

Attachment 3

Alternative Energy Credits RFP Bid Proposal Submission Guide

**Bid Proposal Submission Window: 10:00 a.m. – 12 p.m. (noon) EPT
on Tuesday, July 14, 2026**

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 2026 solicitation on or prior to June 24, 2026. 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 the 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 displays the PPL Electric's Default Service Program website. The header features 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. Below this, a sub-menu lists "RFP Results" and "Documents", with "Documents" highlighted in a red box. The main content area shows the breadcrumb "Home > Alternative Energy Credits RFP > Documents" and the title "Documents" with the subtitle "INFORMATION FOR ALTERNATIVE ENERGY CREDITS SUPPLIERS". Under the heading "Alternative Energy Credits", a list of documents is provided, with "Appendix 6, Bid Proposal Spreadsheets" highlighted in a red box. This appendix includes three sub-items: "Photo-voltaic AECs (.xls)", "PA Tier 1 AECs (.xls)", and "PA Tier 2 AECs (.xls)".

ppl
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. RFP Schedule \(.pdf\)](#)
 - [Addendum 2. Online Form Instructions \(.pdf\)](#)
 - [Addendum 3. Target Quantity, Available Tranches and Bid Assurance Collateral \(.pdf\)](#)
- [Appendix 1. Alternative Energy Credits Supplier Master Agreement \(.docx\)](#)
 - [Exhibit B. Adherence to U.S. Stay Protocol \(.docx\)](#)
- [Appendix 3. Confidentiality Agreement \(.docx\)](#)
- [Appendix 4. AEC Delivery Timing Acknowledgement Form \(.docx\)](#)
- [Appendix 5. 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 \(.xls\)](#)

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 Photovoltaic AEC Product Bid Proposal Spreadsheet:

PPL Electric Utilities Corporation AEC RFP Process and Rules APPENDIX 6 Bid Proposal Spreadsheet - Alternative Energy Credits July 2026 Solicitation Alternative Energy Credits Bid Proposal Due Date: Tuesday, July 14, 2026 Bid Proposal Submission Window: 10:00 a.m. - 12:00 p.m. EPT Photovoltaic AECs Eligible Vintage: June 1, 2024 - May 31, 2027 (see Notes tab for additional information) (AECs must be Delivered to PPL Electric by: July 30, 2026)
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- 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:		
Company Name	Electric Co.	Enter your Bidder Information here * Required Field * Required Field * Required Field
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 Photovoltaic AEC Product Bid Proposal Spreadsheet:

Bid Information:				
	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/AEC)	
Bids	1	\$4,500	75.00	* Required Field
	2	\$9,000	75.00	* Required Field
	3	\$13,500	75.00	* Required Field
	4	\$18,000	75.00	* Required Field
	5	\$22,500	X	* Required Field
	6	\$27,000	X	* Required Field
	...	...	...	* Required Field
	20	\$90,000	X	* 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.

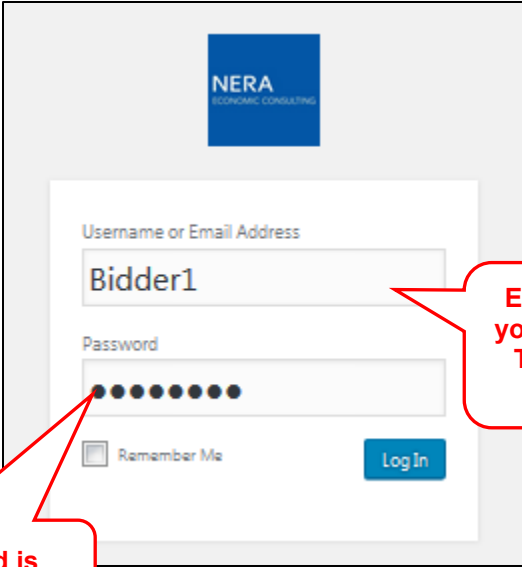
Step 3: Submit Your Bid Proposal Spreadsheet Online

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

Tuesday, July 14, 2026: 10:00 a.m. – 12:00 p.m. (noon) EPT

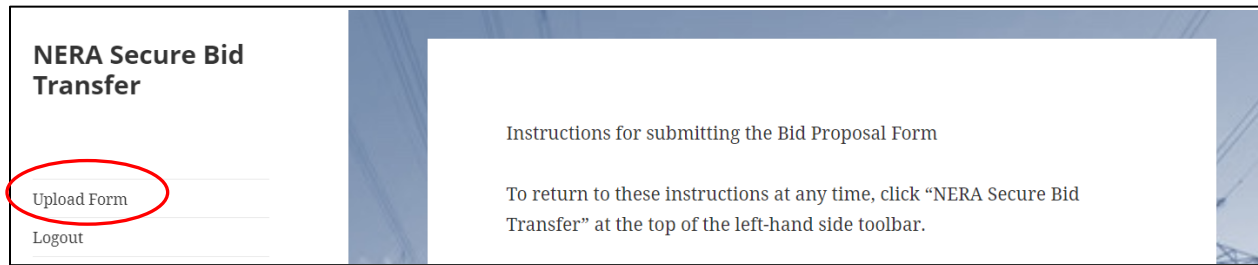
To use the secure file transfer system:

- 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.

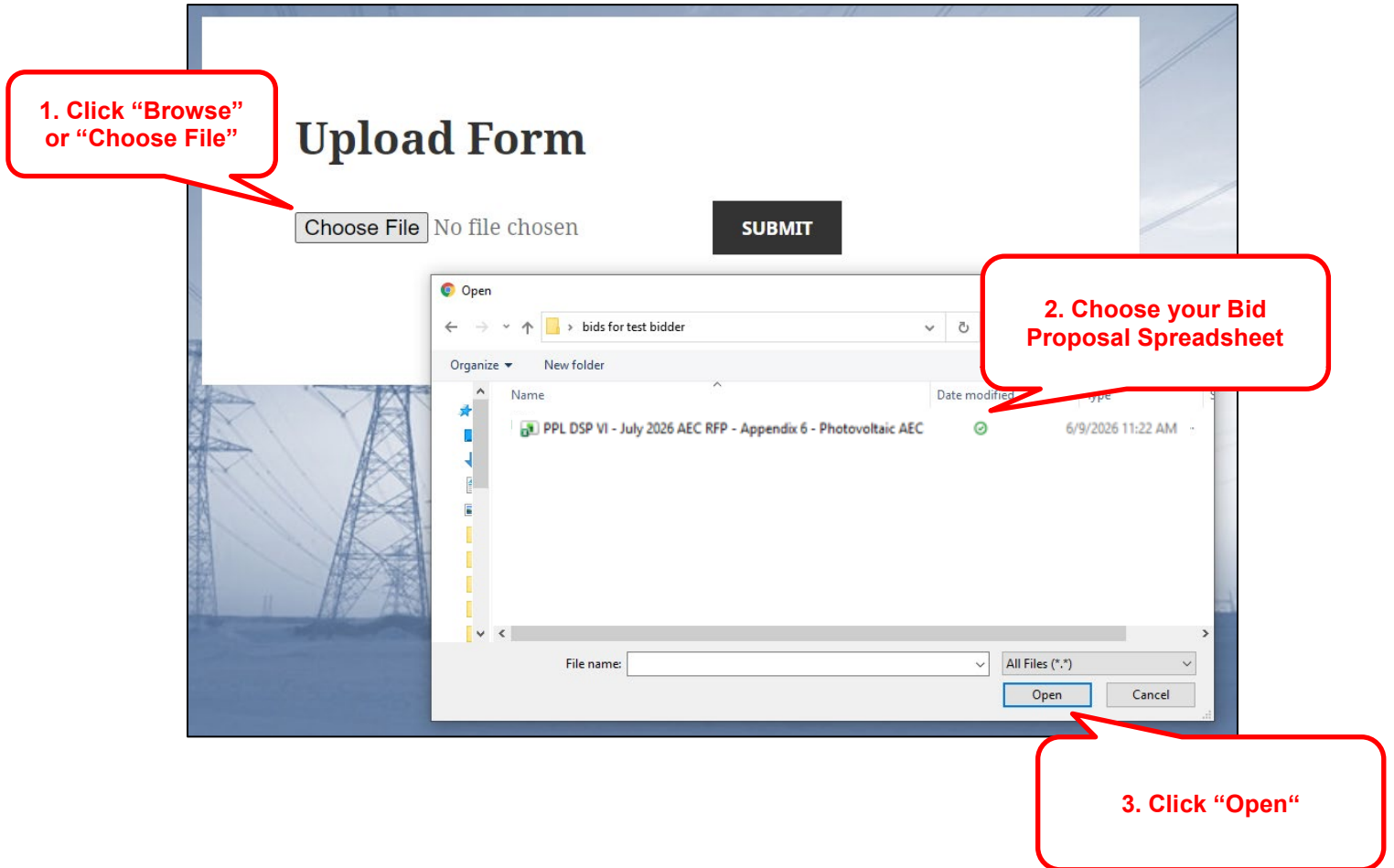


The image shows a login interface for NERA Economic Consulting. At the top is the NERA logo. Below it is a form with two input fields: 'Username or Email Address' containing the text 'Bidder1' and 'Password' containing ten dots. Below the password field is a 'Remember Me' checkbox and a blue 'Log In' button. Two red callout boxes provide instructions: one points to the password field with the text 'NOTE: Password is case-sensitive', and the other points to the username field with the text 'Enter the username provided in your Notification of Qualification. This guide uses the username "Bidder1"'. The entire form is enclosed in a light gray border.

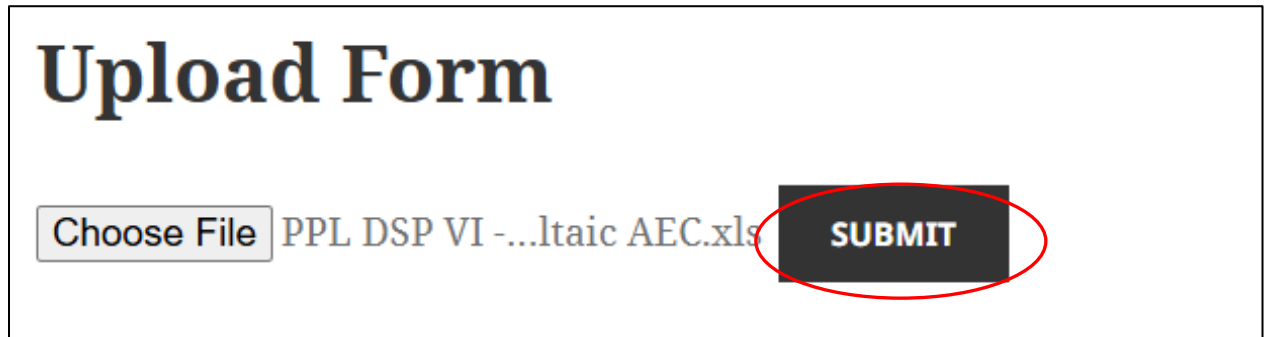
- Click “Upload Form” on the sidebar.



- 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.



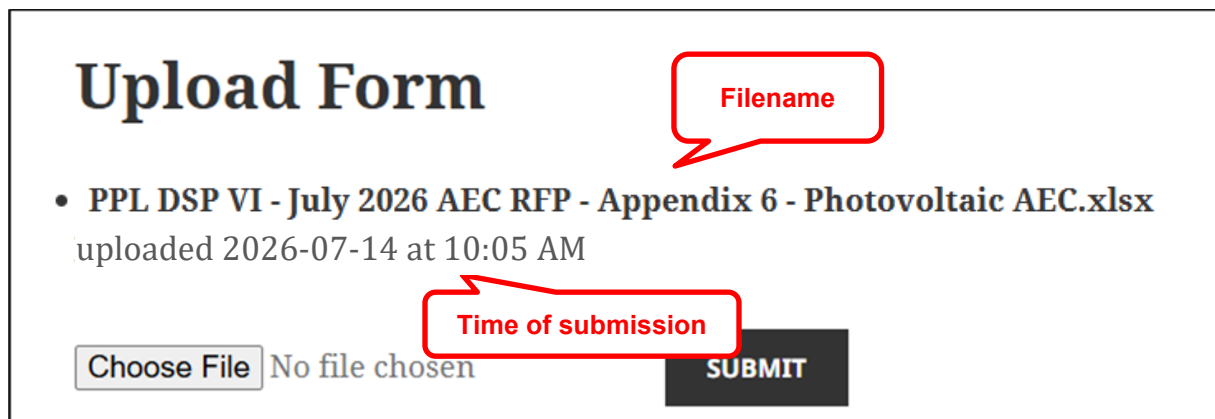
- Once the file has uploaded successfully, the filename will be visible. Ensure this is the file you intend to use and then click “Submit.”



Upload Form

PPL DSP VI -...ltaic AEC.xls

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



Upload Form

Filename

- **PPL DSP VI - July 2026 AEC RFP - Appendix 6 - Photovoltaic AEC.xlsx**
uploaded 2026-07-14 at 10:05 AM

Time of submission

No file chosen

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).

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:																																							
Total Available Tranches	20																																						
Tranche Size (AECs per tranche)	800																																						
Target Quantity (AECs)	16,000																																						
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><th></th></tr></thead><tbody><tr><td rowspan="8">Bids</td><td>1</td><td>\$4,500</td><td>75.00</td><td>* Required Field</td></tr><tr><td>2</td><td>\$9,000</td><td>75.00</td><td>* Required Field</td></tr><tr><td>3</td><td>\$13,500</td><td>75.00</td><td>* Required Field</td></tr><tr><td>4</td><td>\$18,000</td><td>75.00</td><td>* Required Field</td></tr><tr><td>5</td><td>\$22,500</td><td>X</td><td>* Required Field</td></tr><tr><td>6</td><td>\$27,000</td><td>X</td><td>* Required Field</td></tr><tr><td>...</td><td>...</td><td>...</td><td>* Required Field</td></tr><tr><td>20</td><td>\$90,000</td><td>X</td><td>* Required Field</td></tr></tbody></table>		Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/AEC)		Bids	1	\$4,500	75.00	* Required Field	2	\$9,000	75.00	* Required Field	3	\$13,500	75.00	* Required Field	4	\$18,000	75.00	* Required Field	5	\$22,500	X	* Required Field	6	\$27,000	X	* Required Field	...	...	...	* Required Field	20	\$90,000	X	* Required Field
	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/AEC)																																				
Bids	1	\$4,500	75.00	* Required Field																																			
	2	\$9,000	75.00	* Required Field																																			
	3	\$13,500	75.00	* Required Field																																			
	4	\$18,000	75.00	* Required Field																																			
	5	\$22,500	X	* Required Field																																			
	6	\$27,000	X	* Required Field																																			
	...	...	...	* Required Field																																			
	20	\$90,000	X	* 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 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:				
Total Available Tranches				20
Tranche Size (AECs per tranche)				800
Target Quantity (AECs)				16,000
Bid Information:				
Bids	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/AEC)	
	1	\$4,500	75.00	* Required Field
	2	\$9,000	75.00	* Required Field
	3	\$13,500	75.00	* Required Field
	4	\$18,000	75.00	* Required Field
	5	\$22,500		* Required Field
	6	\$27,000		* Required Field
	...	...		* Required Field
	20	\$90,000		* Required Field
Complete/Incomplete:				
INCOMPLETE			← 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, 20 tranches, you must also enter a price for 1 – 19 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.

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)			800	
Target Quantity (AECs)			16,000	
Bid Information:				
Bids	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/AEC)	
	1	\$4,500		* Required Field
	2	\$9,000		* Required Field
	3	\$13,500		* Required Field
	4	\$18,000		* Required Field
	5	\$22,500		* Required Field
	...	...		* Required Field
	19	\$85,500		* Required Field
	20	\$90,000	75.00	* Required Field
Complete/Incomplete:		INCOMPLETE	← Bid Proposal Spreadsheet Incomplete	

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.

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)		800		
Target Quantity (AECs)		16,000		
Bid Information:				
Bids	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/AEC)	
	1	\$4,500	X	* Required Field
	2	\$9,000	75.00	* Required Field
	3	\$13,500	75.00	* Required Field
	4	\$18,000	75.00	* Required Field
	5	\$22,500	75.00	* Required Field
	6	\$27,000	75.00	* Required Field
	...	...	...	* Required Field
	20	\$90,000	75.00	* Required Field
Complete/Incomplete:		INCOMPLETE ← Bid Proposal Spreadsheet Incomplete		

You must enter a price for 1 Total Tranche Supplied

- * Required Field
- * Required Field
- * Required Field
- * Required Field
- * Required Field
- * Required Field
- * Required Field
- * Required Field

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 3 tranches, you must also enter a price offer for all smaller numbers of Total Tranches Supplied (1 and 2) and must enter an “X” for 4-20 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.

Retry
Cancel
Help

Bid Information:				
	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/AEC)	
Bids	1	\$4,500		* Required Field
	2	\$9,000	X	* Required Field
	3	\$13,500	75.00	* Required Field
	4	\$18,000	X	* Required Field
	5	\$22,500	X	* Required Field
	6	\$27,000	X	* Required Field
	...	...	...	* Required Field
	20	\$90,000	X	* Required Field

INCOMPLETE

← Bid Proposal Spreadsheet Incomplete

You cannot enter a price after entering an “X”

You must enter a price for all Total Tranches Supplied

Example 6: Exceeding the Indication of Maximum Tranches Bid per Product

- For each Product, the greatest number of whole tranches that its amount of Bid Assurance Collateral 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 Section 2 of Online Collateral and SMA Form. If your bid for a Product exceeds the number of maximum tranches you intend to bid for, as provided in the Indication of Maximum Tranches Bid per Product, 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 Indication of Maximum Tranches Bid per Product. The RFP Bidder's Indication of Maximum Tranches Bid per Product indicates that the number of maximum tranches of Photovoltaic AECs the RFP Bidder intends to bid for is 17 tranches (as shown on page 16 of this Attachment 3), 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.

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)			800	
Target Quantity (AECs)			16,000	
Bid Information:				
		Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/AEC)
Bids	1	\$4,500	75.00	* Required Field
	2	\$9,000	75.00	* Required Field
	3	\$13,500	75.00	* Required Field
	...	...	...	* Required Field
	17	\$76,500	75.00	* Required Field
	18	\$81,000	75.00	* Required Field
	19	\$85,500	75.00	* Required Field
	20	\$90,000	75.00	* Required Field
Complete/Incomplete:	COMPLETE		Bid Proposal Spreadsheet Complete. However, the Total Tranches Supplied will be reduced to 17 to match your Maximum Bid Indication provided in Section 2 of Online Collateral and SMA Form.	

Section 2. Maximum Bid Indication

First Item: Indication of Maximum Tranches Bid per Product

The RFP Bidder is required to confirm the number of maximum tranches it is intending to bid for each Product prior to the Bid Proposal Due Date.

Please indicate below the maximum number of tranches you intend to bid for each Product.

Product	Number of maximum tranches the RFP Bidder intends to bid	
Photovoltaic AEC	17	tranche(s)
PA Tier 1 AEC	0	tranche(s)
PA Tier 2 AEC	0	tranche(s)