

Attachment 3

Long-Term PA Solar 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

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 the Bid Proposal.

Qualified Bidders submit their Bid Proposal online in the following manner:

- The Qualified Bidder fills out a Bid Proposal Spreadsheet for the Product the Qualified Bidder is submitting a Bid Proposal for.
- 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 the Bid Proposal Spreadsheet

The Bid Proposal Spreadsheet is available under the “[Documents](#)” page of the “Long-Term PA Solar AEC” 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'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 > Long-Term PA Solar AEC RFP > Documents". The main heading is "Documents" with the sub-heading "INFORMATION FOR LONG-TERM PA SOLAR AEC SUPPLIERS". The page is titled "Long-Term PA Solar AEC" and lists several documents for download. The "Documents" link in the left sidebar and the "Long-Term PA Solar AECs (.xls)" link in the main content area are highlighted with red boxes.

Home Home > Long-Term PA Solar AEC RFP > Documents

Background Information

Announcements

Default Service (Full Requirements) RFP

Long-Term Block Supply RFP

Alternative Energy Credits RFP

Long-Term PA Solar AEC RFP

RFP Results

Documents

Calendar

Data

FAQs

Contact Us

Secure Bid Transfer

Online Form

Documents

INFORMATION FOR LONG-TERM PA SOLAR AEC SUPPLIERS

Long-Term PA Solar AEC

- [RFP Process and Rules \(Including Appendices\) \(.pdf\)](#)
 - [Addendum 1. RFP Schedule \(.pdf\)](#)
 - [Addendum 2. Online Form Instructions \(.pdf\)](#)
 - [Addendum 3. Target Annual Quantity, Available Tranches and Bid Assurance Collateral \(.pdf\)](#)
- [Appendix 1. Long-Term PA Solar Alternative Energy Credits Supplier Master Agreement \(.docx\)](#)
 - [Exhibit B. Performance Assurance Evergreen Letter of Credit \(.docx\)](#)
 - [Exhibit D. Unconditional Guaranty \(.docx\)](#)
 - [Exhibit E. Form of Notice \(.docx\)](#)
 - [Exhibit F. Adherence to U.S. Stay Protocol \(.docx\)](#)
- [Appendix 3. Confidentiality Agreement \(.docx\)](#)
- [Appendix 4. Credit Authorization \(.docx\)](#)
- [Appendix 5. Bid Assurance Letter of Credit \(Electronic\) \(.docx\)](#)
- [Appendix 6. Bid Proposal Spreadsheets](#)
 - [Long-Term PA Solar AECs \(.xls\)](#)
- [Appendix 7. Binding Bid Agreement \(.docx\)](#)

Step 2: Fill Out the Bid Proposal Spreadsheet

- Open the Bid Proposal Spreadsheet and confirm that it is for the LTAEC Product.

Example of Long-Term PA Solar AEC Bid Proposal Spreadsheet:

<p>PPL Electric Utilities Corporation LTAEC RFP Process and Rules</p> <p>APPENDIX 6 Bid Proposal Spreadsheet – Long-Term PA Solar AEC</p> <p>July 2025 Solicitation</p> <p>Long-Term PA Solar Alternative Energy Credits Bid Proposal Due Date: Tuesday, July 15, 2025 Bid Proposal Submission Window: 10:00 a.m. - 12:00 p.m. EPT</p> <p>Long-Term PA Solar AECs</p> <p>20-Year Delivery Period: Effective Date of the Transaction through May 31st, 2046</p>
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- Fill in your Bidder Information:
 - The Company Name should be the full legal name of the party executing the LTAEC 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 LTAEC Product Bid Proposal Spreadsheet:

Bid Information:			
Bids	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)
	1	\$200,000	75.00
	2	\$400,000	75.00
	3	\$600,000	X
	4	\$800,000	X
	5	\$1,000,000	X

All cells shaded gray must be completed.

* Required Field
* Required Field
* Required Field
* 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.

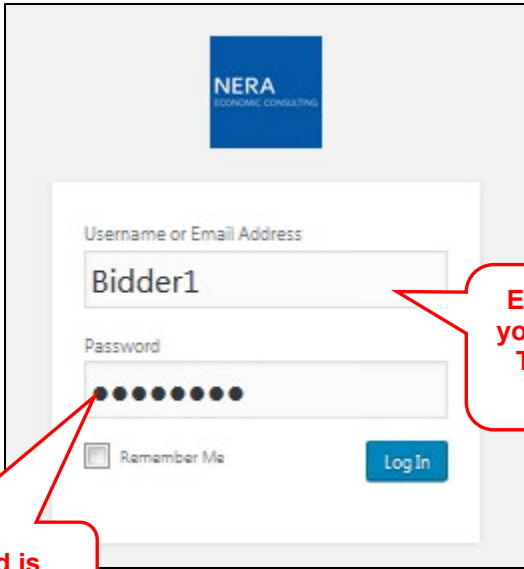
Step 3: Submit Your Bid Proposal Spreadsheet Online

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

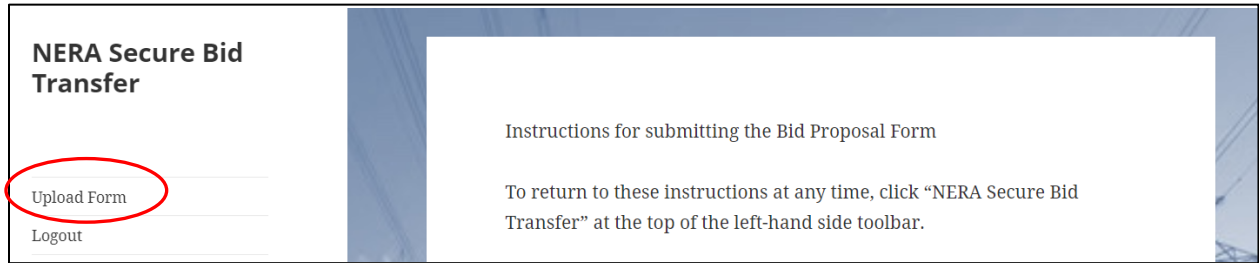
To use the secure file transfer system:

- 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.

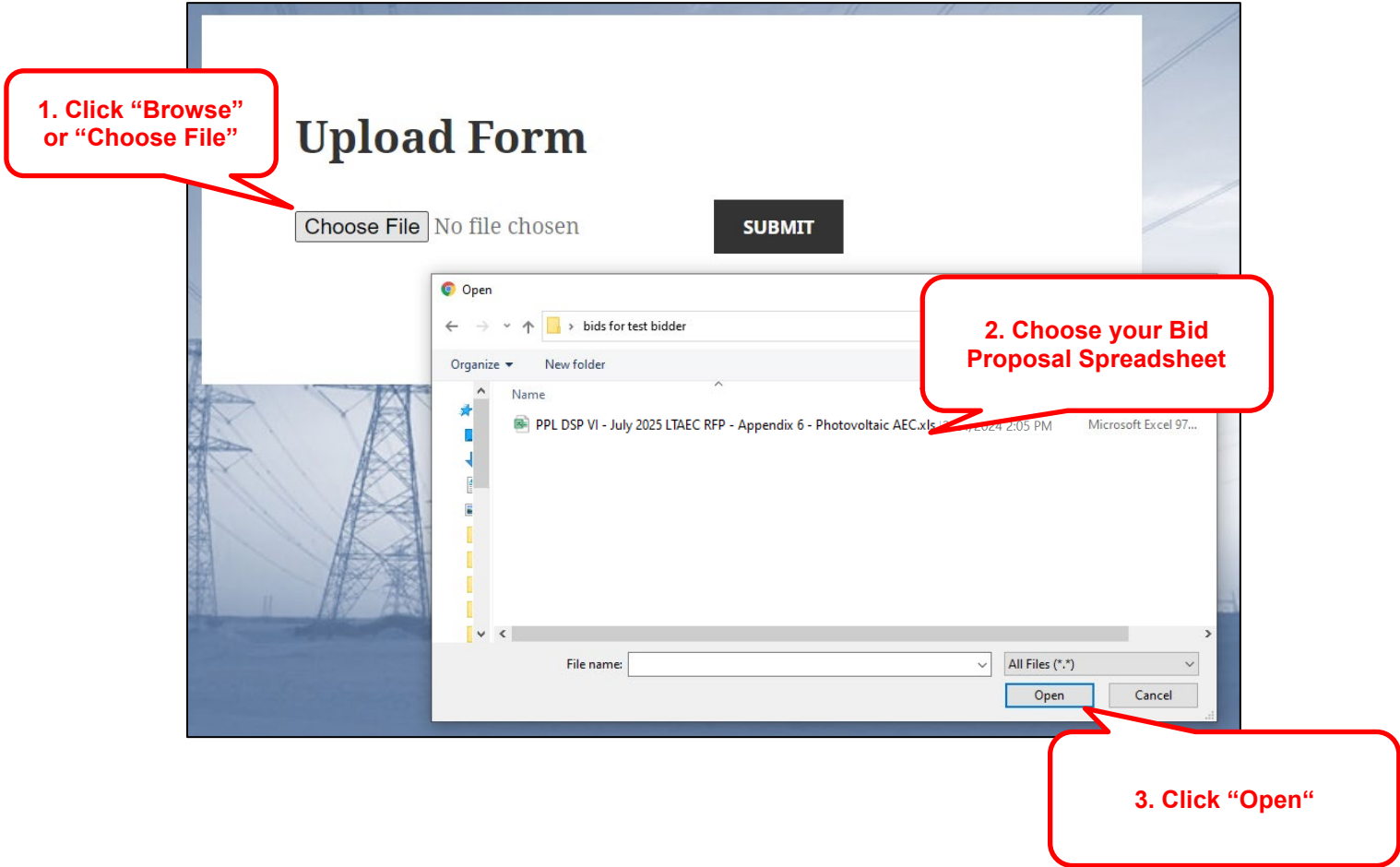


The image shows a screenshot of the NERA Economic Consulting login page. The page features the NERA logo at the top center. Below the logo, there are two input fields: "Username or Email Address" and "Password". The "Username or Email Address" field contains the text "Bidder1". The "Password" field is filled 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 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.



- 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 an upload form with the title "Upload Form". Below the title, there is a "Choose File" button followed by the filename "PPL DSP VI -...ltaic AEC.xls". To the right of the filename is a dark grey "SUBMIT" button, which is circled in red.

- 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 - July 2025 LTAEC RFP - Appendix 6 - Photovoltaic AEC.xls uploaded 2025-06-20 at 5:12pm

Choose File No file chosen **SUBMIT**

This screenshot shows the upload form after submission. The title "Upload Form" is at the top. Below it, a list of uploaded files is shown: "PPL DSP VI - July 2025 LTAEC RFP - Appendix 6 - Photovoltaic AEC.xls uploaded 2025-06-20 at 5:12pm". A red callout box labeled "Filename" points to the filename part of the list item. Another red callout box labeled "Time of submission" points to the date and time part of the list item. At the bottom, there is a "Choose File" button with the text "No file chosen" and a dark grey "SUBMIT" button.

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.

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		5																		
Tranche Size (AECs per year per tranche)		3,000																		
Target Quantity (AECs per year)		15,000																		
Bid Information:																				
	<table border="1"> <thead> <tr> <th>Total Tranches Supplied</th> <th>Bid Assurance Collateral Amount</th> <th>Price (US\$/AEC)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$200,000</td> <td>X</td> </tr> <tr> <td>2</td> <td>\$400,000</td> <td>75.00</td> </tr> <tr> <td>3</td> <td>\$600,000</td> <td>75.00</td> </tr> <tr> <td>4</td> <td>\$800,000</td> <td>75.00</td> </tr> <tr> <td>5</td> <td>\$1,000,000</td> <td>75.00</td> </tr> </tbody> </table>	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/AEC)	1	\$200,000	X	2	\$400,000	75.00	3	\$600,000	75.00	4	\$800,000	75.00	5	\$1,000,000	75.00	* Required Field * Required Field * Required Field * Required Field * Required Field
Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/AEC)																		
1	\$200,000	X																		
2	\$400,000	75.00																		
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4	\$800,000	75.00																		
5	\$1,000,000	75.00																		
	Bids																			
Complete/Incomplete:	INCOMPLETE	← 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 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 4-5 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	\$200,000	75.00	* Required Field
	2	\$400,000	X	* Required Field
	3	\$600,000	75.00	* Required Field
	4	\$800,000	X	* Required Field
	5	\$1,000,000	X	* Required Field

Complete/Incomplete: INCOMPLETE ← Bid Proposal Spreadsheet Incomplete

Example 6: Exceeding the Indication of Maximum Tranches Bid per 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, 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. The RFP Bidder’s Indication of Maximum Tranches Bid indicates that the number of maximum tranches of Long-Term PA Solar AECs the RFP Bidder intends to bid for is 3 tranches (as shown on page 16 of this Attachment 3), but the RFP Bidder provided price offers for up to 5 Total Tranches Supplied in the Bid Proposal Spreadsheet. As such, the price offers for 4 and 5 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	5																										
Tranche Size (AECs per year per tranche)	3,000																										
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	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/AEC)																								
Bids	1	\$200,000	75.00	* Required Field																							
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	4	\$800,000	75.00	* Required Field																							
	5	\$1,000,000	75.00	* Required Field																							
Complete/Incomplete:	COMPLETE																										

Bid Proposal Spreadsheet Complete. However, the Total Tranches Supplied will be reduced to 3 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

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

Please indicate below the maximum number of tranches you intend to bid for the Product under Long-Term PA Solar AEC RFP.

Product	Number of maximum tranches the RFP Bidder intends to bid
Photovoltaic AEC	<input type="text" value="3"/> tranche(s)