure electronic file transfer system directly here: <http://files2u.pplweb.com/index.html>
- Select “Upload Files”.
- Enter your first name, last name, email address, and phone number.
 - Please provide a contact name and phone number where receipt of the Bid Proposal Spreadsheet can be confirmed.
- **The recipient’s email address is pplpolr@pplweb.com.**
- Agree to the terms and conditions by choosing “*Yes, I agree*” from the drop-down menu. To view the complete terms and conditions, please see the following web address: <http://www.pplweb.com/terms-conditions/>.
- Enter the *download password*. This password will be provided in your Notification of Qualification. **The password is case-sensitive and must be entered exactly as provided.** Bid Proposal Spreadsheets submitted without a *download password* will be **ignored** and treated as though the Bidder has not submitted a Bid Proposal.
- Click the “Upload Files” button.



PPL FILE TRANSFER CENTER

[Help](#) [FAQ](#) [Logout](#)


Please enter the following information:


First Name •

Last Name •

Email Address •


Comment

Phone Number  ###-###-####

Recipient's Email •  Multiple addresses allowed (one per line or comma separated).

Short Note This note will be included in the recipient e-mail notification.

Do you agree to the Terms and Conditions? • **Provided in Notification of Qualification**

Download Password  Confidential data should be password protected. For more information, click the question mark to the left.

• required field

[Terms and Conditions](#) | [Privacy Statement](#) | © 2013 PPL Corporation

Upload all Bid Proposal Spreadsheets as follows, but please note the upload interface may appear slightly different than as shown here, depending on your browser choice:

- Browse to the location of the file(s) on your computer.
- Use the single arrow button to move highlighted files from the navigation box on the left to the transfer queue on the right, or use the double arrow button to transfer all files shown in the navigation box to the transfer queue at once. Repeat until all Products for which you are submitting a Bid Proposal Spreadsheet are shown in the transfer queue.
- Click “Start Upload” to transfer the file(s) to PPL’s secure server.

PPL FILE TRANSFER CENTER

[Help](#) [FAQ](#) [Logout](#)

Upload Files

Files selected will appear here

Clear Queue

Progress	Filename	Rate (KB/sec)	Time Remaining	Status	Action
	PPL DSP IV - April 2019 RFP - Appendix...			-	
	PPL DSP IV - April 2019 RFP - Appendix...			-	
	PPL DSP IV - April 2019 RFP - Appendix...			-	
	PPL DSP IV - April 2019 RFP - Appendix...			-	
	PPL DSP IV - April 2019 RFP - Appendix...			-	

Browse...

Start Upload

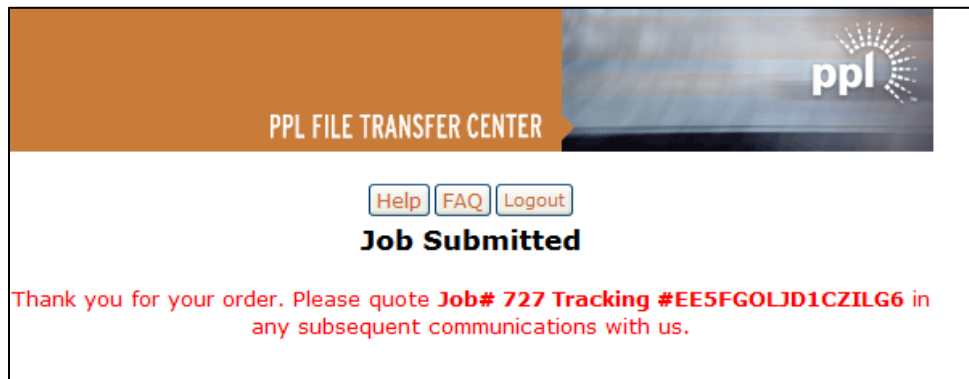
Add more files after this transfer is complete

Select files for upload here

Click to upload files

More than one file can be uploaded at once, and you are encouraged to upload all Bid Proposal Spreadsheets at once.

When the file(s) has (have) uploaded, the screen will say “Job Submitted”. You will also receive an email confirming that your file(s) has (have) been transferred successfully.



Step 4: Receipt of Confirmation

- The PPL Electric RFP Team will receive an email notification with a tracking number specific to your file(s).
- The PPL Electric RFP Team will download your Bid Proposal Spreadsheet(s) using the tracking number and the download password.
- The PPL Electric RFP Team will confirm, **by phone**, receipt of your Bid Proposal Spreadsheet(s) by communicating to you the Tag Number for each Bid Proposal Spreadsheet submitted.
- The PPL Electric RFP Team will ask you to verbally confirm a portion of your Bid information provided in your Bid Proposal Spreadsheet(s).
- Calls will be made to the contact at the phone number provided in the Bid Proposal Spreadsheet, within thirty (30) minutes of receipt.

Example 2: Not Entering a Price or an “X” in Every Cell under Bid Information

- If you only wish to supply 2 tranches, you MUST enter an “X” in the Price column for all greater 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:																															
Solicitation Load Cap	85%																														
Aggregate Load Cap	50%																														
Total Available Tranches	6																														
Tranche Size (% of Total Small Commercial & Industrial Default Service Load)	5.00%																														
Tag Number:																															
Bid Information:																															
	<table border="1"> <thead> <tr> <th></th> <th>Total Tranches Supplied</th> <th>Bid Assurance Collateral Amount</th> <th>Price (US\$/MWh)</th> <th></th> </tr> </thead> <tbody> <tr> <td rowspan="6">Bids</td> <td>1</td> <td>\$500,000</td> <td>75.00</td> <td>* Required Field</td> </tr> <tr> <td>2</td> <td>\$1,000,000</td> <td>75.25</td> <td>* Required Field</td> </tr> <tr> <td>3</td> <td>\$1,500,000</td> <td></td> <td>* Required Field</td> </tr> <tr> <td>4</td> <td>\$2,000,000</td> <td></td> <td>* Required Field</td> </tr> <tr> <td>5</td> <td>\$2,500,000</td> <td></td> <td>* Required Field</td> </tr> <tr> <td>6</td> <td>\$3,000,000</td> <td></td> <td>* Required Field</td> </tr> </tbody> </table>		Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)		Bids	1	\$500,000	75.00	* Required Field	2	\$1,000,000	75.25	* Required Field	3	\$1,500,000		* Required Field	4	\$2,000,000		* Required Field	5	\$2,500,000		* Required Field	6	\$3,000,000		* Required Field
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Complete/Incomplete:	INCOMPLETE ← Bid Proposal Spreadsheet Incomplete																														
IMPORTANT:																															
<u>Aggregate Load Cap</u> : Please refer to your Notification of Qualification for information regarding the bidder-specific Aggregate Load Cap that may be applicable to the RFP Bidder.																															

You must enter a price or “X” for all Total Tranches Supplied

INCOMPLETE

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:

Solicitation Load Cap
Aggregate Load Cap
Total Available Tranche
Tranche Size (% of Tot

Tag Number:

Price

 Please enter a price for one (1) total tranche supplied. Prices may contain at most two decimal places.

Retry Cancel Help

Bid Information:

	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)	
Bids	1	\$500,000	X	* Required Field
	2	\$1,000,000	75.00	* Required Field
	3	\$1,500,000	75.50	* Required Field
	4	\$2,000,000	76.00	* Required Field
	5	\$2,500,000	76.50	* Required Field
	6	\$3,000,000	77.00	* Required Field

You must enter a price for 1 Total Tranche Supplied

Complete/Incomplete: INCOMPLETE ← **Bid Proposal Spreadsheet Incomplete**

IMPORTANT:
Aggregate Load Cap: Please refer to your Notification of Qualification for information regarding the bidder-specific Aggregate Load Cap that may be applicable to the RFP Bidder.

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 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:

X

❌

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\$/MWh)	
Bids	1	\$500,000		* Required Field
	2	\$1,000,000	X	* Required Field
	3	\$1,500,000	75.50	* Required Field
	4	\$2,000,000	76.00	* Required Field
	5	\$2,500,000	76.50	* Required Field
	6	\$3,000,000	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**

IMPORTANT:
Aggregate Load Cap: Please refer to your Notification of Qualification for information regarding the bidder-specific Aggregate Load Cap that may be applicable to the RFP Bidder.

Example 6: Violating Aggregate Load Cap Restrictions

- The Aggregate Load Cap for a Customer Group ensures that, at any given point in time during the period June 1, 2017 through May 31, 2021, the Customer Group has no more than a 50% exposure to any one Default Service Fixed Price Supplier selected pursuant to PPL Electric's current default service program (DSP IV).
- If a bidder has an Aggregate Load Cap of six (6) tranches in the Small Commercial & Industrial Customer Group, the maximum number of tranches bid across the 12-month and 6-month fixed price products for the Small Commercial & Industrial Customer Group must not exceed six (6) tranches.
- In the example below, although a bid of 9 tranches bid across the 12-month and 6-month fixed price products for the Small Commercial & Industrial Customer Group is compliant with the Solicitation Load Cap of 12 tranches, it violates the Aggregate Load Cap for a bidder with an Aggregate Load Cap of 6 tranches.
- The Aggregate Load Cap is specific to each Bidder and is provided in the Bidder's Notification of Qualification.

APPENDIX 8
Bid Proposal Spreadsheet - Default Service Fixed Price Supply

April 2019 Solicitation
Full Requirements Service
Bid Proposal Due Date: Tuesday, April 9, 2019
Bid Proposal Submission Window: 10:00 a.m. - 12:00 p.m. EPT

Small Commercial & Industrial - 12 Month
12-Month Delivery Period: June 1, 2019 - May 31, 2020

Bidder Information:

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

Tranche Information:

Solicitation Load Cap	85%
Aggregate Load Cap	50%
Total Available Tranches	6
Tranche Size (% of Total Small Commercial & Industrial Default Service Load)	5.00%

Tag Number: _____

Bid Information:

	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)	
Bids	1	\$500,000	75.00	* Required Field
	2	\$1,000,000	75.50	* Required Field
	3	\$1,500,000	76.00	* Required Field
	4	\$2,000,000	76.50	* Required Field
	5	\$2,500,000	77.00	* Required Field
	6	\$3,000,000	X	* Required Field

Complete/Incomplete: **COMPLETE**

PPL Electric Utilities Corporation
Default Service RFP Process and Rules

APPENDIX 8
Bid Proposal Spreadsheet - Default Service Fixed Price Supply

April 2019 Solicitation
Full Requirements Service
Bid Proposal Due Date: Tuesday, April 9, 2019
Bid Proposal Submission Window: 10:00 a.m. - 12:00 p.m. EPT

Small Commercial & Industrial - 6 Month
6-Month Delivery Period: June 1, 2019 - November 30, 2019

Bidder Information:

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

Tranche Information:

Solicitation Load Cap	85%
Aggregate Load Cap	50%
Total Available Tranches	9
Tranche Size (% of Total Small Commercial & Industrial Default Service Load)	5.00%

Tag Number: _____

Bid Information:

	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)	
Bids	1	\$500,000	76.00	* Required Field
	2	\$1,000,000	76.00	* Required Field
	3	\$1,500,000	76.00	* Required Field
	4	\$2,000,000	76.00	* Required Field
	5	\$2,500,000	X	* Required Field
	6	\$3,000,000	X	* Required Field
	7	\$3,500,000	X	* Required Field
	8	\$4,000,000	X	* Required Field
	9	\$4,500,000	X	* Required Field

Complete/Incomplete: **COMPLETE**

The maximum number of tranches bid across products for a customer group must not exceed the Aggregate Load Cap for that bidder.