

## **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 15, 2025**

#### **1. Contact Us**

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

**PPL Electric RFP Team**  
[PPL-Procurement@NERA.com](mailto: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 2025 solicitation on or prior to June 25, 2025. 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 “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 shows the PPL Electric Utilities website. The header includes the PPL logo and the title "PPL Electric's Default Service Program". A navigation menu on the left lists various RFP sections, with "Alternative Energy Credits RFP" highlighted in orange. Under this section, "Documents" is highlighted with a red box. The main content area shows the breadcrumb "Home > Alternative Energy Credits RFP > Documents" and the heading "Documents" with the subtitle "INFORMATION FOR ALTERNATIVE ENERGY CREDITS SUPPLIERS". Below this is the section "Alternative Energy Credits" with a list of documents. The item "Appendix 6, Bid Proposal Spreadsheets" is highlighted with a red box, and its sub-items are also highlighted: "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 2025 Solicitation**

Alternative Energy Credits  
 Bid Proposal Due Date: Tuesday, July 15, 2025  
 Bid Proposal Submission Window: 10:00 a.m. - 12:00 p.m. EPT

**Photovoltaic AECs**

Eligible Vintage: June 1, 2023 - May 31, 2026 (see Notes tab for additional information)  
 (AECs must be Delivered to PPL Electric by: July 31, 2025)

- 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.

<b>Bidder Information:</b>		<b>Enter your Bidder Information here</b>
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 Photovoltaic AEC Product Bid Proposal Spreadsheet:**

<b>Bid Information:</b>				
	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/AEC)	
Bids	1	\$4,000	75.00	* Required Field
	2	\$8,000	75.00	* Required Field
	3	\$12,000	75.00	* Required Field
	4	\$16,000	75.00	* Required Field
	5	\$20,000	X	* Required Field
	6	\$24,000	X	* Required Field
	...	...	...	* Required Field
	20	\$80,000	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.

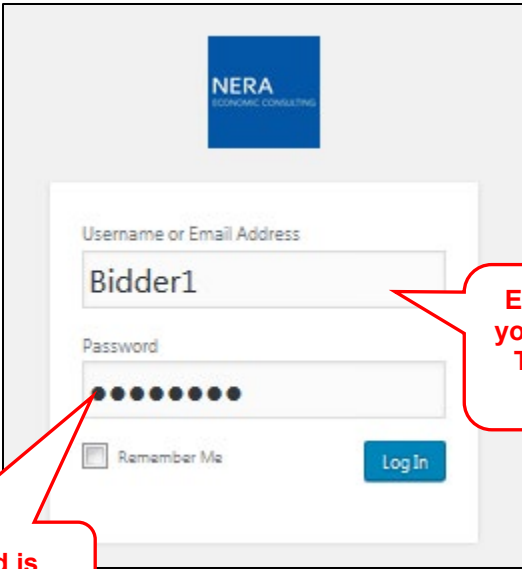
### Step 3: Submit Your Bid Proposal Spreadsheet Online

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 15, 2025: 10:00 a.m. – 12:00 p.m. (noon) EPT**

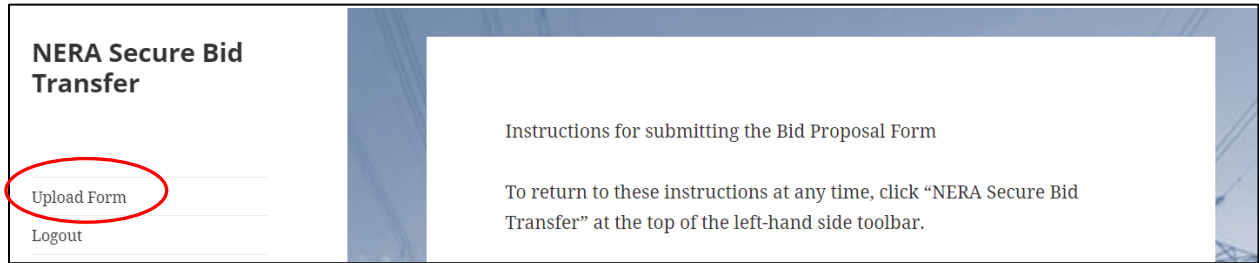
To use the secure file transfer system:

- 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.



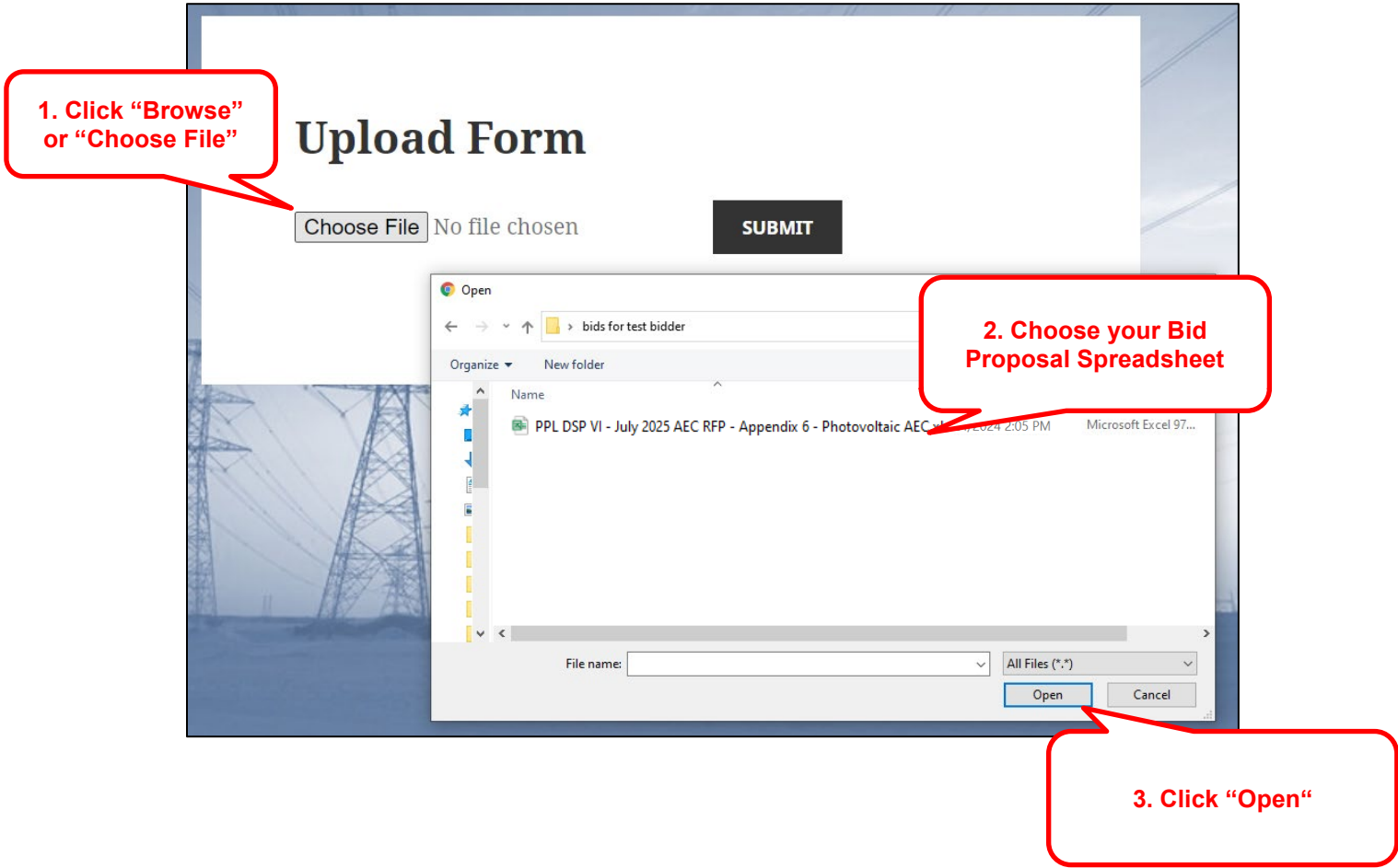
The image shows a screenshot of the NERA login page. The NERA logo is at the top. Below it is a form with two input fields: "Username or Email Address" containing "Bidder1" and "Password" with masked characters. There is a "Remember Me" checkbox and a "Log In" button. Two red callout boxes provide instructions: one pointing to the password field with the text "NOTE: Password is case-sensitive" and another pointing to the username field with the text "Enter the username provided in your Notification of Qualification. This guide uses the username 'Bidder1'".

- Click “Upload Form” on the sidebar.



The screenshot shows a web interface for "NERA Secure Bid Transfer". On the left side, there is a sidebar with the title "NERA Secure Bid Transfer" and two buttons: "Upload Form" and "Logout". The "Upload Form" button is circled in red. The main content area on the right contains the text "Instructions for submitting the Bid Proposal Form" and a paragraph: "To return to these instructions at any time, click “NERA Secure Bid Transfer” at the top of the left-hand side toolbar."

- 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.”

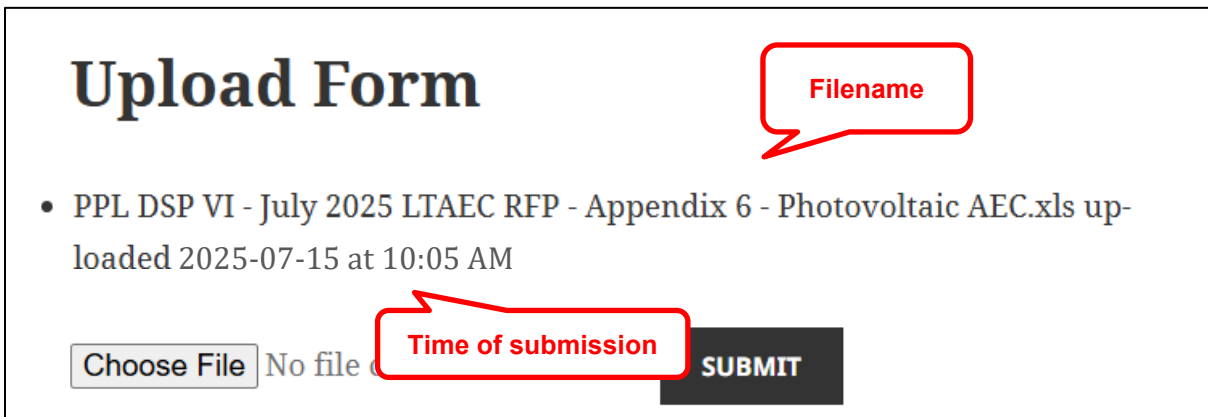


**Upload Form**

Choose File PPL DSP VI -...ltaic AEC.xls **SUBMIT**

This screenshot shows the 'Upload Form' interface. It features a 'Choose File' button, a text input field containing the filename 'PPL DSP VI -...ltaic AEC.xls', and a dark 'SUBMIT' button. A red oval highlights the 'SUBMIT' button.

- 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 2025 LTAEC RFP - Appendix 6 - Photovoltaic AEC.xls uploaded 2025-07-15 at 10:05 AM

Choose File No file **Time of submission** **SUBMIT**

This screenshot shows the 'Upload Form' interface after a file has been uploaded. It features a 'Choose File' button, a list of uploaded files, and a dark 'SUBMIT' button. A red speech bubble points to the filename 'PPL DSP VI - July 2025 LTAEC RFP - Appendix 6 - Photovoltaic AEC.xls' in the list, and another red speech bubble points to the time of submission '2025-07-15 at 10:05 AM'.

#### **Step 4: Receipt of Confirmation**

- Bidders are encouraged to email [PPL-Procurement@NERA.com](mailto: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 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.

<b>Bidder Information:</b>																																							
Company Name	Electric Co. * Required Field																																						
Contact Name	Jane Doe * Required Field																																						
Phone Number	(555) 555-5555 * Required Field																																						
<b>Tranche Information:</b>																																							
Total Available Tranches	20																																						
Tranche Size (AECs per tranche)	510																																						
Target Quantity (AECs)	10,200																																						
<b>Bid Information:</b>																																							
	<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" style="writing-mode: vertical-rl; transform: rotate(180deg);">Bids</td> <td>1</td> <td>\$4,000</td> <td></td> <td>* Required Field</td> </tr> <tr> <td>2</td> <td>\$8,000</td> <td></td> <td>* Required Field</td> </tr> <tr> <td>3</td> <td>\$12,000</td> <td></td> <td>* Required Field</td> </tr> <tr> <td>4</td> <td>\$16,000</td> <td></td> <td>* Required Field</td> </tr> <tr> <td>5</td> <td>\$20,000</td> <td></td> <td>* Required Field</td> </tr> <tr> <td>...</td> <td>...</td> <td></td> <td>* Required Field</td> </tr> <tr> <td>19</td> <td>\$76,000</td> <td></td> <td>* Required Field</td> </tr> <tr> <td>20</td> <td>\$80,000</td> <td>75.00</td> <td>* Required Field</td> </tr> </tbody> </table>		Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/AEC)		Bids	1	\$4,000		* Required Field	2	\$8,000		* Required Field	3	\$12,000		* Required Field	4	\$16,000		* Required Field	5	\$20,000		* Required Field	...	...		* Required Field	19	\$76,000		* Required Field	20	\$80,000	75.00	* Required Field
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Complete/Incomplete:	<div style="border: 2px solid red; padding: 2px; display: inline-block; color: red; font-weight: bold;">INCOMPLETE</div> <span style="color: red; font-weight: bold;">← Bid Proposal Spreadsheet Incomplete</span>																																						

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.

<b>Bidder Information:</b>																													
Company Name	Electric Co.	* Required Field																											
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...	...	...																											
20	\$80,000	75.00																											
<b>Complete/Incomplete:</b>	<b>INCOMPLETE</b>	← <b>Bid Proposal Spreadsheet Incomplete</b>																											

### 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.

**Bid Information:**

	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/AEC)	
Bids	1	\$4,000		* Required Field
	2	\$8,000	X	* Required Field
	3	\$12,000	75.00	* Required Field
	4	\$16,000	X	* Required Field
	5	\$20,000	X	* Required Field
	6	\$24,000	X	* Required Field
	...	...	...	* Required Field
	20	\$80,000	X	* Required Field

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

### 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.

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<b>Complete/Incomplete:</b>	<div style="border: 2px solid red; padding: 5px; display: inline-block; color: green; font-weight: bold;">COMPLETE</div>																																						

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.

<b>Product</b>	<b>Number of maximum tranches the RFP Bidder intends to bid</b>	
Photovoltaic AEC	<input type="text" value="17"/>	tranche(s)
PA Tier 1 AEC	<input type="text" value="0"/>	tranche(s)
PA Tier 2 AEC	<input type="text" value="0"/>	tranche(s)