

Attachment 2
Default Service RFP
Bid Proposal Submission Guide

**Bid Proposal Submission Window: 10:00 a.m. – 12 p.m. (noon) EPT on
October 11, 2022**

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 2022 solicitation on or prior to October 3, 2022. 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 “Default Service RFP” section on the RFP website.

There is a Bid Proposal Spreadsheet specific to each Product in the Default Service 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'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 > Default Service RFP > Documents". The main heading is "Documents" with the sub-heading "INFORMATION FOR GENERATION SUPPLIERS". A left sidebar contains navigation links: Home, Background Information, Announcements, Default Service RFP (highlighted), RFP Results (highlighted with a red box), Documents (highlighted with a red box), Block Supply RFP, Alternative Energy Credits RFP, Calendar, Data, FAQs, Contact Us, Secure Bid Transfer, and Collateral and SMA Form. The main content area is titled "Load Following Full Requirements" and lists several documents. A red box highlights the following items:

- [Appendix 8, Bid Proposal Spreadsheets](#)
 - [RES \(6 month\) \(.xls\)](#)
 - [RES \(12 month\) \(.xls\)](#)
 - [SCI \(6 month\) \(.xls\)](#)
 - [SCI \(12 month\) \(.xls\)](#)

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 Residential 6-Month Product Bid Proposal Spreadsheet:

<p style="text-align: center;">PPL Electric Utilities Corporation Default Service RFP Process and Rules</p> <p style="text-align: center;">APPENDIX 8 Bid Proposal Spreadsheet - Default Service Fixed Price Supply</p> <p style="text-align: center;">October 2022 Solicitation Full Requirements Service Bid Proposal Due Date: Tuesday, October 11, 2022 Bid Proposal Submission Window: 10:00 a.m. - 12:00 p.m. EPT</p> <p style="text-align: center;">Residential - 6 Month 6-Month Delivery Period: December 1, 2022 – May 31, 2023</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 (on a best efforts basis) using the contact name and phone number provided.

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

- 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 Residential 6-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
	7	\$3,500,000	X	* Required Field
	8	\$4,000,000	X	* Required Field

All cells shaded gray must be completed.

Complete/Incomplete: **COMPLETE**

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

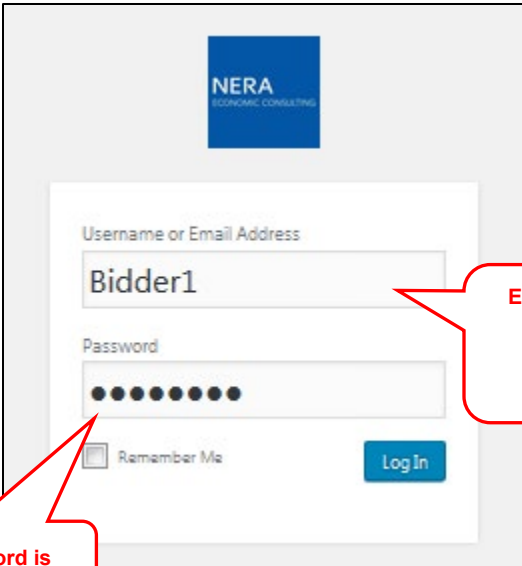
Step 3: Submit Your Bid Proposal Spreadsheet(s) Online

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

Tuesday, October 11, 2022: 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.



The image shows a screenshot of the NERA secure bid transfer login page. The page features the NERA logo at the top center. Below the logo, there is a login form with two input fields: "Username or Email Address" and "Password". The "Username or Email Address" field contains the text "Bidder1". The "Password" field is masked with ten black dots. Below the password field, there is a "Remember Me" checkbox and a "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
PPL Electric Utilities

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.

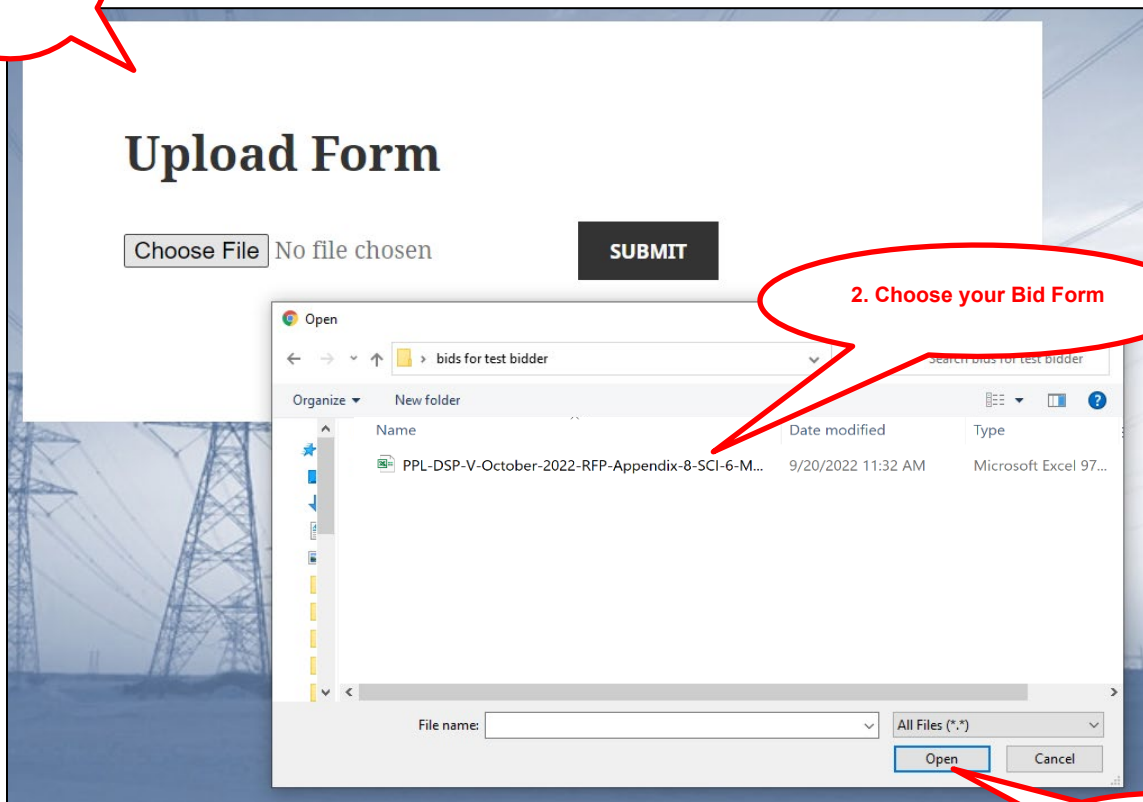
- 1. DOWNLOAD AND COMPLETE THE BID PROPOSAL SPREADSHEET(S).**

Download the Bid Proposal Spreadsheet(s) from the “Documents” page of the “Default Service RFP” 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 Proposal Spreadsheet. Click on the Bid Proposal Spreadsheet.
 3. Click “Open” in the dialog box.

1. Click
“Browse”
or “Choose
File”



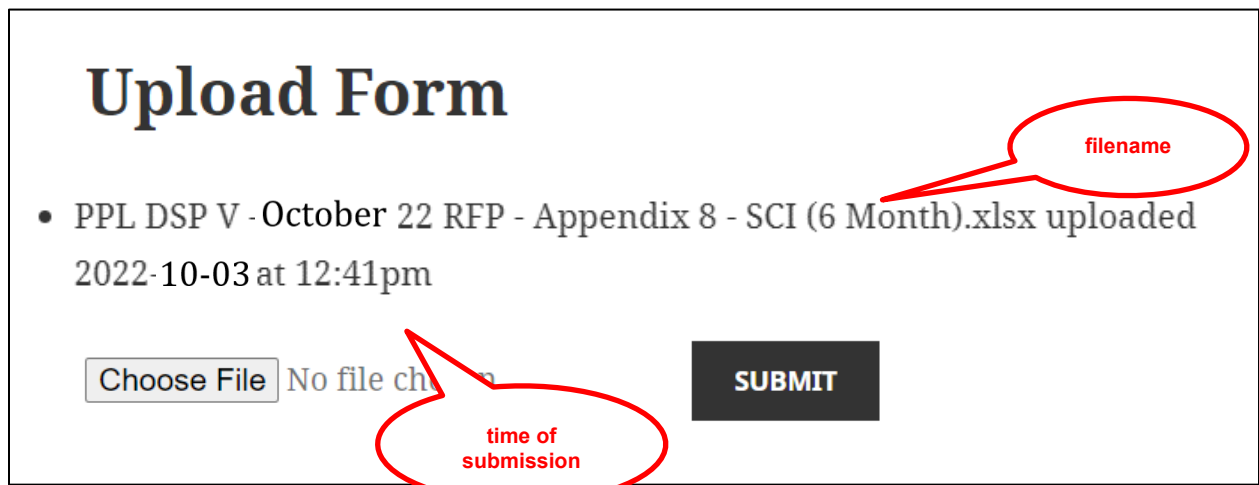
2. Choose your Bid Form

3. Click “Open”

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

- If you only wish to supply 4 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%																																						
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Total Available Tranches	8																																						
Tranche Size (% of Total Residential Default Service Load)	2.50%																																						
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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, for example, 8 tranches, you must also enter a price for 1 – 7 Total Tranches 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.

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You must enter a price for all Total Tranches Supplied

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.

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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 1 Total Tranche 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 7 tranches, you must also enter a price offer for all smaller numbers of Total Tranches Supplied (1, 2, 3, 4, 5 and 6) and must enter an “X” for 8 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\$/MWh)	
Bids		1	\$500,000		* Required Field
		2	\$1,000,000	X	* Required Field
		3	\$1,500,000	75.00	* Required Field
		4	\$2,000,000	75.00	* Required Field
		5	\$2,500,000	75.00	* Required Field
		6	\$3,000,000	75.00	* Required Field
		7	\$3,500,000	75.00	* Required Field
		8	\$4,000,000	X	* Required Field

Complete/Incomplete: INCOMPLETE ← Bid Proposal Spreadsheet Incomplete

Example 6: Violating Aggregate Load Cap Restrictions

- If a bidder has an Aggregate Load Cap of ten (10) tranches in the Residential Customer Group, the maximum number of tranches bid across the 12-month and 6-month fixed price products for the Residential Customer Group must not exceed ten (10) tranches.
- In the example below, although a bid of twelve (12) tranches bid across the 12-month and 6-month fixed price products for the Residential Customer Group is compliant with the Solicitation Load Cap of twenty (20) tranches, it violates the Aggregate Load Cap for a bidder with an Aggregate Load Cap of ten (10) tranches.
- The Aggregate Load Cap is specific to each Bidder and is provided in the Bidder's Notification of Qualification.

Residential - 6 Month
6-Month Delivery Period: December 1, 2022 - May 31, 2023

Bidder Information:

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

Tranche Information:

Solicitation Load Cap	85%
Aggregate Load Cap	50%
Total Available Tranches	8
Tranche Size (% of Total Residential Default Service Load)	2.50%

Bid Information:

	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)
Bids	1	\$500,000	75.00
	2	\$1,000,000	75.00
	3	\$1,500,000	75.00
	4	\$2,000,000	75.00
	5	\$2,500,000	75.00
	6	\$3,000,000	75.00
	7	\$3,500,000	75.00
Complete/Incomplete:	8	\$4,000,000	X

IMPORTANT: COMPLETE

Residential - 12 Month
12-Month Delivery Period: December 1, 2022 - November 30, 2023

Bidder Information:

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

Tranche Information:

Solicitation Load Cap	85%
Aggregate Load Cap	50%
Total Available Tranches	16
Tranche Size (% of Total Residential Default Service Load)	2.50%

Bid Information:

	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)
Bids	1	\$500,000	75.00
	2	\$1,000,000	75.00
	3	\$1,500,000	75.00
	4	\$2,000,000	75.00
	5	\$2,500,000	75.00
	6	\$3,000,000	X
	7	\$3,500,000	X
	8	\$4,000,000	X
	9	\$4,500,000	X
	10	\$5,000,000	X
	11	\$5,500,000	X
	12	\$6,000,000	X
	13	\$6,500,000	X
	14	\$7,000,000	X
	15	\$7,500,000	X
	16	\$8,000,000	X

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.