

Default Service RFP Bid Proposal Submission Guide

**Bid Proposal Submission Window: 10:00 a.m. – 12 p.m. (noon) EPT on
April 7, 2020**

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 April 2020 solicitation on or prior to March 30, 2020. 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 sends its Bid Proposal Spreadsheet(s) to the PPL Electric RFP Team using PPL Electric's secure electronic file transfer system.
- The PPL Electric RFP Team confirms receipt by phone by providing a Tag Number for each Bid Proposal Spreadsheet. Bidders will be asked to verbally confirm a portion of the bids information provided in the 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 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 navigation menu on the left includes: Home, Background Information, Announcements, Default Service RFP (highlighted), RFP Results, Documents (highlighted with a red box), Time-of-Use RFP, Calendar, Data, FAQs, Contact Us, File Transfer, and Collateral and SMA Form. The main content area is titled "Documents" and "INFORMATION FOR GENERATION SUPPLIERS". It lists "Load Following Full Requirements" with a list of documents: RFP Process and Rules (including Appendices) (.pdf), Appendix 1, Default Service Supplier Master Agreement (.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 6b Confirmation of Credit and Financial Information (.docx), Appendix 7, Bid Assurance Letter of Credit (.docx), and Appendix 8, Bid Proposal Spreadsheets (highlighted with a red box). Appendix 8 includes: RES (6 month) (.xls), RES (12 month) (.xls), SCI (6 month) (.xls), SCI (12 month) (.xls), and LCI (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;">April 2020 Solicitation Full Requirements Service Bid Proposal Due Date: Tuesday, April 7, 2020 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: June 1, 2020 - November 30, 2020</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 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

Note! The Tag Number is filled in by the PPL Electric RFP Team and will be communicated to you by phone as a confirmation of receipt of your Bid Proposal Spreadsheet.

Tag Number:		Leave blank
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- 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:				
Bids	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)	
	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		

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

Step 3: Submit Your Bid Proposal Spreadsheet Online

Bid Proposal Spreadsheets must be submitted to the PPL Electric RFP Team by secure electronic file transfer during the Bid Proposal Submission Window as follows:

Tuesday, April 7, 2020: 10:00 a.m. – 12:00 p.m. (noon) EPT

To use PPL Electric’s secure electronic file transfer system:

- Go to the [RFP website](#) and select “File Transfer” section. You can also access directly [here](#).
- Select “Upload Files”.
- Enter your contact information and phone number.
- **Enter the recipient’s email address: pplpolr@pplweb.com**
- Agree to the terms and conditions. The complete terms and conditions are provided [here](#).
- Enter the download password provided in your Notification of Qualification. **The password is case-sensitive.** Bid Proposal Spreadsheets submitted without a download password will be ignored and treated as though the Bidder has not submitted a Bid Proposal.
- Click the “Upload Files” button.

The screenshot shows a web form titled "Please enter the following information:". The form is divided into several sections. The first section contains fields for "First Name" (Jane), "Last Name" (Doe), "Email Address" (j.doe@electric.com), "Comment", and "Phone Number" (555-555-5555). A red box highlights the "First Name", "Last Name", and "Email Address" fields, with a red arrow pointing to them from the text "For Confirmation of Receipt". The second section contains a "Recipient's Email" field with the value "pplpolr@pplweb.com" and a "Short Note" field. The third section contains a "Do you agree to the Terms and Conditions?" dropdown menu set to "Yes, I agree". The fourth section contains a "Download Password" field with the value "a8jsq5". A red box highlights the "Download Password" field, with a red arrow pointing to it from the text "Provided in Notification of Qualification". A legend at the bottom left indicates that a red dot means "required field". An "Upload Files" button is located at the bottom center of the form.

Upload all Bid Proposal Spreadsheets as follows, but please note the upload interface may appear slightly different than as shown here, depending on your browser choice:

- Click “Choose Files” and browse to the location of the file(s) on your computer.
- Click all files for which you are submitting a Bid Proposal Spreadsheet.
- Click “Start Upload” to transfer the file(s) to PPL’s secure server.

The screenshot shows the 'Upload Files' interface. At the top, it says 'Upload Files'. Below that, there is a 'Clear Queue' button. A table lists files with columns for Progress, Filename, Rate (KB/sec), Time Remaining, Status, and Action. The table contains five rows of files, all with a status of '-'. Below the table, there is a 'Choose Files' button with the text 'No file chosen' next to it. A red box highlights the 'Start Upload' button. At the bottom, there is a checkbox labeled 'Add more files after this transfer is complete'.

Files selected will appear here

Progress	Filename	Rate (KB/sec)	Time Remaining	Status	Action
	PPL DSP IV - April 2020 RFP - Appendix ...			-	
	PPL DSP IV - April 2020 RFP - Appendix ...			-	
	PPL DSP IV - April 2020 RFP - Appendix ...			-	
	PPL DSP IV - April 2020 RFP - Appendix ...			-	
	PPL DSP IV - April 2020 RFP - Appendix ...			-	

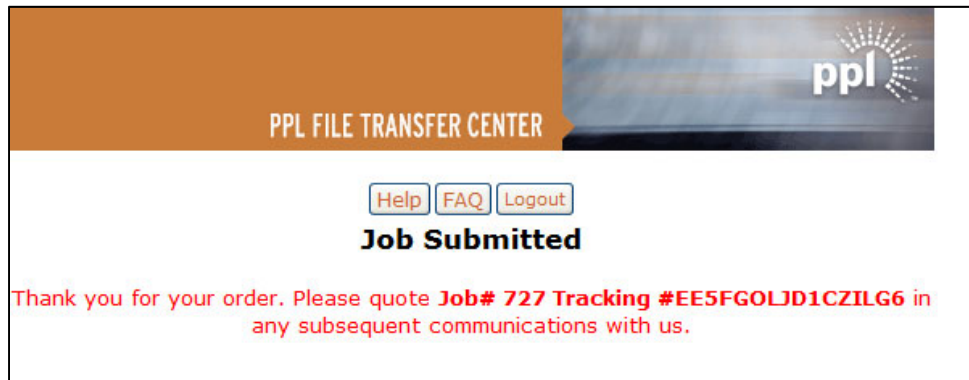
Select files for upload here

Click to upload files

Start Upload

Add more files after this transfer is complete

When the file(s) has (have) been uploaded, the screen will say “Job Submitted”. You will also receive an email confirming that your file(s) has (have) been transferred successfully.



Step 4: Receipt of Confirmation

- Please forward the email you receive confirming that your file(s) has (have) been transferred successfully immediately upon receipt and/or the Tracking Number displayed on the “Job Submitted” page to the PPL Electric RFP Team at PPL-Procurement@NERA.com.
- The PPL Electric RFP Team will download your Bid Proposal Spreadsheet(s) using the tracking number and the download password.
- The PPL Electric RFP Team will confirm, **by phone**, receipt of your Bid Proposal Spreadsheet(s) by communicating to you the Tag Number for each Bid Proposal Spreadsheet submitted.
- The PPL Electric RFP Team will ask you to verbally confirm a portion of your Bid information provided in your Bid Proposal Spreadsheet(s).
- Calls will be made to the contact at the phone number provided in the Bid Proposal Spreadsheet, within **sixty (60) minutes of receipt**.

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%																																						
Tag Number:																																							
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Complete/Incomplete:	INCOMPLETE ← Bid Proposal Spreadsheet Incomplete																																						

You must enter a price or “X” 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:		
Solicitation Load Capacity		0.50%
Aggregate Load		
Total Available		
Tranche Size (%)		
Tag Number:		

Price X

Please enter a price for one (1) total tranche supplied. Prices may contain at most two decimal places.

Bid Information:				
	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)	
Bids	1	\$500,000	X	* 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	75.00	* Required Field
	6	\$3,000,000	75.00	* Required Field
	7	\$3,500,000	75.00	* Required Field
	8	\$4,000,000	75.00	* Required Field

You must enter a price for 1 Total Tranche Supplied

← Bid Proposal Spreadsheet Incomplete

Complete/Incomplete:	INCOMPLETE
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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.

Tag Number:

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: June 1, 2020 - November 30, 2020																																					
Bidder Information:																																					
Company Name	Electric Co.																																				
Contact Name	Jan e Doe																																				
Phone Number	(555) 555-5555																																				
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Residential - 12 Month																																																																					
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The maximum number of tranches bid across products for a customer group must not exceed the Aggregate Load Cap for that bidder.