

Attachment 3
Default Service RFP
Bid Proposal Submission Guide

**Bid Proposal Submission Window: 10:00 a.m. – 12:00 p.m. (noon) EPT on
February 25, 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

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 February 2025 solicitation on or prior to February 14, 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).

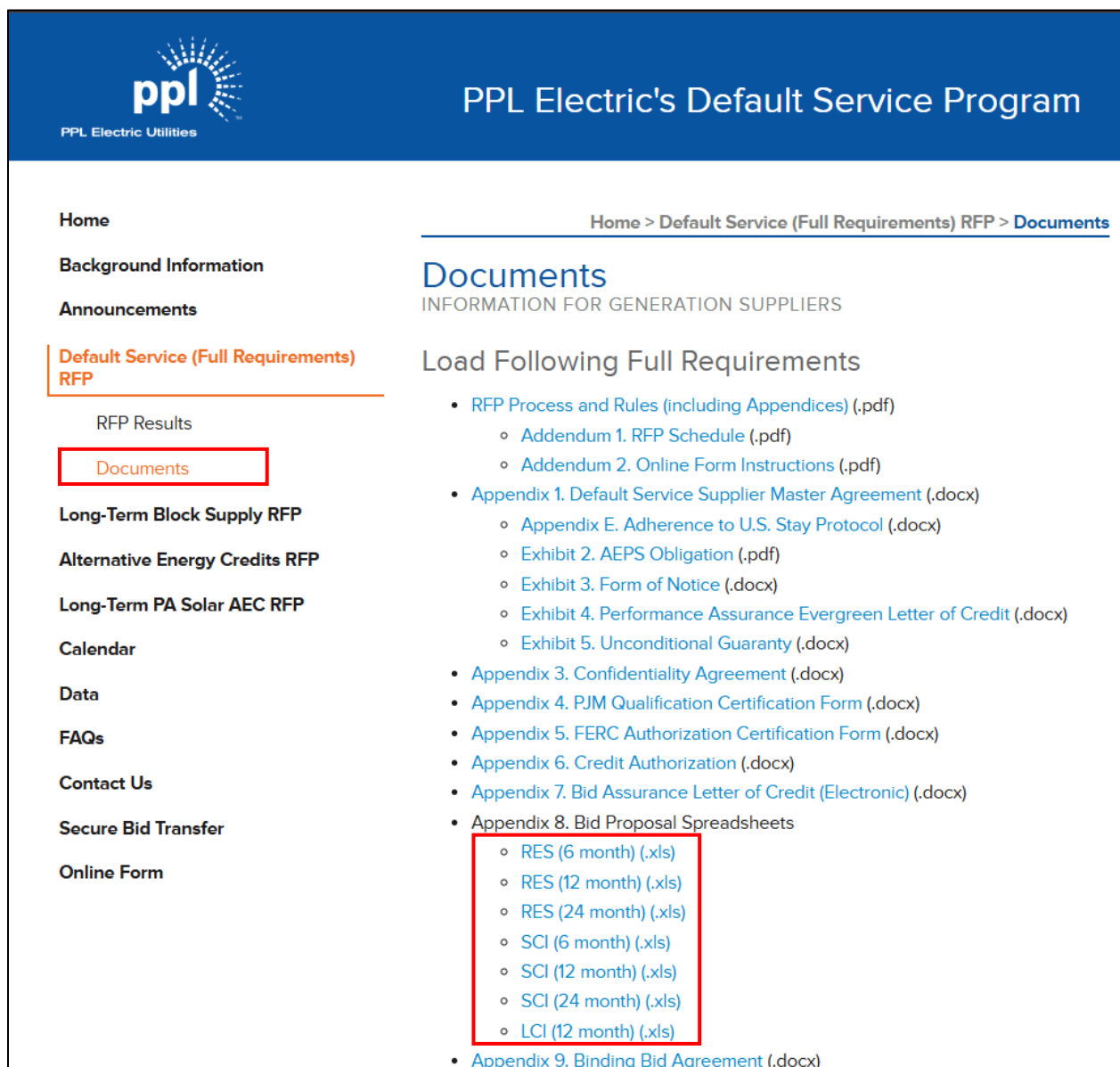
Each of these steps is outlined below. Tips and recommendations on how to avoid errors are provided in Section 4.

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 “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 website interface for PPL Electric's Default Service Program. The header includes the PPL logo and the program name. A navigation breadcrumb reads "Home > Default Service (Full Requirements) RFP > Documents". The main heading is "Documents" with the subtext "INFORMATION FOR GENERATION SUPPLIERS". A left-hand navigation menu lists various sections, with "Default Service (Full Requirements) RFP" selected and "Documents" highlighted with a red box. The main content area is titled "Load Following Full Requirements" and lists several documents for download. A red box highlights the "Appendix 8. Bid Proposal Spreadsheets" section, which includes links for RES (6, 12, 24 month) and SCI (6, 12, 24 month) spreadsheets, and LCI (12 month) spreadsheet.

- [RFP Process and Rules \(including Appendices\) \(.pdf\)](#)
 - [Addendum 1. RFP Schedule \(.pdf\)](#)
 - [Addendum 2. Online Form Instructions \(.pdf\)](#)
- [Appendix 1. Default Service Supplier Master Agreement \(.docx\)](#)
 - [Appendix E. Adherence to U.S. Stay Protocol \(.docx\)](#)
 - [Exhibit 2. AEPS Obligation \(.pdf\)](#)
 - [Exhibit 3. Form of Notice \(.docx\)](#)
 - [Exhibit 4. Performance Assurance Evergreen Letter of Credit \(.docx\)](#)
 - [Exhibit 5. Unconditional Guaranty \(.docx\)](#)
- [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 7. Bid Assurance Letter of Credit \(Electronic\) \(.docx\)](#)
- [Appendix 8. Bid Proposal Spreadsheets](#)
 - [RES \(6 month\) \(.xls\)](#)
 - [RES \(12 month\) \(.xls\)](#)
 - [RES \(24 month\) \(.xls\)](#)
 - [SCI \(6 month\) \(.xls\)](#)
 - [SCI \(12 month\) \(.xls\)](#)
 - [SCI \(24 month\) \(.xls\)](#)
 - [LCI \(12 month\) \(.xls\)](#)
- [Appendix 9. Binding Bid Agreement \(.docx\)](#)

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 24-Month Product Bid Proposal Spreadsheet:

**PPL Electric Utilities Corporation
Default Service RFP Process and Rules**

APPENDIX 8

Bid Proposal Spreadsheet - Default Service Fixed Price Supply

February 2025 Solicitation

Full Requirements Service
 Bid Proposal Due Date: Tuesday, February 25, 2025
 Bid Proposal Submission Window: 10:00 a.m. - 12:00 p.m. EPT

Residential - 24 Month

24-Month Delivery Period: June 1, 2025 – May 31, 2027

- 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 24-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
Complete/Incomplete:		COMPLETE			

All cells shaded gray must be completed.

- 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, February 25, 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.

NERA
N E R A

Username or Email Address
Bidder1

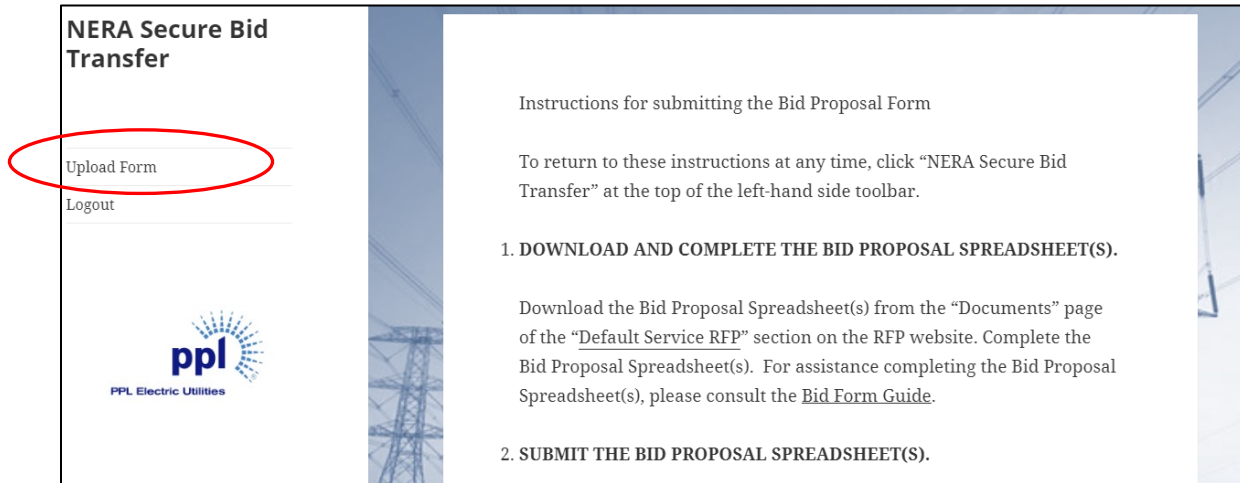
Password
●●●●●●●●

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

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.

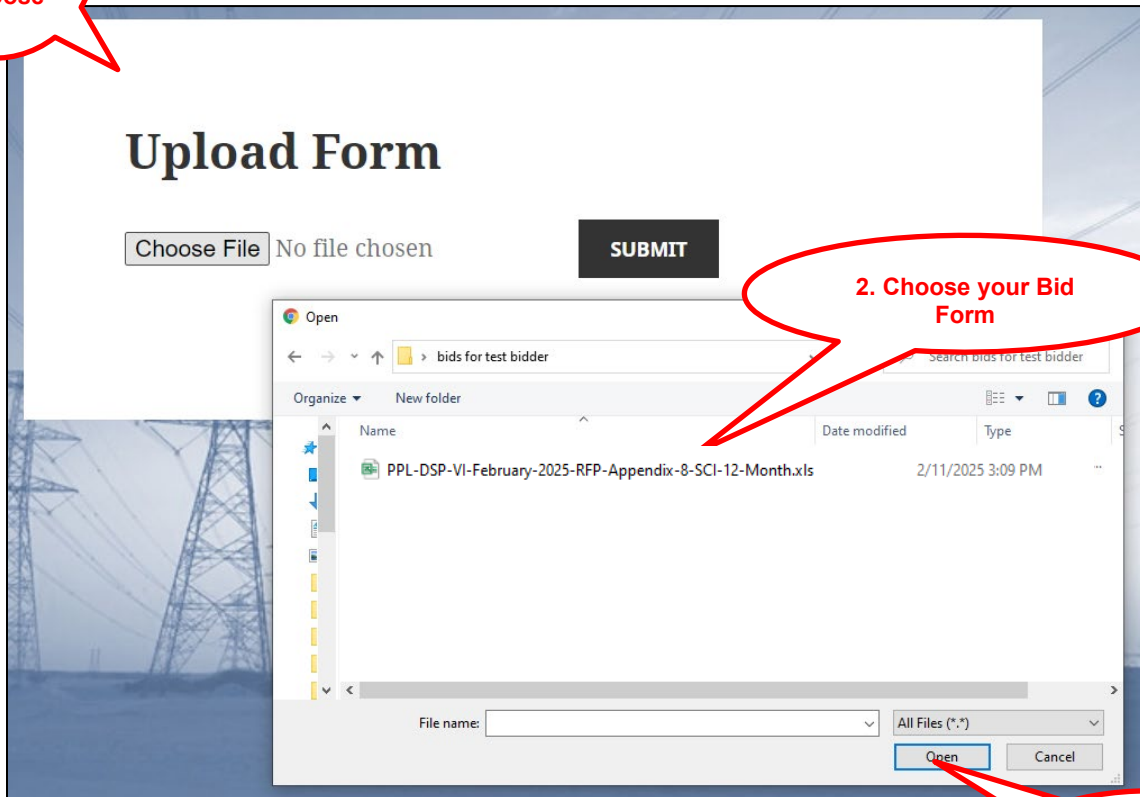
- 1. DOWNLOAD AND COMPLETE THE BID PROPOSAL SPREADSHEET(S).**

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



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."

Upload Form

Choose File PPL-DSP-VI- ...eadsheet.xls **SUBMIT**

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

Upload Form

- PPL-DSP-VI-February-2025-RFP-Appendix-8-SCI-12-Month.xls uploaded 2025-02-11 at 3:11pm

Choose File No file selected **SUBMIT**

filename

time of submission

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%																																						
Aggregate Load Cap	50%																																						
Total Available Tranches	8																																						
Tranche Size (% of Total Residential Default Service Load)	2.50%																																						
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> <th></th> </tr> </thead> <tbody> <tr> <td rowspan="8" style="writing-mode: vertical-rl; transform: rotate(180deg);">Bids</td> <td>1</td> <td>\$500,000</td> <td>75.00</td> <td>* Required Field</td> </tr> <tr> <td>2</td> <td>\$1,000,000</td> <td>75.00</td> <td>* Required Field</td> </tr> <tr> <td>3</td> <td>\$1,500,000</td> <td>75.00</td> <td>* Required Field</td> </tr> <tr> <td>4</td> <td>\$2,000,000</td> <td>75.00</td> <td>* Required Field</td> </tr> <tr> <td>5</td> <td>\$2,500,000</td> <td></td> <td>* Required Field</td> </tr> <tr> <td>6</td> <td>\$3,000,000</td> <td></td> <td>* Required Field</td> </tr> <tr> <td>7</td> <td>\$3,500,000</td> <td></td> <td>* Required Field</td> </tr> <tr> <td>8</td> <td>\$4,000,000</td> <td></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	75.00	* Required Field	3	\$1,500,000	75.00	* Required Field	4	\$2,000,000	75.00	* Required Field	5	\$2,500,000		* Required Field	6	\$3,000,000		* Required Field	7	\$3,500,000		* Required Field	8	\$4,000,000		* Required Field
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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 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

You cannot enter a price after entering an “X”
You must enter a price or an “X” for all Total Tranches

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 24-month, 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 24-month, 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: June 1, 2025 – November 30, 2025																
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	4															
Tranche Size (% of Total Residential Default Service Load)	2.50%															
Bid Information:																
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1	\$500,000	75.00														
2	\$1,000,000	75.00														
3	\$1,500,000	75.00														
4	\$2,000,000	X														
Complete/Incomplete:	COMPLETE															

Residential – 12 Month																																								
12-Month Delivery Period: June 1, 2025 – May 31, 2026																																								
Bidder Information:																																								
Company Name	Electric Co.																																							
Contact Name	Jane Doe																																							
Phone Number	(555) 555-5555																																							
Tranche Information:																																								
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Complete/Incomplete:	COMPLETE																																							

Residential – 24 Month																												
24-Month Delivery Period: June 1, 2025 – May 31, 2026																												
Bidder Information:																												
Company Name	Electric Co.																											
Contact Name	Jane Doe																											
Phone Number	(555) 555-5555																											
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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.