

**PPL Electric Utilities Corporation**

**Time-of-Use**

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

**RFP Addendum 2**

**(May 2020 Solicitation)**

This Addendum 2 is provided pursuant to Section 6.1.2. of the PPL Electric Utilities Corporation (“PPL Electric”) Time-of-Use (TOU) 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 “Time-of-Use 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 April 27, 2020.** RFP Bidders that have successfully completed the Qualification Form will be notified by May 4, 2020.

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

## I. 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. Click on "log in here".
4. Enter your Log In credentials. If you do not have an account already, request an account by clicking on "get account here".

**1. Click on the "Qualification Form" section**

**2. Click on "log in here" and enter your login credentials**

Username or Email Address

Password

Remember Me

Lost your password?

← Back to PPL Electric's Default Service Program

## **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 forms.** 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.

The screenshot shows a web form with the following content:

- Text: "An RFP Bidder must certify that it has been authorized by the FERC to make sales of energy, capacity and ancillary services at market-based rates. The certification must be signed by an Officer of the RFP Bidder, which is an individual empowered to undertake contracts and bind the RFP Bidder as defined in Section 3.1.6 of the RFP Rules."
- Section Header: "THE RFP BIDDER PROVIDES THE FERC AUTHORIZATION CERTIFICATION FORM BY UPLOAD TO THIS QUALIFICATION FORM. The FERC Authorization Certification Form is available on the RFP website and is labelled Appendix 5."
- Text: "FERC Authorization Certification Form (Appendix 5)"
- File Upload: "Browse..." No file selected.
- Section Header: "4. Qualification" (partially visible)
- Text: "Please provide the following information about the RFP Bidder."
- Form Fields: Several empty text input boxes.
- Text: "PLEASE SELECT THE TYPE OF BUSINESS."
- Radio Buttons:  Corporation,  Limited Liability Company,  Joint Venture,  Other
- Form Field: An empty text input box next to the radio buttons.
- Text: "Is the RFP Bidder under Limited Partnership?"  Yes  No
- Bottom Right Box (Quick Links Box):
  - Text: "Click here to go to the top of the form."
  - Text: "Click here to go to the bottom of the form."
  - Button: "SAVE AND CONTINUE"
  - Button: "LOG OUT"

Two red callout boxes are present:

- Left Callout: "Note: Additional required fields may appear depending on your response to this question" (pointing to the radio button section).
- Right Callout: "Quick links allow you to move directly to the top or bottom of the form" (pointing to the bottom right box).

**Previously Qualified Bidders in a previous Default Service solicitation or TOU solicitation!** If you have successfully qualified for a previous Default Service solicitation of PPL Electric’s Default Service RFP or a previous TOU solicitation of PPL Electric’s TOU RFP under DSP IV, some information may be prepopulated. Make any necessary updates to previously provided information. By submitting the form without making changes to previously provided information you will be confirming that the previously provided information remains valid.

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

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

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

<b>Section in the Qualification Form</b>	<b>Appendix Name and Number</b>
<b>Section 2</b>	Confidentiality Agreement (Appendix 3)
<b>Section 3 - First Item</b>	PJM Qualification Certification Form (Appendix 4)
<b>Section 3 - Second Item</b>	FERC Authorization Certification Form (Appendix 5)
<b>Section 4 - Last Item</b>	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 Time-of-Use SMA)
<b>Section 5</b>	Binding Bid Agreement (Appendix 9)

**Table 2b. Qualification Form Appendices applicable to Previously Qualified Bidders in a Default Service solicitation or TOU solicitation.**

<b>Section in the Qualification Form</b>	<b>Appendix Name and Number for Previously Qualified Bidders in a previous Default Service solicitation</b>
<b>Section 2</b>	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 Time-of-Use SMA)
<b>Section 5</b>	Binding Bid Agreement (Appendix 9)

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Click on the Documents tab under the Time-of-Use RFP section Section

## Documents

INFORMATION FOR GENERATION SUPPLIERS

### Load Following Full Requirements

- [RFP Process and Rules \(Including Appendices\) \(.pdf\)](#)
  - [Addendum 1 \(.pdf\)](#)
  - [Addendum 2 \(.pdf\)](#)
  - [Addendum 3 \(.pdf\)](#)
  - [Addendum 4 \(.pdf\)](#)
  - [Addendum 5 \(.pdf\)](#)
  - [Addendum 6 \(.pdf\)](#)
- [Appendix 1, Time-of-Use Supplier Master Agreement \(.docx\)](#)
  - [Addendum 1 \(.pdf\)](#)
  - [Exhibit 2 \(.pdf\)](#)
  - [Exhibit 3 \(.docx\)](#)
  - [Sample Exhibit 4 \(.pdf\)](#)
  - [Exhibit 5 \(.docx\)](#)
  - [Exhibit 6 \(.docx\)](#)
- [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 \(.docx\)](#)
- [Appendix 9, Binding Bid Agreement \(.docx\)](#)
- [Appendix 10, Binding Bid Withdrawal Agreement \(.docx\)](#)

Download Appendix 3, 4, 5, 6 Credit Authorization and 9

Previously Qualified Bidders in a previous Default Service solicitation or TOU solicitation! Download Appendix 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), scan the completed and signed Appendices, and upload the scanned 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 RFP website and is labeled

[Binding Bid Agreement \(Appendix 9\)](#)

Appendix-9-Binding-Bid-Agreement.docx

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**

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 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 selected.

Click the "Browse..." button to navigate to the folder where you saved the relevant document and click the "Open" button

**Fourth Item: Financial Information**

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 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

SEC 10-Q or SEC 10-K

2016 SEC 10-K.docx

**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 "Browse..." button even though the file is properly uploaded. Please disregard!

**Previously Qualified Bidders in a previous Default Service solicitation!** Some of your documents submitted in previous Default Service solicitations may be prepopulated. If necessary, please review and upload any updated documents.

**First Item: Latest Documentation**

Our records show that below are the latest documentations that you have provided us. If no documentation has been provided for the appropriate upload field, this will remain empty. **PLEASE CLICK "CHANGE UPLOAD" AND UPLOAD ANY UPDATED CREDIT RATINGS SUPPORT DOCUMENTATION AND/OR FINANCIAL STATEMENTS AS NECESSARY.**

**Most Recent SEC 10-Q or SEC 10-K**  
2016 SEC 10-Q.pdf  
Change Upload:  
 No file selected.

**Most Recent Audited Financial Information**  
 No file selected.

**Most Recent Quarterly, Monthly or BI-Annual Financial Information**  
 No file selected.

**S&P RATING DOCUMENTATION**  
S&P Rating.pdf  
Change Upload:  
 No file selected.

**MOODY's RATING DOCUMENTATION**  
Moody's Rating.pdf  
Change Upload:  
 No file selected.

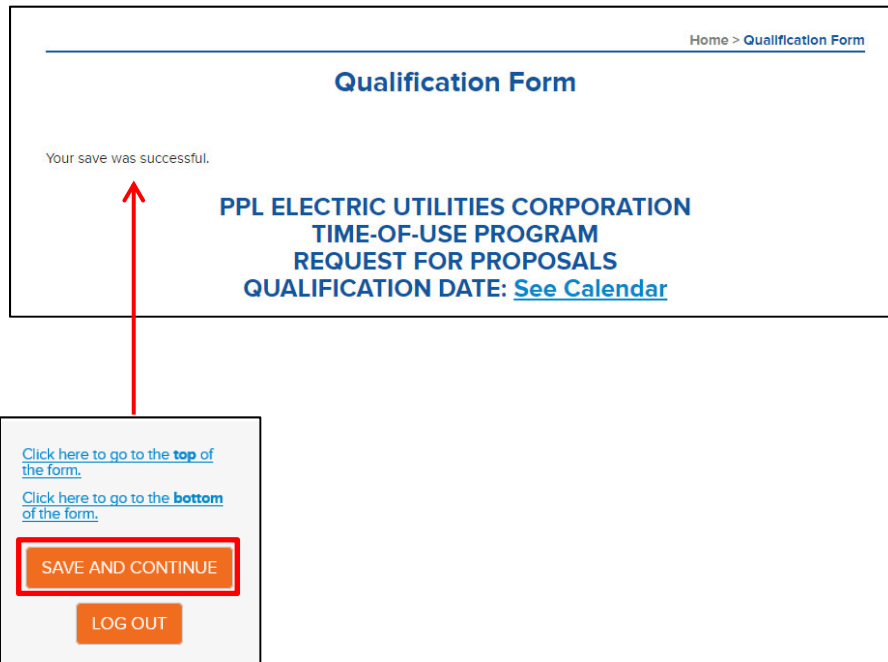
**FITCH RATING DOCUMENTATION**  
 No file selected.

If no documentation has been provided in previous Default Service solicitations, these upload fields appear empty.

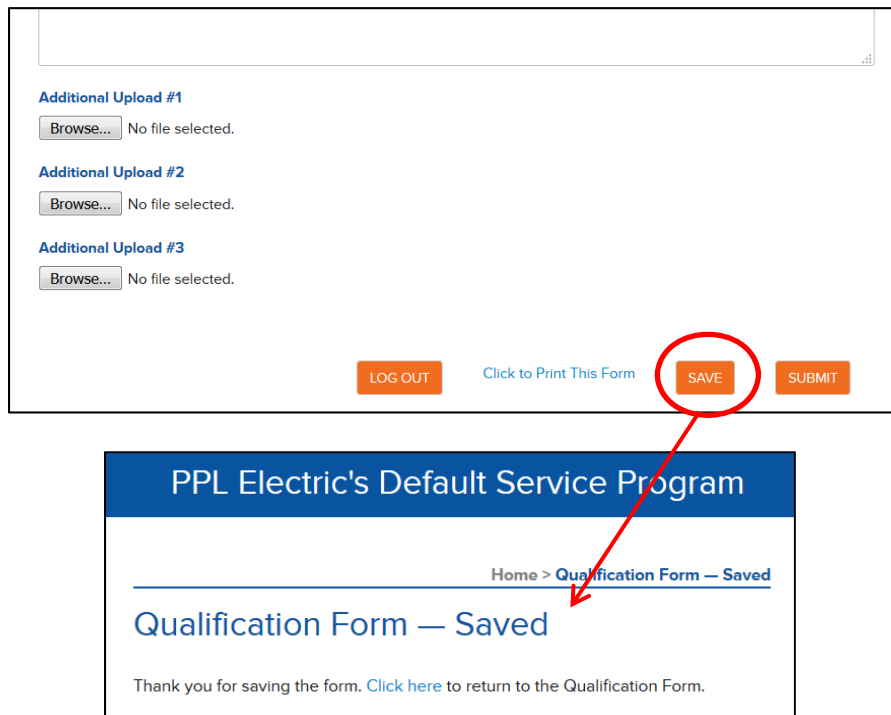
If you wish to upload any updated document, click the "Browse..." button under the "Change Upload".

Click the "Browse..." button to navigate to the folder where you saved the relevant document and click the "Open" button.

**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 selected.

**Additional Upload #2**  
 No file selected.

**Additional Upload #3**  
 No file selected.

2. Click the “Browse” button and navigate to the folder where you saved the additional document

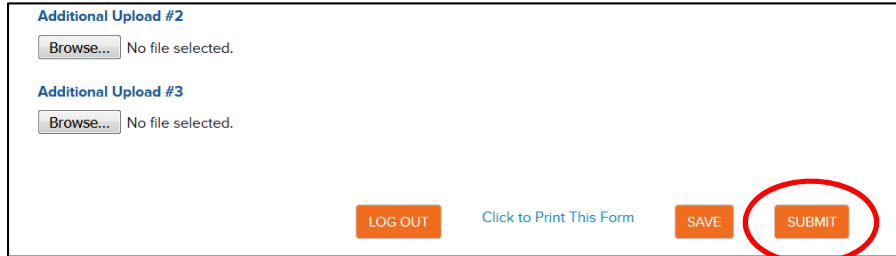
**Note:** Each additional document link allows for a single file

**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 with three sections labeled "Additional Upload #1", "Additional Upload #2", and "Additional Upload #3". Each section contains a "Browse..." button and the text "No file selected.". At the bottom of the form, there are four buttons: "LOG OUT", "Click to Print This Form", "SAVE", and "SUBMIT". A red box highlights the "Click to Print This Form" link with the text "1. Print the form at any time".

The screenshot shows a "Print" dialog box. The "Printer" section has a dropdown menu set to "Adobe PDF". A red callout box points to this dropdown with 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". Other options include "Print to file", "Print range" (All, Pages, Selection), and "Copies" (Number of copies: 1, Collate checked). "OK" and "Cancel" buttons are at the bottom.

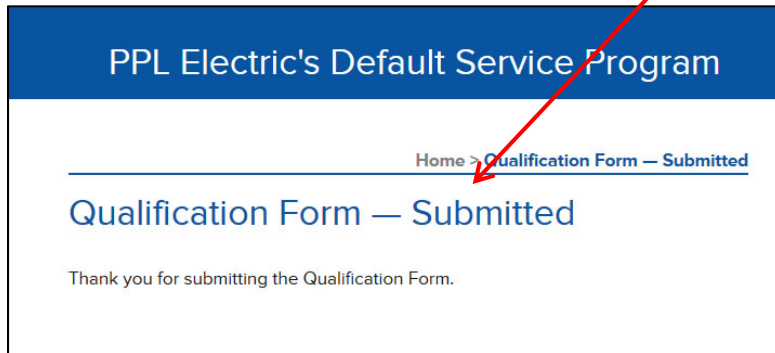
**G. Submit the Qualification Form.** You may review your entries by printing the form. Once ready to submit your Qualification Form, press the “Submit” button to transmit the information to the RFP Manager. You will receive a confirmation that your form has been received. Shortly after you click the “Submit” button, 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.



Additional Upload #2  
Browse... No file selected.

Additional Upload #3  
Browse... No file selected.

LOG OUT   Click to Print This Form   SAVE   **SUBMIT**



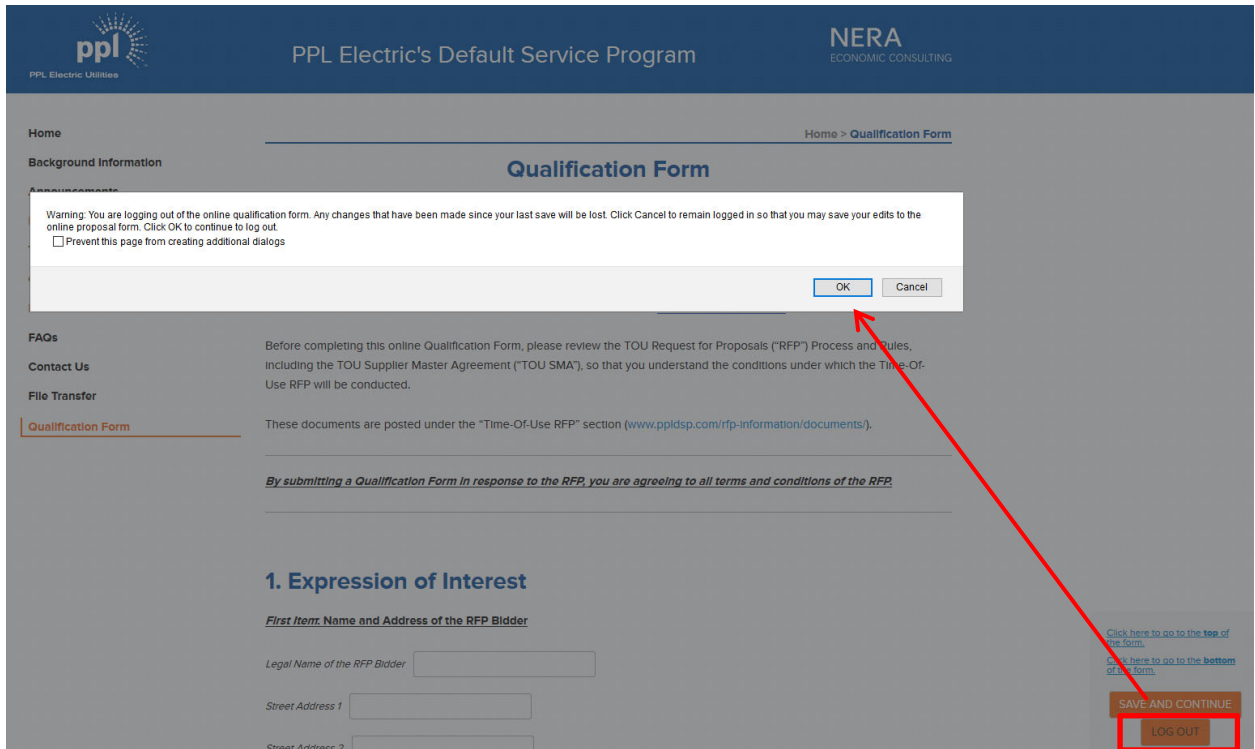
PPL Electric's Default Service Program

Home > [Qualification Form — Submitted](#)

## Qualification Form — Submitted

Thank you for submitting the Qualification Form.

- 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).



If you select “OK”, you will be directed to a new page to confirm that you are logging out. You must select “log out” to fully log out of the form.

