



**BID PROPOSAL
SUBMISSION GUIDE
October 2009 SOLICITATION**

1. Contact Us

If you encounter difficulties in submitting your Bid Proposals online, please contact us:

**The PPL Electric RFP Team
(215) 568-0200**

2. Introduction

The PPL Electric Utilities RFP Manager Team (“PPL Electric RFP Team”) will notify applicants whether they are Qualified Bidders for the October 2009 solicitation on October 13, 2009. 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 RFP and for each Product for which the Qualified Bidder is submitting a Bid Proposal.
- The Qualified Bidder sends its Bid Proposal(s) to the PPL Electric RFP Team using PPL’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.

Each of these steps is outlined below. Tips and recommendations on how to avoid errors are provided in Section 7.

3. Step 1: Downloading Bid Proposal Spreadsheets

There are separate Bid Proposal Spreadsheets for the Full Requirements RFP, for the Block Supply RFP, and for the AEC RFP. Within each RFP, there is a Bid Proposal Spreadsheet specific to each Product in that RFP.

The Bid Proposal Spreadsheets are available on the RFP Web site (www.pplpolr.com) by clicking on the “Supplier Documents” link under the sections titled “DSPP” and “AEPS”:

Full Requirements RFP:

<http://www.pplelectric.com/Business+Partners/polr-dspp/Supplier+Documents.htm>

Block Supply RFP:

<http://www.pplelectric.com/Business+Partners/polr-dspp/Supplier+Documents.htm>

AEC RFP:

<http://www.pplelectric.com/Business+Partners/polr-aeps/Supplier+Documents.htm>

You must download a Bid Proposal Spreadsheet for each RFP and for each Product for which you are submitting a Bid Proposal.

The screenshot shows the 'Business Partners' website interface. The header includes 'Quick Links' and 'Business Partners'. The breadcrumb trail is 'ppllectric > Business Partners > polr-aeps > Supplier Documents'. The main content area is titled 'RFP Process and Rules - Supplier Documents' and asks the user to 'Please select one of the following:'. A list of links is provided, including 'RFP Process and Rules (including Appendices) revised July 1, 2009 (.pdf)', 'Appendix 1. Supply Master Agreement (revised 7/6/2009) (.doc)', 'Appendix 2. Expression of Interest Form (Web form)', 'Appendix 3. Confidentiality Agreement (.doc)', 'Appendix 4. Credit Application (.doc)', 'Appendix 5. Bid Assurance Letter of Credit (.doc)', 'Appendix 6. Bid Proposal Spreadsheets (.doc) PV (.xls); Tier I (.xls); Tier II (.xls)', 'Appendix 7. Binding Bid Agreement (.doc)', 'Appendix 8. Binding Bid Withdrawal Agreement (.doc)', 'Bid Proposal Submission Guide (.pdf)', 'Addendum', and 'RFP Qualifications Checklist'. The left sidebar contains a navigation menu with 'Supplier Documents' circled in red. The 'Appendix 6' link in the main content area is also circled in red.

4. Step 2: Filling Out a Bid Proposal Spreadsheet

- Open the Bid Proposal Spreadsheet and confirm that it is for the RFP and Product for which you are submitting a Bid Proposal.

Example of the Small C&I 8-month Fixed Price Full Requirements Product Bid Proposal Spreadsheet:

PPL Electric Utilities
Default Service RFP Process and Rules

Appendix 9
Bid Proposal Spreadsheet

~~October 2009 Solicitation~~

Fixed Price Full Requirements Load Following Service
Bid Proposal Due Date: Tuesday, October 20, 2009
Bid Proposal Submission Window: 12:00 p.m. - 2:00 p.m. EPT

Small Commercial & Industrial
8-Month Delivery Period: January 1, 2011 - August 31, 2011

Example of the Tier II 8-month AEC Bid Proposal Spreadsheet:

PPL Electric Utilities
Alternative Energy Credits RFP Process and Rules

Appendix 6
Bid Proposal Spreadsheet

~~October 2009 Solicitation~~

Alternative Energy Credits
Bid Proposal Due Date: Tuesday, October 20, 2009
Bid Proposal Submission Window: 9:00 a.m. - 11:00 a.m. EPT

Tier II
8-Month Delivery Period: January 1, 2011 - August 31, 2011

- Fill in your Bidder Information:
 - The Company Name should be the full legal name of the party executing the Supply Master Agreement.
 - The Contact Name should be the name of a person with whom receipt can be confirmed.
 - The PPL Electric RFP Team will confirm receipt to the contact named at the phone number indicated.

| | |
|----------------------------|----------------|
| Bidder Information: | |
| Company Name | Electric Co. |
| Contact Name | John Doe |
| Phone Number | (555) 555-5555 |
| Fax Number | (555) 555-5566 |

Note: A red oval highlights the contact name and phone number fields, with an arrow pointing to the text "Enter your Bidder Information here".

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: | |
|--------------------|--|

Note: A red oval highlights the empty Tag Number field, with an arrow pointing to the text "Leave blank".

For the Full Requirements RFP and the Block Supply RFP:

- Enter your bids:
 - Fill in a price for 1 Total Tranches Supplied.
 - For 2 Total Tranches Supplied, fill in a price or enter an “X”.
 - If you have filled in an “X” for a given number of tranches, you MUST put an “X” for all subsequent (larger) numbers of tranches.
 - 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.**

| Bid Information: | | | |
|-------------------------|-------------------------|---------------------------------|------------------|
| | Total Tranches Supplied | Bid Assurance Collateral Amount | Price (US\$/MWh) |
| Bids | 1 | \$500,000 | 80.00 |
| | 2 | \$1,000,000 | 81.50 |
| | 3 | \$1,500,000 | 83.00 |
| | 4 | \$2,000,000 | 84.50 |
| | 5 | \$2,500,000 | 86.00 |
| | 6 | \$3,000,000 | X |
| | 7 | \$3,500,000 | X |

Enter your Bids here

* Required Field

* Required Field

* Required Field

* Required Field

* Required Field

* Required Field

* Required Field

For the AEC RFP:

- Enter your bid:
 - maximum quantity *and* price for each AEC must be indicated in the bid.

| Bid Information: | | | |
|-------------------------|---------------------------|------------------|---------------------------------|
| | Tier I AECs | | |
| | Maximum Quantity Supplied | Price (US\$/MWh) | Bid Assurance Collateral Amount |
| Bid | 50 | 23.95 | \$25,000 |

Enter maximum quantity and Price

- Confirm that your Bid Proposal Spreadsheet is complete. The indicator at the bottom of the page will say “Complete”.

Example of the Small C&I 8-month Fixed Price Full Requirements Product Bid Proposal Spreadsheet:

| | | | | | |
|-----------------------------------|--|--------------------------|--------------------------|-------------------|------------------|
| Tag Number: _____ | | | | | |
| Bid Information: _____ | | | | | |
| | | Total | Bid Assurance | Price | |
| | | Tranches Supplied | Collateral Amount | (US\$/MWh) | |
| Bids | | 1 | \$500,000 | 80.00 | * Required Field |
| | | 2 | \$1,000,000 | 81.50 | * Required Field |
| | | 3 | \$1,500,000 | 83.00 | * Required Field |
| | | 4 | \$2,000,000 | 84.50 | * Required Field |
| | | 5 | \$2,500,000 | 86.00 | * Required Field |
| | | 6 | \$3,000,000 | X | * Required Field |
| | | 7 | \$3,500,000 | X | * Required Field |
| Complete/Incomplete: _____ | | COMPLETE | | | |

Example of the Photo-Voltaic 8-month AEC Bid Proposal Spreadsheet:

| | | | | |
|-----------------------------------|---------------------------|-------------------|--------------------------|------------------|
| Bid Information: _____ | | | | |
| | Photo-Voltaic AECs | | | |
| | Maximum Quantity | Price | Bid Assurance | |
| | Supplied | (US\$/MWh) | Collateral Amount | |
| Bid | 50 | 23.59 | \$25,000 | * Required Field |
| Complete/Incomplete: _____ | | COMPLETE | | |

All cells shaded gray must be completed. Any incomplete Bid Proposal Spreadsheet submitted will be deemed a non-conforming proposal and will be eliminated from consideration.

5. Step 3: Submitting Your Bid Proposal Spreadsheet Online

Bid Proposal Spreadsheets must be submitted to the PPL Electric RFP Team by secure electronic file transfer on October 20, 2009 during the Bid Proposal Submission Window for each RFP:

Block Supply RFP: **9:00 a.m. – 11:00 a.m. (EPT)**


AEC RFP: **9:00 a.m. – 11:00 a.m. (EPT)**

Full Requirements RFP: **12:00 p.m. (noon) – 2:00 p.m. (EPT)**

To use PPL's electronic file transfer:

- Go to <http://files2u.pplweb.com/index.html>.
- Select "Upload Files"
- Enter your name, email address and phone number.
 - Please provide a contact name and phone number where receipt of the Bid Proposal Spreadsheet can be confirmed.
 - A confirmation email with a tracking number will be sent to the email address provided.
- **The recipient's email address is pplpolr@pplweb.com.**
- Agree to the terms and conditions by choosing "Yes, I agree" from the drop-down menu. To view the complete terms and conditions, please see the following web address: <http://www.pplweb.com/terms+and+conditions.htm>.
- Enter the *download password*. This password will be provided in your Notification of Qualification. ***The password is case-sensitive and must be entered exactly as provided.*** Bid Proposal Spreadsheets submitted without a *download password* will be ignored and treated as though the Bidder had not submitted a Bid Proposal.

PPL FILE TRANSFER CENTER



[Help](#) [FAQ](#) [Logout](#)

Please enter the following information:

First Name
 Last Name
 Email Address
 Phone Number

Recipient's E-mail Multiple addresses allowed (one per line or comma separated).
 Short Note This note will be included in the recipient e-mail notification.

Do you agree to the Terms and Conditions?

Download Password Confidential data should be password protected. For more information, click the question mark to the left.

Download Notification Click question mark for details.
 • required field

Note that if you upload multiple files, your recipient has the option to download these files individually.

When you click the Select Files to Upload button below, you may be asked to accept a signed Java applet. Uploads are faster if you accept the applet. Acceptance of this applet is optional.

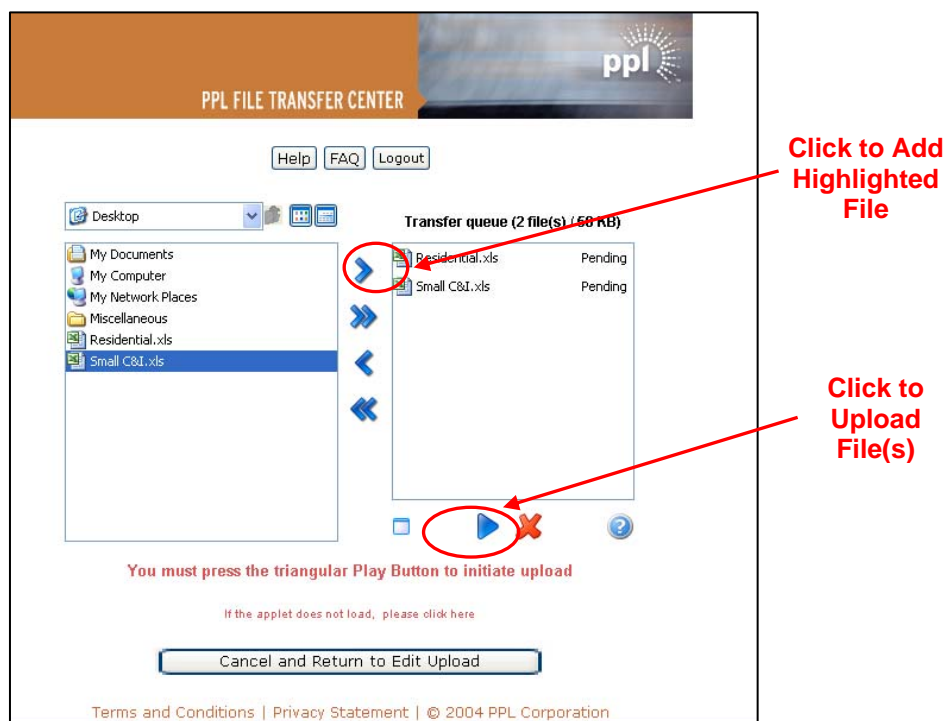
[Terms and Conditions](#) | [Privacy Statement](#) | © 2004 PPL Corporation

For Confirmation of Receipt

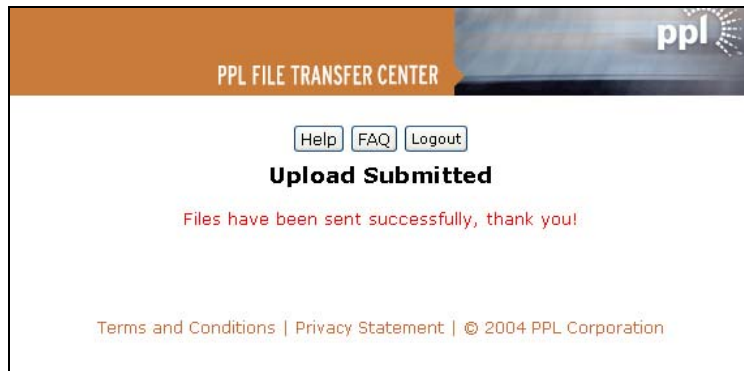
Provided in Qualification Notification

- Click the *Upload Files* button.

- Upload all Bid Proposal Spreadsheets as follows:
 - Browse to the location of the file(s) on your computer.
 - Highlight the file in the list on the left and click the “right” arrow so that the file appears in the box on the right.
 - Click the *triangular play button* to transfer the file(s) to PPL’s secure server.



- When the file(s) has (have) uploaded, the screen will say “Upload Submitted”



- You will receive an email with a tracking number confirming that your file(s) has (have) been transferred successfully.

More than one file can be uploaded at once, and you are encouraged to upload all Bid Proposal Spreadsheets at once.

6. Last step: Receipt of confirmation

- The PPL Electric RFP Team will receive an email notification with a tracking number specific to your file(s).
- 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 by communicating to you the Tag Number for each Bid Proposal Spreadsheet submitted.
- Calls will be made to the contact at the phone number provided, within 30 (thirty) minutes of receipt.

7. Tips and Recommendations on How to Avoid Errors

The examples below are examples of Bid Proposal Spreadsheets that have been filled out **incorrectly**. Bidders should note that the Bid Proposal Spreadsheet contains some pop-up warnings to prevent incorrect entries. However, the secure file transfer process will not prevent you from submitting incorrect or incomplete Bid Proposal Spreadsheets.

- **Example 1: Incomplete Bidder Information**

- You must complete all bidder information including company name, contact name, phone number and fax number.

You Must Enter a Phone Number and Fax Number

| Bidder Information: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---------------------------------|-------------------------|---------------------------------|------------------|--|------|---|-----------|-------|------------------|---|-------------|-------|------------------|---|-------------|-------|------------------|---|-------------|-------|------------------|---|-------------|-------|------------------|---|-------------|---|------------------|---|-------------|---|------------------|
| Company Name | Electric Co. * Required Field | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Name | John Doe * Required Field | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phone Number | * Required Field | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fax Number | * Required Field | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tranche Information: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aggregate Load Cap | 65% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Solicitation Load Cap | 85% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Tranches in Solicitation | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tranche Size (% of Small Commercial and Industrial Default Service Load) | 1.875% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tag Number: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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="7" style="writing-mode: vertical-rl; transform: rotate(180deg);">Bids</td> <td>1</td> <td>\$500,000</td> <td>80.00</td> <td>* Required Field</td> </tr> <tr> <td>2</td> <td>\$1,000,000</td> <td>81.50</td> <td>* Required Field</td> </tr> <tr> <td>3</td> <td>\$1,500,000</td> <td>83.00</td> <td>* Required Field</td> </tr> <tr> <td>4</td> <td>\$2,000,000</td> <td>84.50</td> <td>* Required Field</td> </tr> <tr> <td>5</td> <td>\$2,500,000</td> <td>86.00</td> <td>* Required Field</td> </tr> <tr> <td>6</td> <td>\$3,000,000</td> <td>X</td> <td>* Required Field</td> </tr> <tr> <td>7</td> <td>\$3,500,000</td> <td>X</td> <td>* Required Field</td> </tr> </tbody> </table> | | Total Tranches Supplied | Bid Assurance Collateral Amount | Price (US\$/MWh) | | Bids | 1 | \$500,000 | 80.00 | * Required Field | 2 | \$1,000,000 | 81.50 | * Required Field | 3 | \$1,500,000 | 83.00 | * Required Field | 4 | \$2,000,000 | 84.50 | * Required Field | 5 | \$2,500,000 | 86.00 | * Required Field | 6 | \$3,000,000 | X | * Required Field | 7 | \$3,500,000 | X | * Required Field |
| | Total Tranches Supplied | Bid Assurance Collateral Amount | Price (US\$/MWh) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bids | 1 | \$500,000 | 80.00 | * Required Field | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2 | \$1,000,000 | 81.50 | * Required Field | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3 | \$1,500,000 | 83.00 | * Required Field | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4 | \$2,000,000 | 84.50 | * Required Field | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5 | \$2,500,000 | 86.00 | * Required Field | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 6 | \$3,000,000 | X | * Required Field | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 7 | \$3,500,000 | X | * Required Field | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Complete/Incomplete: | INCOMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Bid Proposal Spreadsheet Incomplete

The following example is applicable only to the Full Requirements RFP and the Block Supply RFP:

Example 2: Not Entering a Price or an “X” in Every Cell

- If you only wish to supply 1 tranche, you MUST enter an “X” in the Price column for all greater numbers of tranches.

| | | | | |
|--|-------------------------|---------------------------------|-------------------|------------------|
| Bidder Information: | | | | |
| Company Name | Electric Co. | * Required Field | | |
| Contact Name | John Doe | * Required Field | | |
| Phone Number | (555) 555-5555 | * Required Field | | |
| Fax Number | (555) 555-5566 | * Required Field | | |
| Tranche Information: | | | | |
| Aggregate Load Cap | | 65% | | |
| Solicitation Load Cap | | 85% | | |
| Total Tranches in Solicitation | | 9 | | |
| Tranche Size (% of Small Commercial and Industrial Default Service Load) | | 1.875% | | |
| Tag Number: | | | | |
| Bid Information: | | | | |
| | Total Tranches Supplied | Bid Assurance Collateral Amount | Price (US\$/MWh) | |
| Bids | 1 | \$500,000 | 80.00 | * Required Field |
| | 2 | \$1,000,000 | 81.50 | * Required Field |
| | 3 | \$1,500,000 | 83.00 | * Required Field |
| | 4 | \$2,000,000 | | * Required Field |
| | 5 | \$2,500,000 | | * Required Field |
| | 6 | \$3,000,000 | | * Required Field |
| | 7 | \$3,500,000 | | * Required Field |
| Complete/Incomplete: | | | INCOMPLETE | |

You must enter a price or an “X” for all Total Tranches Supplied

Bid Proposal Spreadsheet Incomplete

The following example is applicable only to the Full Requirements RFP and the Block Supply RFP:

Example 3: Not Providing a Price for All Numbers of Tranches

- If you wish to supply 4 tranches, you must also enter a price to supply 1, 2 and 3 tranches.
- If you wish to supply multiple tranches at the same price, you must enter the price for each of numbers of tranches you wish to supply at that price.

| | | | | |
|--|-------------------------|---------------------------------|-------------------|------------------|
| Bidder Information: | | | | |
| Company Name | Electric Co. | * Required Field | | |
| Contact Name | John Doe | * Required Field | | |
| Phone Number | (555) 555-5555 | * Required Field | | |
| Fax Number | (555) 555-5566 | * Required Field | | |
| Tranche Information: | | | | |
| Aggregate Load Cap | | 65% | | |
| Solicitation Load Cap | | 85% | | |
| Total Tranches in Solicitation | | 9 | | |
| Tranche Size (% of Small Commercial and Industrial Default Service Load) | | 1.875% | | |
| Tag Number: | | | | |
| Bid Information: | | | | |
| | Total Tranches Supplied | Bid Assurance Collateral Amount | Price (US\$/MWh) | |
| Bids | 1 | \$500,000 | | * Required Field |
| | 2 | \$1,000,000 | | * Required Field |
| | 3 | \$1,500,000 | | * Required Field |
| | 4 | \$2,000,000 | 80.00 | * Required Field |
| | 5 | \$2,500,000 | 81.50 | * Required Field |
| | 6 | \$3,000,000 | 83.00 | * Required Field |
| | 7 | \$3,500,000 | X | * Required Field |
| Complete/Incomplete: | | | INCOMPLETE | |

You must enter a price for 1, 2 and 3 Total Tranches Supplied

The following example is applicable only to the Full Requirements RFP and the Block Supply RFP:

- **Example 4: Entering a Price After Entering an “X”**
 - You cannot enter an “X” for a number of tranches and then enter a price for a greater number of tranches.
 - If you enter a price for a number of tranches, you must enter a price for all smaller numbers of tranches.

Bidder Information:

| | | |
|--------------|----------------|------------------|
| Company Name | Electric Co. | * Required Field |
| Contact Name | John Doe | * Required Field |
| Phone Number | (555) 555-5555 | * Required Field |
| Fax Number | (555) 555-5566 | * Required Field |

Tranche Information:

Aggregate Load Capacity: _____
 Solicitation Load Capacity: _____
 Total Tranches in Bid: _____
 Tranche Size (% of Capacity): _____

Tag Number: _____

Price ✕

✕

Please enter at least one price. 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 | 77.00 | * Required Field |
| | 3 | \$1,500,000 | 78.50 | * Required Field |
| | 4 | \$2,000,000 | 80.00 | * Required Field |
| | 5 | \$2,500,000 | 81.50 | * Required Field |
| | 6 | \$3,000,000 | 83.00 | * Required Field |
| | 7 | \$3,500,000 | X | * Required Field |

You must enter a price for 1 Total Tranche Supplied

Complete/Incomplete: INCOMPLETE

The following example is applicable only to the Full Requirements RFP and the Block Supply RFP:

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 tranches and then enter a price offer for a greater number of tranches.
- If you wish to make a price offer for only 1 tranche, you must provide a price for 1 tranche and enter an “X” for 2, 3, 4 and 5 tranches.
- If you wish to make a price offer for 4 total tranches supplied, you must also enter a price offer for all smaller numbers of tranches (1, 2 and 3) and must enter an “X” for 5 total tranches supplied.

Bidder Information:

| | | |
|--------------|----------------|------------------|
| Company Name | Electric Co. | * Required Field |
| Contact Name | John Doe | * Required Field |
| Phone Number | (555) 555-5555 | * Required Field |
| Fax Number | (555) 555-5566 | * Required Field |

Tranche Information:

Aggregate Price


Solicitation

Total Tranches

Tranche Si

Tag Num

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 | X | * Required Field |
| | 4 | \$2,000,000 | 83.00 | * Required Field |
| | 5 | \$2,500,000 | | * Required Field |
| | 6 | \$3,000,000 | | * Required Field |
| | 7 | \$3,500,000 | | * Required Field |

Complete/Incomplete: INCOMPLETE

You cannot enter a price after entering an "X"

You must enter a price or an "X" for all Total Tranches Supplied

The following example is applicable only to the Alternative Energy Credits RFP:

Example 6: Entering a Maximum Quantity Supplied greater than the Target Quantity

- You must enter a Maximum Quantity Supplied that is less than or equal to the Target Quantity.

You must enter a Maximum Quantity Supplied less than or equal to the Target Quantity

| | | | |
|---|----------------------------------|-------------------------|--|
| Target Quantity (MWh) Tier I AECs | 8,485 | | |
| Tag Number: | | | |
| Bid Information: | Tier I AECs | | |
| | Maximum Quantity Supplied | Price (US\$/MWh) | Bid Assurance Collateral Amount |
| | 9,000 | 28 | \$25,000 |
| | * Required Field | | |
| Complete/Incomplete: | INCOMPLETE | | |