

Attachment 2

Default Service Block Supply RFP Bid Proposal Submission Guide

**Bid Proposal Submission Window: 10:00 a.m. – 12 p.m. (noon) EPT on
October 12, 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 October 2021 solicitation on or prior to October 4, 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 the 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.
- The PPL Electric RFP Team may confirm receipt of your Bid Proposal Spreadsheet 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.

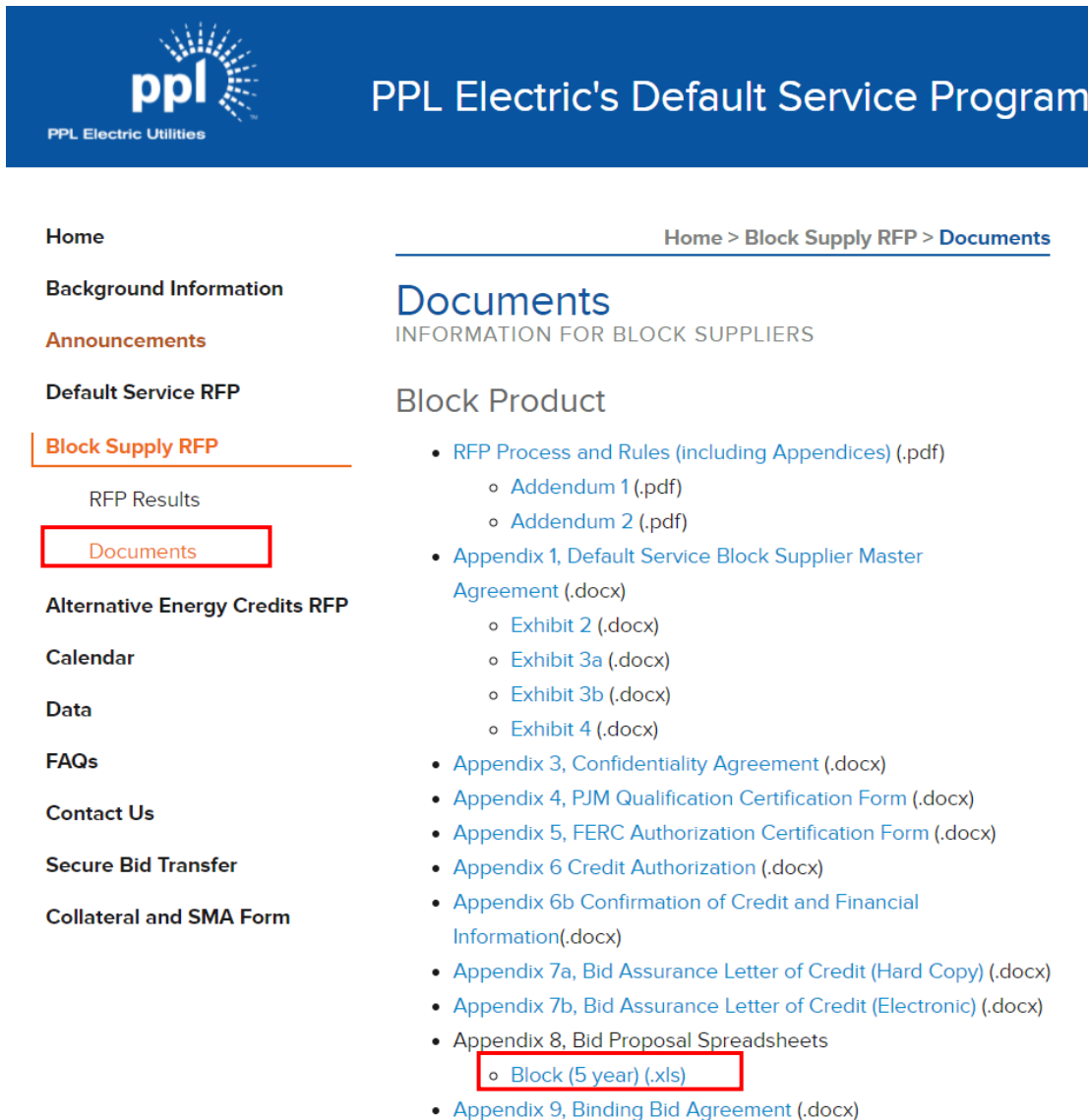
Each of these steps is outlined below. Tips and recommendations on how to avoid errors are provided in Section 4.

3. Steps in completing and submitting the Bid Proposal Spreadsheet

Step 1: Download Bid Proposal Spreadsheet

The Bid Proposal Spreadsheet is available under the “[Documents](#)” page of the “Block Supply RFP” section on the RFP website.

There is a Bid Proposal Spreadsheet specific to the Product in Block Supply RFP. You must download a Bid Proposal Spreadsheet for the Product for which you are submitting a Bid Proposal.



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PPL Electric's Default Service Program

Home > Block Supply RFP > Documents

Documents

INFORMATION FOR BLOCK SUPPLIERS

Block Product

- [RFP Process and Rules \(including Appendices\) \(.pdf\)](#)
 - [Addendum 1 \(.pdf\)](#)
 - [Addendum 2 \(.pdf\)](#)
- [Appendix 1, Default Service Block Supplier Master Agreement \(.docx\)](#)
 - [Exhibit 2 \(.docx\)](#)
 - [Exhibit 3a \(.docx\)](#)
 - [Exhibit 3b \(.docx\)](#)
 - [Exhibit 4 \(.docx\)](#)
- [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 7a, Bid Assurance Letter of Credit \(Hard Copy\) \(.docx\)](#)
- [Appendix 7b, Bid Assurance Letter of Credit \(Electronic\) \(.docx\)](#)
- [Appendix 8, Bid Proposal Spreadsheets](#)
 - [Block \(5 year\) \(.xls\)](#)
- [Appendix 9, Binding Bid Agreement \(.docx\)](#)

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**Default Service Block Supply RFP
Bid Proposal Submission Guide
October 4, 2021**

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 5-Year Block Product Bid Proposal Spreadsheet:

<p style="text-align: center;">PPL Electric Utilities Corporation Default Service Block Supply RFP Process and Rules</p> <p style="text-align: center;">APPENDIX 8 Bid Proposal Spreadsheet - Default Service Block Supply</p> <p style="text-align: center;">October 2021 Solicitation Block Supply Bid Proposal Due Date: Tuesday, October 12, 2021 Bid Proposal Submission Window: 10:00 a.m. - 12:00 p.m. EPT</p> <p style="text-align: center;">Residential 5-Year Delivery Period: December 1, 2021 – November 30, 2026</p>

- Fill in your Bidder Information:
 - The Company Name should be the full legal name of the party executing the Default Service Block 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:		
Company Name	Electric Co.	* Required Field
Contact Name	Jane Doe	* Required Field
Phone Number	(555) 555-5555	* Required Field

Enter your Bidder Information here

- 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 5-Year Block Product Bid Proposal Spreadsheet:

Bid Information:			
	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)
Bids	1	\$500,000	75.00
	2	\$1,000,000	X

All cells shaded gray must be completed.

* 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

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

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

To use the secure file transfer system:

- 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.

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Username or Email Address
Bidder1

Password
●●●●●●●●

Remember Me

Enter the username provided in your Notification of Qualification. This guide uses the username "Bidder1"

NOTE: Password is case-sensitive

- Click “Upload Form” on the sidebar.

NERA Secure Bid Transfer

Upload Form

Logout

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Instructions for submitting the Bid Proposal Form

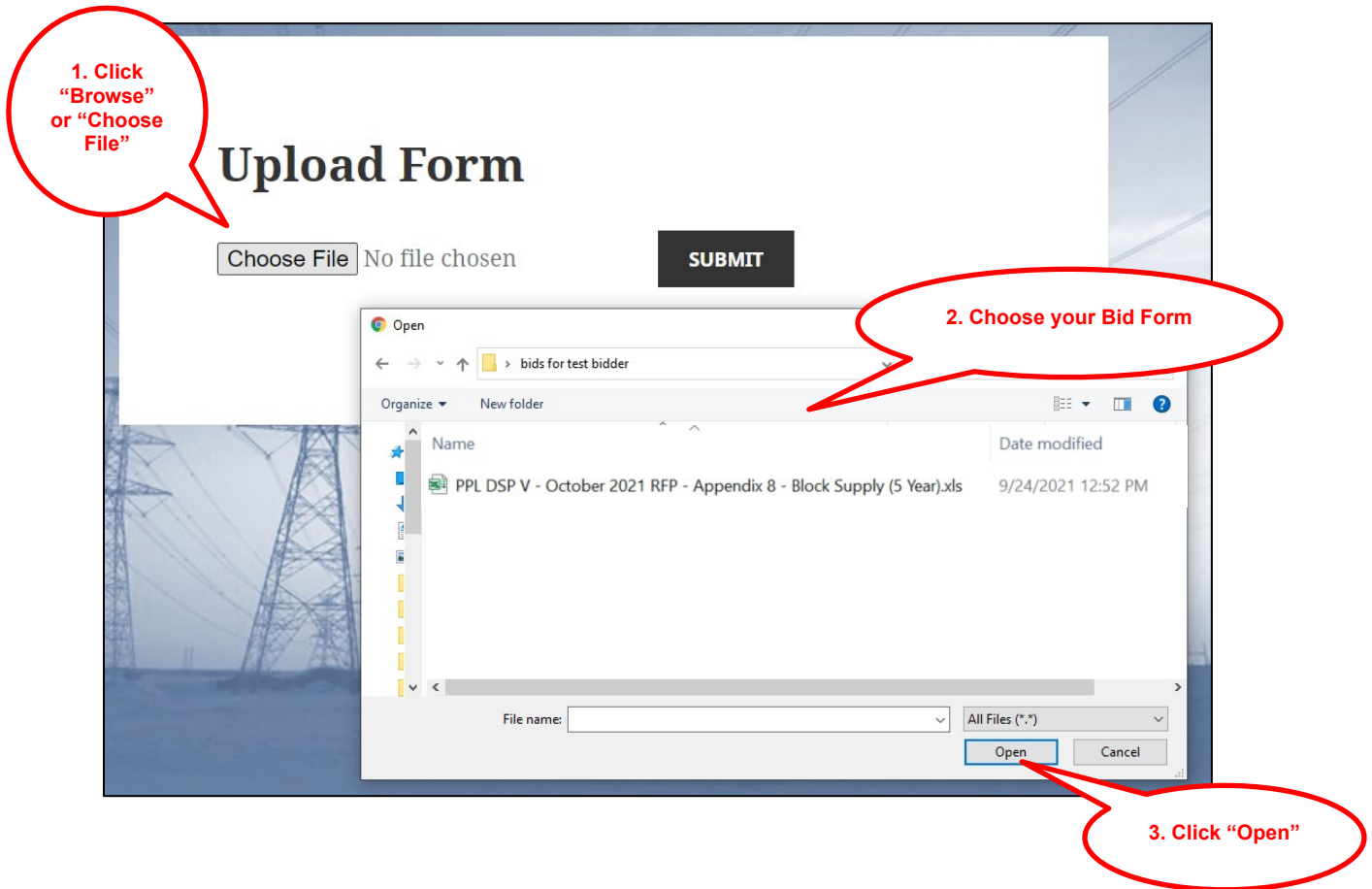
To return to these instructions at any time, click “NERA Secure Bid Transfer” at the top of the left-hand side toolbar.

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

Download the Bid Proposal Spreadsheet(s) from the “Documents” page of the “Default Service RFP” or “Block Supply RFP” sections 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).**

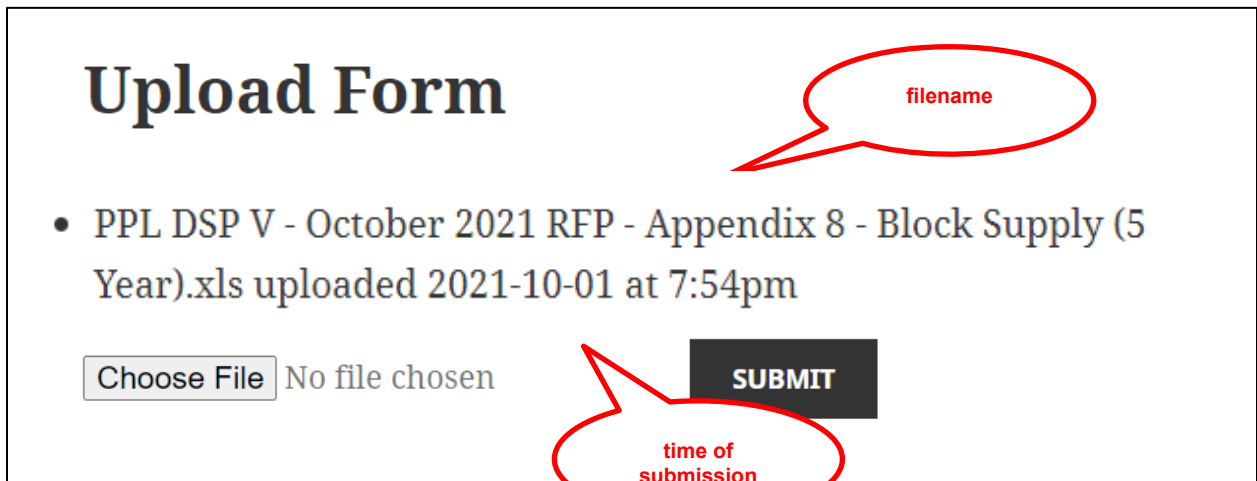
- To upload the file:
 1. Click on “Browse” or “Choose File” to access the file upload window.
 2. Navigate to the folder where you saved the Bid Proposal Spreadsheet. Click on the Bid Proposal Spreadsheet.
 3. Click “Open” in the dialog box.



- 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.
- The PPL Electric RFP Team will download your Bid Proposal Spreadsheet.
- The PPL Electric RFP Team may confirm receipt of your Bid Proposal Spreadsheet 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.

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 Spreadsheets contain 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.

Bidder Information:			
Company Name	Electric Co.		* Required Field
Contact Name	Jane Doe		* Required Field
Phone Number			* Required Field
Tranche Information:			
Aggregate Load Cap (across solicitations)		50MW	
Total Available Tranches		2	
Tranche Size		25MW	
Bid Information:			
	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)
Bids	1	\$500,000	75.00
	2	\$1,000,000	75.00
			* Required Field
			* Required Field
Complete/Incomplete:	INCOMPLETE ← Bid Proposal Spreadsheet Incomplete		

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

- If you only wish to supply 1 tranche, 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:												
Aggregate Load Cap (across solicitations)	50MW											
Total Available Tranches	2											
Tranche Size	25MW											
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> </tr> </thead> <tbody> <tr> <td rowspan="2">Bids</td> <td>1</td> <td>\$500,000</td> <td>75.00 * Required Field</td> </tr> <tr> <td>2</td> <td>\$1,000,000</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	* Required Field
	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)									
Bids	1	\$500,000	75.00 * Required Field									
	2	\$1,000,000	* Required Field									
Complete/Incomplete:	<div style="border: 2px solid red; padding: 5px; display: inline-block;">INCOMPLETE</div> ← Bid Proposal Spreadsheet Incomplete											

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

Example 3: Not Providing a Price for All Smaller Numbers of Total Tranches Supplied

- If you wish to supply 2 tranches, you must also enter a price for 1 Total Tranche Supplied.
- If you wish to supply multiple Total Tranches Supplied at the same price, you must enter the price for each number of Total Tranches Supplied you wish to supply at that price.

Bidder Information:												
Company Name	Electric Co. * Required Field											
Contact Name	Jane Doe * Required Field											
Phone Number	(555) 555-5555 * Required Field											
Tranche Information:												
Aggregate Load Cap (across solicitations)	50MW											
Total Available Tranches	2											
Tranche Size	25MW											
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> </tr> </thead> <tbody> <tr> <td rowspan="2">Bids</td> <td>1</td> <td>\$500,000</td> <td>* Required Field</td> </tr> <tr> <td>2</td> <td>\$1,000,000</td> <td>75.00 * Required Field</td> </tr> </tbody> </table>		Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)	Bids	1	\$500,000	* Required Field	2	\$1,000,000	75.00 * Required Field
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Bids	1	\$500,000	* Required Field									
	2	\$1,000,000	75.00 * Required Field									
Complete/Incomplete:	<div style="border: 2px solid red; padding: 2px; display: inline-block;">INCOMPLETE</div> ← Bid Proposal Spreadsheet Incomplete											

You must enter a price for all Total Tranches Supplied

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 2 tranches, you must also enter a price offer for all smaller numbers of Total Tranches Supplied (1)
- If you only wish to make a price offer for 1 tranche, you must enter an “X” for 2 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:

Aggregate Load Cap (across solicitation)	
Total Available Tranches	
Tranche Size	

Bid Information:

Price

❌ Please enter at least one price. Prices may contain at most two decimal places.

	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

Complete/Incomplete:

INCOMPLETE

← Bid Proposal Spreadsheet Incomplete

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

You cannot enter a price after entering an “X”