

## **BID PROPOSAL SUBMISSION GUIDE**

### **May 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 May 2019 solicitation on May 6, 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 the bid 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 Time-of-Use RFP.

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

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

The screenshot shows the website interface for PPL Electric's Default Service Program. The top navigation bar includes the PPL logo and the text "PPL Electric's Default Service Program". The breadcrumb trail is "Home > Time-of-Use RFP > Documents". The left sidebar contains a list of menu items: Home, Background Information, Announcements, Default Service RFP, Time-of-Use RFP (highlighted with an orange bar), RFP Results, Documents (highlighted with a red box), Calendar, Data, FAQs, Contact Us, File Transfer, and Qualification Form. The main content area is titled "Documents" and "INFORMATION FOR GENERATION SUPPLIERS". It features a section "Load Following Full Requirements" with a list of documents. The list includes: RFP Process and Rules (Including Appendices) (.pdf), Appendix 1, Time-of-Use Supplier Master Agreement (.docx), Appendix 3, Confidentiality Agreement (.docx), Appendix 4, PJM Qualification Certification Form (.docx), Appendix 5, FERC Authorization Certification Form (.docx), Appendix 6 Credit Authorization (.docx), Appendix 6b, Confirmation of Credit and Financial Information (.docx), Appendix 7, Bid Assurance Letter of Credit (.docx), Appendix 8, Bid Proposal Spreadsheet (highlighted with a red box), Appendix 9, Binding Bid Agreement (.docx), and Appendix 10, Binding Bid Withdrawal Agreement (.docx). The sub-items under Appendix 8 are Residential (6 Month) (.xls) and Small C&I (6 Month) (.xls), both also highlighted with a red box.

## 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 6-Month Product Bid Proposal Spreadsheet:

<p align="center"><b>PPL Electric Utilities Corporation</b> <b>Time-of-Use RFP Process and Rules</b></p> <p align="center"><b>APPENDIX 8</b> <b>Bid Proposal Spreadsheet - Time-of-Use Supply</b></p> <p align="center"><b>May 2019 Solicitation</b> Full Requirements Service Bid Proposal Due Date: Tuesday, May 14, 2019 Bid Proposal Submission Window: 10:00 a.m. - 12:00 p.m. EPT</p> <p align="center"><b>Small Commercial &amp; Industrial - 6 Month</b> 6-Month Delivery Period: June 1, 2019 - November 30, 2019</p>
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- Fill in your Bidder Information:
  - The Company Name should be the full legal name of the party executing the Time-of-Use 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.

**Enter your Bidder Information here**

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

- Enter your bid:
  - Fill in the percentage discount below the generation portion of Price-to-Compare. The Generation portion of Price-to-Compare is provided under “Solicitation Information”.

<b>Solicitation Information:</b>								
Generation Portion of Price-to-Compare (US \$/MWh)		\$46.79						
Available Tranches		1						
Tranche Size (% of Total Small Commercial & Industrial TOU Load)		100.00%						
On-Peak Multiplier (applied to off-peak rate)		161%						
Tag Number:	<input type="text"/>	Leave blank						
<b>Bid Information:</b>								
	<table border="1"> <thead> <tr> <th>Total Tranches Supplied</th> <th>Bid Assurance Collateral Amount</th> <th>Percentage Discount Below the Generation Portion of PTC (%)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$75,000</td> <td><input type="text"/></td> </tr> </tbody> </table>	Total Tranches Supplied	Bid Assurance Collateral Amount	Percentage Discount Below the Generation Portion of PTC (%)	1	\$75,000	<input type="text"/>	* Required Field
Total Tranches Supplied	Bid Assurance Collateral Amount	Percentage Discount Below the Generation Portion of PTC (%)						
1	\$75,000	<input type="text"/>						

- The percentage discount quote is limited to two (2) decimal places and must be greater than 0.00%.
- **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.
- Check the Resulting Price Information calculated for the TOU Off-Peak Price and the TOU On-Peak Price based on your bid. Please note that the TOU Off-Peak Price is **rounded down** to the nearest cent and the TOU On-Peak Price is **rounded** to the nearest cent.
  - TOU Off-Peak Price = Generation portion of PTC x (1 – % Discount)
  - TOU On-Peak Price = Seasonal Multiplier x TOU Off-Peak Price
- Confirm that your Bid Proposal Spreadsheet is complete. The indicator at the bottom of the page will say “Complete”.

**Example of Small C&I 6-Month Product Bid Proposal Spreadsheet:**

<b>Bid Information:</b>			
	Total Tranches Supplied	Bid Assurance Collateral Amount	Percentage Discount Below the Generation Portion of PTC (%)
	1	\$75,000	10.01%
			* Required Field
<b>Resulting Price Information:</b>			
			\$42.10
			\$67.78
<b>Complete/Incomplete:</b>	<b>COMPLETE</b>		

*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:*

**10:00 a.m. – 12:00 p.m. (noon) EPT Tuesday, May 14, 2019**

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](mailto: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   ###-###-####

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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.

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

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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 TOU - May 2019 RFP - Appendix 8 -...			-	
	PPL TOU - May 2019 RFP - Appendix 8 -...			-	

Browse...

**Start Upload**

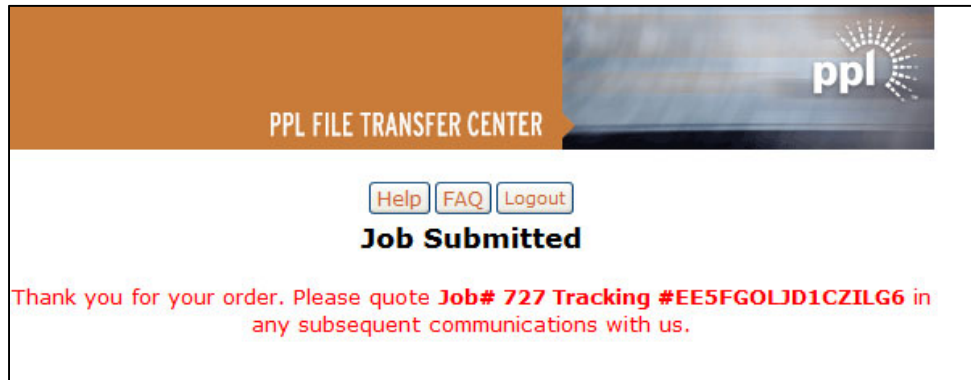
Add more files after this transfer is complete

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 your Bid 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.

#### 4. Tips and Recommendations on How to Avoid Errors

The examples below are examples of Bid Proposal Spreadsheets that have been filled out *incorrectly*. Bidders should note that the Bid Proposal Spreadsheet contains some pop-up warnings to prevent incorrect entries. However, the secure file transfer process will not prevent you from submitting incorrect or incomplete Bid Proposal Spreadsheets.

##### Example 1: Incomplete Bidder Information

- You must complete all bidder information including company name, contact name, and phone number.

<b>Bidder Information:</b>								
Company Name	Electric Co.	* Required Field						
Contact Name	Jane Doe	* Required Field						
Phone Number		* Required Field						
<b>Solicitation Information:</b>								
Generation Portion of Price-to-Compare (US \$/MWh)	\$46.79							
Available Tranches	1							
Tranche Size (% of Total Small Commercial & Industrial TOU Load)	100.00%							
On-Peak Multiplier (applied to off-peak rate)	161%							
<b>Tag Number:</b>								
<b>Bid Information:</b>								
	<table border="1"> <thead> <tr> <th>Total Tranches Supplied</th> <th>Bid Assurance Collateral Amount</th> <th>Percentage Discount Below the Generation Portion of PTC (%)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$75,000</td> <td>10.01%</td> </tr> </tbody> </table>	Total Tranches Supplied	Bid Assurance Collateral Amount	Percentage Discount Below the Generation Portion of PTC (%)	1	\$75,000	10.01%	* Required Field
Total Tranches Supplied	Bid Assurance Collateral Amount	Percentage Discount Below the Generation Portion of PTC (%)						
1	\$75,000	10.01%						
<b>Resulting Price Information:</b>								
Off-Peak Price (US \$/MWh)	\$42.10							
On-Peak Price (US \$/MWh)	\$67.78							
<b>Complete/Incomplete:</b>	<b>INCOMPLETE</b>	<b>Bid Proposal Spreadsheet Incomplete</b>						

## Example 2: Entering a Percentage of “0.00%” under Bid Information


- You MUST enter a percentage discount that is greater than “0.00%” in the Percentage Discount Below the Generation Portion of PTC (%) column.

**Bidder Information:**

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

**Solicitation Information:**

Percentage Discount ×

 Please enter a percentage discount for one (1) total tranche supplied. Percentage discount may contain at most two decimal places and must be greater than 0%.

**Bid Information:**

Total Tranches Supplied	Bid Assurance Collateral Amount	Percentage Discount Below the Generation Portion of PTC (%)	
1	\$75,000	0.00%	* Required Field

You must enter a percentage discount that is greater than “0.00%”