

# **PPL Electric Utilities Corporation**

## **Default Service**

### **Request for Proposals (RFP) Process and Rules**

#### **RFP Addendum 2**

#### **(April 2023 Solicitation)**

This Addendum 2 is provided pursuant to Section 6.1.2. of the PPL Electric Default Service RFP Rules. It provides instructions to complete and submit the Qualification Form, which are available in their entirety online.

RFP Bidders must submit the information required by the Bidder Qualification process through the online Qualification Form by completing the required fields and providing all necessary supporting documents, including Appendices, by upload. Appendices are separate forms in Microsoft Word format posted to the “Documents” section under the “Default Service RFP” of the RFP website.

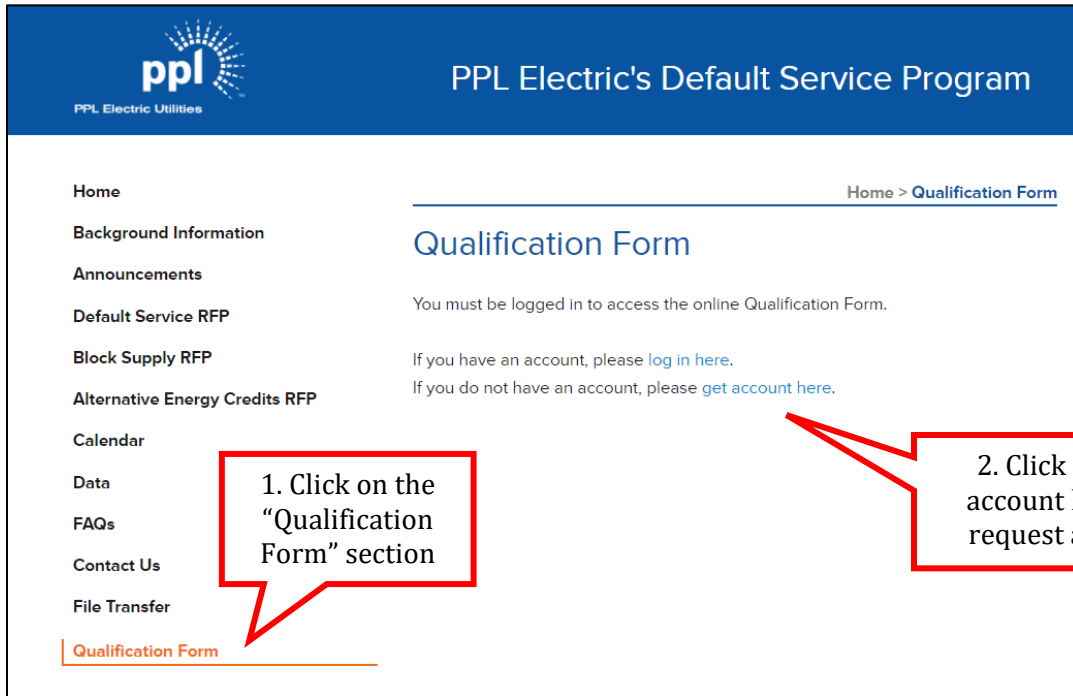
The purpose of the Bidder Qualification process is to determine the applicant’s eligibility to bid. The online Qualification Form with all required materials is due by **12 PM (noon) EPT on March 20, 2023**. RFP Bidders that have successfully completed the Qualification Form will be notified by April 3, 2023.

**Previously Qualified Bidders!** If you have successfully qualified for a previous solicitation of the PPL Electric Utilities Corporation’s Default Service RFP under DSP V, you can participate in an abbreviated Qualifications process by simply providing the Binding Bid Agreement and updated contact information, and either updating or confirming your credit and financial information.

# I. Setting Up and Logging In to Your Account

To access the online forms, please follow these instructions:

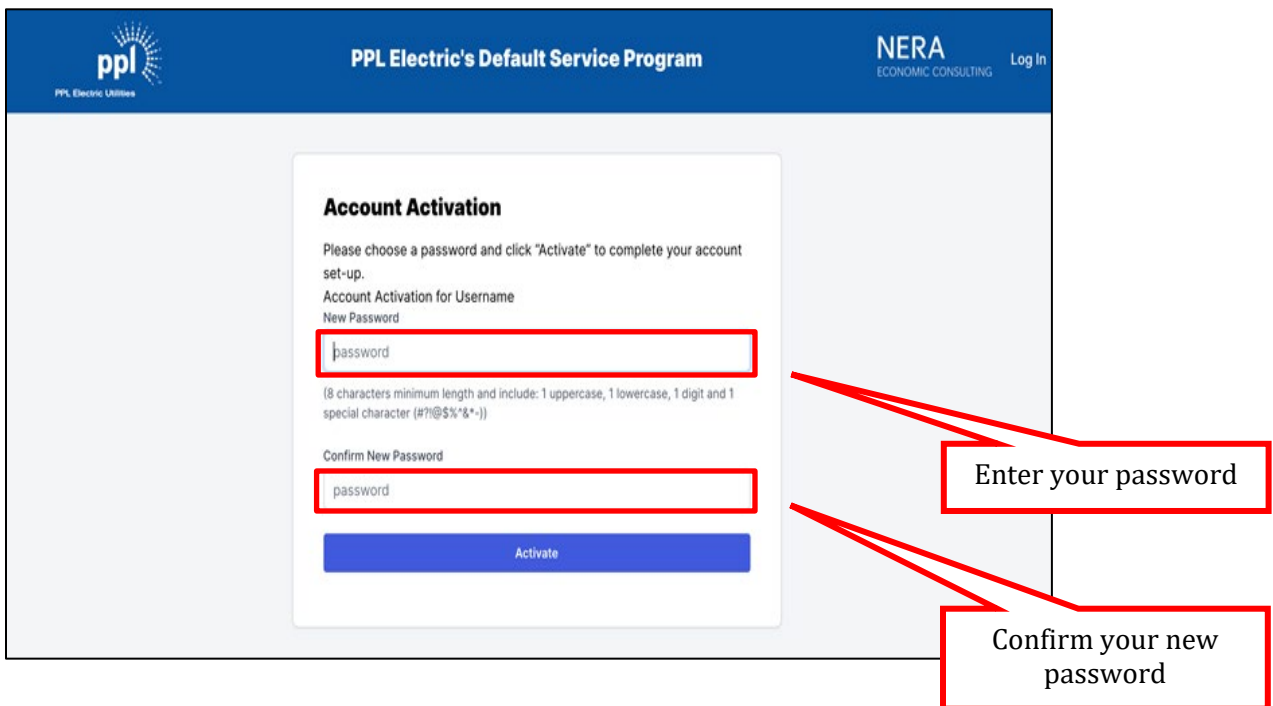
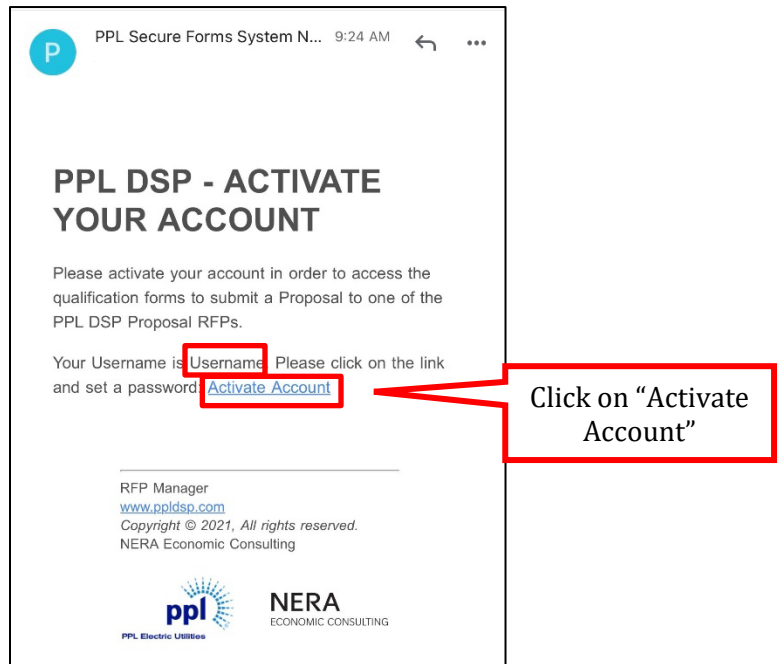
1. Go to <http://www.ppldsp.com>.
2. Click on the “Qualification Form” section.
3. If you do not already have an account for the **Default Service RFP**, request an account by clicking on “get account here”, and submit the required information.



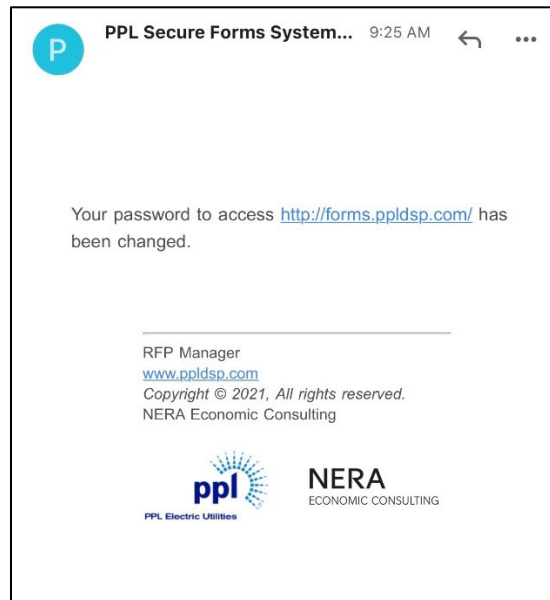
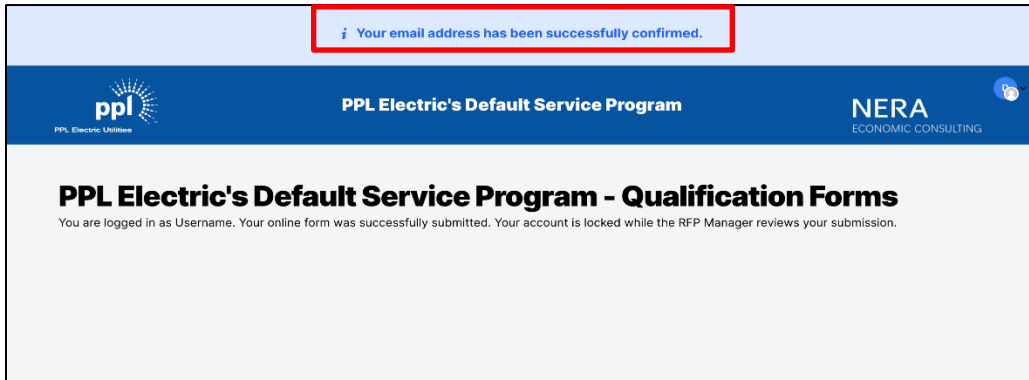
The screenshot shows the "Get Account for Qualification" form. The header includes the breadcrumb "Home > Qualification Form > Get Account for Qualification". The form title is "Get Account for Qualification". Below the title, it says "Fields marked with an \* are required". The form fields are: "Company \*", "Contact Name \*", "Contact Title", "Phone Number \*", and "Email \*". Below these fields, it says "Please select the RFP(s) for which you would like an account:" followed by two radio button options: "Default Service" and "Alternative Energy Credits". A "Submit" button is at the bottom.

3. Fill out the required fields and click on "SUBMIT"

4. Activation instructions will be sent from **PPL Secure Forms System No Reply** to the email address entered for the account request. Your Username will be provided in this email.
5. Click on “Activate Account” link to activate the account by setting a password.



6. Once the password has been successfully set, a message indicating that your email address has been confirmed will pop up at the top of the page. An email from PPL Secure Forms System confirming the change of password will be sent to the email address associated with the account.



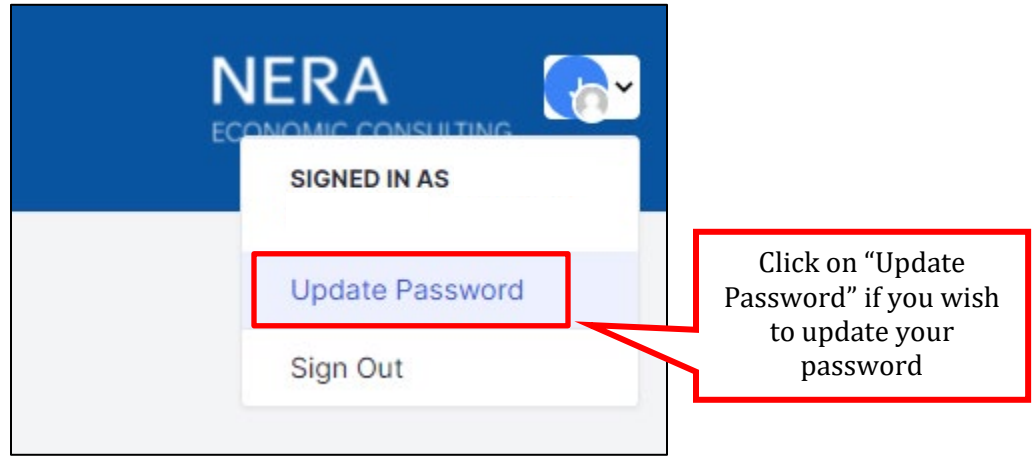
7. To log in to your account, go to <http://www.ppldsp.com>.
8. Click on the "Qualification Form" section.
9. Click on "log in here".
10. Enter your Log In credentials.

The screenshot shows the PPL Electric Utilities website. The header includes the PPL logo and the text "PPL Electric's Default Service Program". A navigation menu on the left lists various sections, with "Qualification Form" highlighted in orange. The main content area displays the "Qualification Form" title and a message: "You must be logged in to access the online Qualification Form." Below this message are two links: "log in here" and "get account here". Two red callout boxes provide instructions: one points to the "Qualification Form" link in the navigation menu, and the other points to the "log in here" link in the main content area.

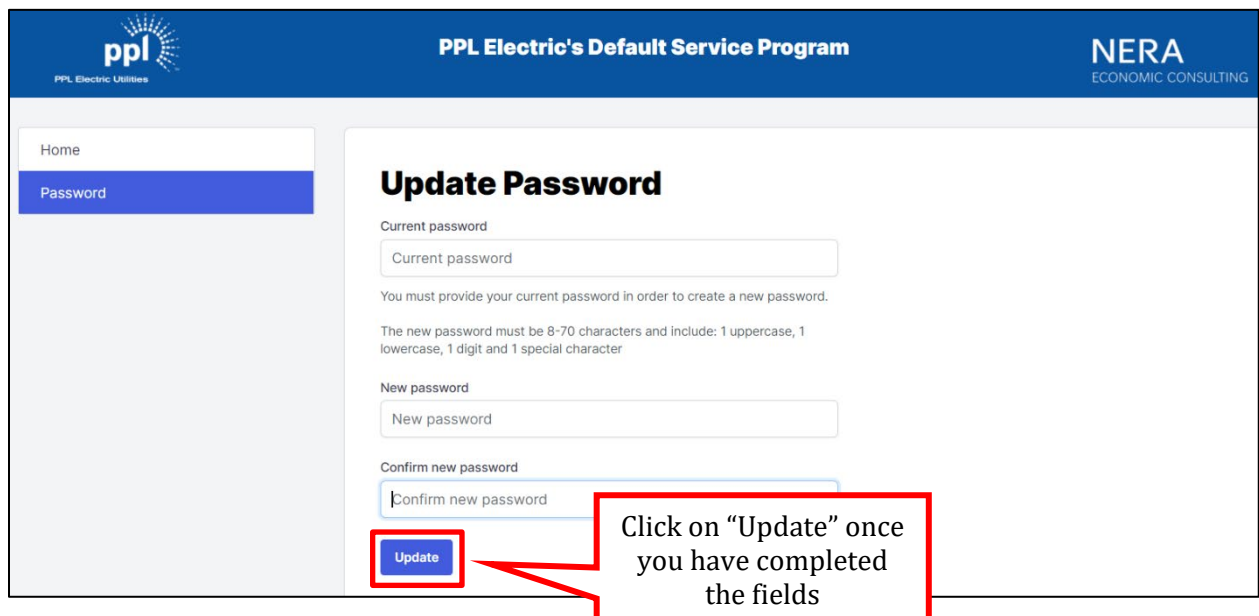
The screenshot shows a "Log In" form with the following fields and elements:

- Username:** A text input field containing the placeholder text "Username".
- Password:** A text input field containing the placeholder text "password".
- Log In:** A blue button with the text "Log In".
- Forgot your password?:** A blue link.
- Didn't receive account activation instructions?:** A blue link.

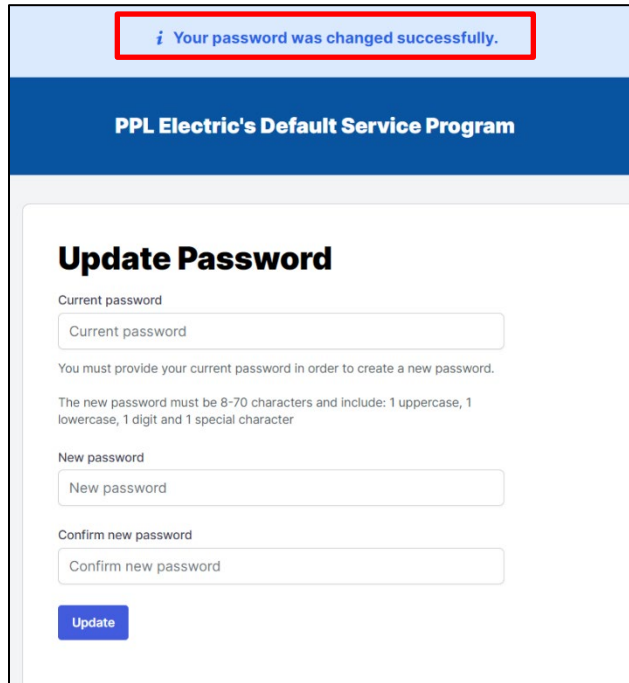
11. If you wish to update your password, log in and click on the arrow in the top left of your screen. Then click on "Update Password".



12. Once you click "Update Password", you will be required to provide the current password and the new password, and confirm the new password. Once you have completed the fields, click on "Update".



13. Once the password has been updated, a message indicating that your password was changed successfully will pop up at the top of the page. An email from PPL Secure Forms System confirming the change of password will be sent to the email address associated with the account.



The screenshot displays a web interface for updating a password. At the top, a light blue banner contains a red-bordered box with the message: "i Your password was changed successfully." Below this is a dark blue header with the text "PPL Electric's Default Service Program". The main content area is titled "Update Password" and includes three input fields: "Current password", "New password", and "Confirm new password". A blue "Update" button is located at the bottom of the form. Instructions specify that the new password must be 8-70 characters and include 1 uppercase, 1 lowercase, 1 digit, and 1 special character.

## **II. Completing and Submitting the Online Qualification Form**

On the following pages are a series of steps to show how to complete and submit the online Qualification Form. These instructions use screenshots of the Qualification Form. The steps included in this guide are:

- A. Entering information into the online forms;
- B. Downloading the Appendices;
- C. Uploading supporting documents;
- D. Saving entries;
- E. Uploading additional documents;
- F. Printing and saving a copy of your form;
- G. Submitting the form; and
- H. Logging out.

- A. **Enter Information into the Online Form.** Navigate through the form to complete each section. Depending on your response to certain questions, additional fields may appear. Use the links in the **Quick Links Box** on bottom right-hand side of the screen to move directly to the top or bottom of the form.

**4. Credit Application**

*First Item: Company Information*

PLEASE PROVIDE THE INFORMATION ABOUT THE RFP

**Note:** Additional required fields may appear depending on your response to this question

Quick links allow you to move directly to the top or bottom of the form

Click here to go to the **top** of the form.

Click here to go to the **bottom** of the form.

**Save and Continue**

**Log Out**

**Form Content:**

Number

SELECT THE TYPE OF BUSINESS.

Corporation  Limited Liability Company  Joint Venture  Other

Is the RFP Bidder under Limited Partnership?

Yes  No

**B. Download the Appendices.** As you navigate through the Qualification Form, some sections will require you to upload completed Appendices. Appendices are separate forms in Microsoft Word format and are posted on the “Documents” section under the “Default Service RFP”. RFP Bidders fill in each applicable Appendix, sign the document, and upload the completed document to the online form.

The following table provides a guide of the Appendices that you have to complete as you navigate through the Qualification Form.

**Table 1a. Qualification Form Appendices.**

Section in the Qualification Form	Appendix Name and Number
Section 2	Confidentiality Agreement (Appendix 3)
Section 3 – <i>First Item</i>	PJM Qualification Certification Form (Appendix 4)
Section 3 – <i>Second Item</i>	FERC Authorization Certification Form (Appendix 5)
Section 4 – <i>Last Item</i>	Authorization to the Credit Application (Appendix 6 Credit Authorization) (This is <b>not</b> required if the RFP Bidder is not seeking to be granted unsecured credit under the Default Service SMA)
Section 5	Binding Bid Agreement (Appendix 9)

**Table 2b. Qualification Form Appendices applicable to Previously Qualified Bidders.**

Section in the Qualification Form	Appendix Name and Number for Previously Qualified Bidders
Section 2	Confirmation of Credit and Financial Information (Appendix 6b) (This is <b>not</b> required if the RFP Bidder is not seeking to be granted unsecured credit under the Default Service SMA)
Section 3	Binding Bid Agreement (Appendix 9)

The screenshot shows the PPL Electric's Default Service Program website. The main heading is "PPL Electric's Default Service Program". The navigation menu includes Home, Background Information, Announcements, Default Service RFP, RFP Results, Documents, Block Supply RFP, Alternative Energy Credits, Calendar, Data, FAQs, Contact Us, and Secure Bid Transfer. The "Documents" section is highlighted, and a list of documents is displayed, including Appendix 3, Appendix 4, Appendix 5, Appendix 6, Appendix 6b, Appendix 7a, Appendix 7b, Appendix 8, and Appendix 9. Three callouts are present: one pointing to the "Documents" tab under "Default Service RFP" with the text "Click on the Documents tab under 'Default Service RFP'", another pointing to the list of documents with the text "Download Appendices 3, 4, 5, 6 and 9", and a third pointing to the bottom of the list with the text "Previously Qualified Bidders! Download Appendices 6b and 9".

Once you have downloaded the applicable Appendices, complete and sign the Appendices by an Officer of the RFP Bidder (or by an authorized official of the Guarantor, as necessary for your circumstances) and upload the signed Appendices to the online Qualification Form.

**THE RFP BIDDER PROVIDES THE BINDING BID AGREEMENT BY UPLOAD TO THIS QUALIFICATION FORM.**  
The Binding Bid Agreement is available on the Default Service RFP section of the PPL Electric's RFP website and is labelled Appendix 9.

**Binding Bid Agreement (Appendix 9)**  
[DS RFP\\_Appendix-9\\_Binding\\_Bid\\_Agreement\\_29 AUG 2022.docx](#)  
Change Upload:

This number corresponds to the number in the Appendix file name

- C. **Upload Supporting Documents.** Some sections require that you upload supporting documents, such as financial information, or Appendices (described in Section B). Documents are limited to a file size of **30Mb**; in case of difficulty uploading files, email the RFP Manager at [PPL-procurement@nera.com](mailto:PPL-procurement@nera.com) for further instructions.

**Fourth Item: Financial Information**

The RFP Bidder is required to provide the Securities and Exchange Commission (“SEC”) Form 10-Q or 10-K (whichever is more recent). If the SEC 10-Q or 10-K is unavailable, the supporting documents must include the most recent audited annual financial information (including a balance sheet, income statement, and cash flow statement); and the most recent quarterly, monthly or bi- annual financial information, if available.

Subject to Section 4.5.2 of the Default Service RFP Rules, submitted information must be in the English language, and financial data denominated in United States currency, and conform to generally accepted accounting principles (“GAAP”) in the United States. If the RFP Bidder’s financial information is consolidated with other entities, then it is the RFP Bidder’s responsibility to extract and submit as separate documents all data and information related solely to the RFP Bidder. This must include all financial information, associated notes and all other information that would comprise a full financial report conforming to GAAP.

*Is the RFP Bidder submitting SEC 10-Q or 10-K?*

Yes  No

**PLEASE PROVIDE THE MOST RECENT SEC 10-Q OR 10-K OF THE RFP BIDDER**

**SEC 10-Q or SEC 10-K**

No file uploaded

Click the “Upload...” button to navigate to the folder where you saved the relevant document and click the “Open” button

**Fourth Item: Financial Information**

The RFP Bidder is required to provide the Securities and Exchange Commission (“SEC”) Form 10-Q or 10-K (whichever is more recent). If the SEC 10-Q or 10-K is unavailable, the supporting documents must include the most recent audited annual financial information (including a balance sheet, income statement, and cash flow statement); and the most recent quarterly, monthly or bi- annual financial information, if available.

Subject to Section 4.5.2 of the Default Service RFP Rules, submitted information must be in the English language, and financial data denominated in United States currency, and conform to generally accepted accounting principles (“GAAP”) in the United States. If the RFP Bidder’s financial information is consolidated with other entities, then it is the RFP Bidder’s responsibility to extract and submit as separate documents all data and information related solely to the RFP Bidder. This must include all financial information, associated notes and all other information that would comprise a full financial report conforming to GAAP.

*Is the RFP Bidder submitting SEC 10-Q or 10-K?*

Yes  No

**PLEASE PROVIDE THE MOST RECENT SEC 10-Q OR 10-K OF THE RFP BIDDER**

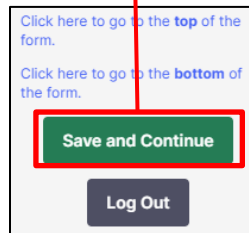
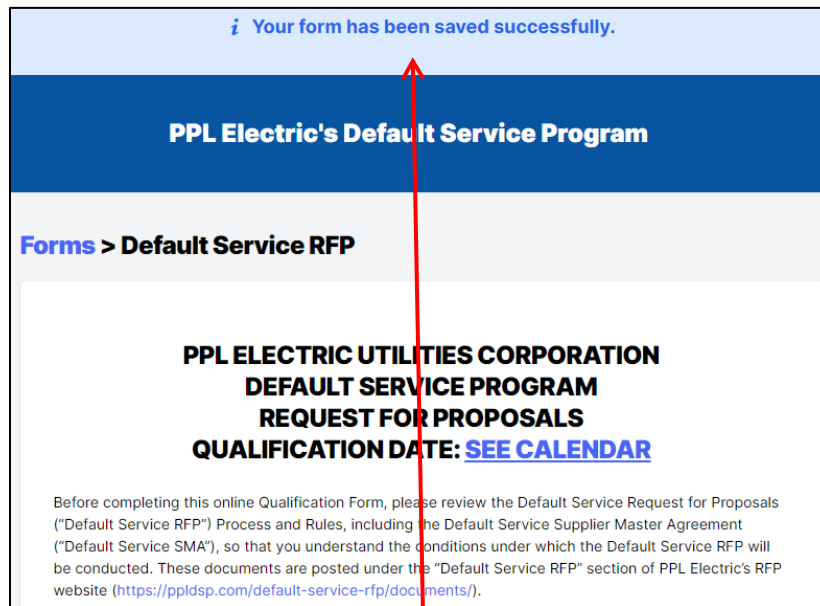
**SEC 10-Q or SEC 10-K**

[2020 SEC 10-K.docx](#)

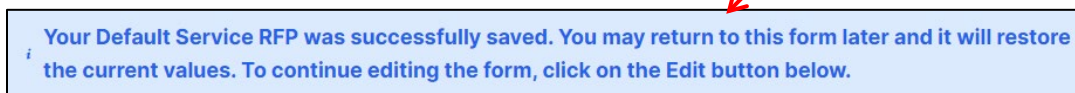
Change Upload:

**Note:** Once the form has been saved, the file name will appear as a link. **IMPORTANT!** On some browsers, the text “No file selected” will continue to appear next to the “Upload...” button even though the file is properly uploaded. Please disregard!

- D. **Save As You Go.** You can save your work and continue working in the form by clicking the “Save and Continue” link in the **Quick Links Box**. A confirmation message will appear at the top of the form confirming that the save was successful.



You can also use the “Save” button at the bottom of the form to save your entries and return to complete the form at a later time.



**E. Upload Additional Documents.** If there are documents that you wish to provide as part of the Bidder Qualification process but there is no specific upload link for your documents, you may upload them using the “Additional Upload” links in the “Justification of Omissions” section, which is the last section in the Qualification Form. Please state in the space provided that you are providing additional documents. Please note that, as part of the Bidder Qualification process, RFP Bidders may propose modifications to the Bid Assurance Letter of Credit, Performance Assurance Letter of Credit, and/or Unconditional Guaranty that are non-substantive or clarifying in nature by uploading an electronic copy in MS Word as an additional upload in the Justification of Omissions section.

If you are unable to provide all documents or information required with this online Qualification Form, please justify fully any omissions in the space provided below.

1. Provide an explanation for the additional documents in this box

**Additional Upload #1**  
No file uploaded

Upload

**Additional Upload #2**  
No file uploaded

Upload

**Additional Upload #3**  
No file uploaded

Upload

**Note:** Each additional document link allows for a single file

**F. Print and save a copy of your Qualification Form.** You are encouraged to print and save a copy of the Qualification Form for your records.

The screenshot shows a web interface for uploading files. It features three sections, each labeled 'Additional Upload #1', '#2', and '#3'. Each section contains the text 'No file uploaded' and an 'Upload' button. At the bottom right, there are three buttons: 'Click to Print This Form' (text link), 'Save' (green button), and 'Submit' (blue button). A red callout box with a pointer to the 'Click to Print This Form' link contains the text: '1. Print the form at any time'.

The screenshot shows a 'Print' dialog box with the following settings: '9 sheets of paper' at the top right; 'Destination' set to 'Adobe PDF' with a printer icon and a dropdown arrow; 'Pages' set to 'All' with a dropdown arrow; 'Layout' set to 'Portrait' with a dropdown arrow; 'Color' set to 'Color' with a dropdown arrow; and 'More settings' with a dropdown arrow. At the bottom, there are 'Print' and 'Cancel' buttons. A red callout box with a pointer to the 'Destination' dropdown menu contains the text: '2. Use the drop down menu to either select the printer you wish to use or select the software your company uses to print a pdf'.

- G. Submit the Qualification Form.** You may review your entries by printing the form. Once ready to submit your Qualification Form, press the “Submit” button to transmit the information to the RFP Manager. When you click the “Submit” button, a pop-up message will appear reminding you that your account will be locked while the RFP Manager reviews your Qualification Form. Your account will remain locked until you receive a notice from the RFP Manager regarding your submission.

The image shows two screenshots. The top screenshot is a form titled "Additional Upload #3" with the text "No file uploaded" and an "Upload" button. At the bottom right of the form are three buttons: "Click to Print This Form" (text), "Save" (green), and "Submit" (blue). The "Submit" button is circled in red. A red arrow points from the "Submit" button to a confirmation pop-up below. The pop-up contains the text: "By clicking 'Submit' your form will be submitted for review by the RFP Manager. Your account will be locked during this review. Are you sure you want to submit?" and two buttons: "Cancel" (text) and "Confirm" (red).

If you select “Confirm”, you will be directed to a new page that confirms your submission.

The image shows a confirmation page titled "Default Service RFP - Submission Confirmation". The text on the page reads: "Your qualification form for the Default Service RFP was successfully submitted. Your account will be locked while the RFP Manager reviews your submission." Below this text is a link: "Please [click here](#) to log out."

- H. **Log Out.** You may log out of the form at any point by clicking the “Log Out” button provided in the **Quick Links Box**. When you select the “Log Out” button, a pop-up message will appear reminding you to save your form before logging out (if you have not already done so).

**Forms > Default Service RFP**

**PPL ELECTRIC UTILITIES CORPORATION  
DEFAULT SERVICE PROGRAM  
REQUEST FOR PROPOSALS  
QUALIFICATION DATE: [SEE CALENDAR](#)**

Before completing this online Qualification Form, please review the Default Service Request for Proposals ("Default Service RFP") Process and Rules, including the Default Service Supplier Master Agreement ("Default Service SMA"), so that you understand the conditions under which the Default Service RFP will be conducted. These documents are posted under the "Default Service RFP" section of PPL Electric's RFP website (<https://ppldsp.com/default-service-rfp/documents/>).

*By submitting a Qualification Form in response to the Default Service RFP, you are agreeing to all terms and conditions of the Default Service RFP.*

**1. Expression of Interest**

**First Item: Name and Address of the RFP Bidder**

Legal Name of the RFP Bidder

Street Address 1

Click here to go to the top of the form.

Click here to go to the bottom of the form.

Save and Continue

Log Out

If you select “Confirm”, you will fully log out of the form.

**Warning: You are logging out of the form. Any changes that have been made since your last save will be lost. Click Cancel to remain logged in so that you may save your edits to the online proposal form. Click Confirm to log out.**

Cancel Confirm