

**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 POLR RFP Manager Team
(215) 568-0200**

2. Introduction

The PPL Electric Utilities (“PPL”) POLR RFP Manager Team will notify applicants whether they are Qualified Bidders for the October 2009 solicitation on September 28, 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 Group for which the Qualified Bidder is submitting a Bid Proposal.
- The Qualified Bidder sends its Bid Proposal(s) to the RFP Manager Team using PPL’s secure electronic file transfer system.
- The RFP Manager 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

The Bid Proposal Spreadsheets, one for each Group, are available on the PPL POLR RFP Web site (www.pplpolr.com) by clicking on the “Supplier Documents” link under the section titled “CBP”.

You must download a Bid Proposal Spreadsheet for each Group for which you are submitting a Bid Proposal.

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Residential | Commercial and Industrial | Business Partners | Community Services

Quick Links

Business Partners

| Safety | Service Requests | Electric Generation Suppliers | Tools and Reference Center

ppl electric > Business Partners > polr-cbp > Supplier Documents

PRINT

*Provider of Last Resort
Competitive Bridge Plan*

RFP Process and Rules - Supplier Documents

Please select one of the following:

- RFP Process and Rules (including Appendices) revised ([.pdf - red-lined](#) | [.pdf - clean](#))
 - Appendix 1, Supply Master Agreement
 - Exhibit C ([.doc](#))
 - Exhibit F ([.doc](#))
 - Exhibit G ([.doc](#))
 - Exhibit H ([.doc](#))
 - Appendix 2, Expression of Interest Form ([Web form](#))
 - Appendix 3, Confidentiality Agreement ([.doc](#))
 - Appendix 4, PJM Qualification Certification Form ([.doc](#))
 - Appendix 5, FERC Authorization Certification Form ([.doc](#))
 - Appendix 6, Credit Application ([.doc](#))
 - Appendix 7, Bid Assurance Letter of Credit ([.doc](#))
 - Appendix 8, Bid Proposal Spreadsheets:
[Small C&I \(.xls\)](#) | [Residential \(.xls\)](#) | [Large C&I \(.xls\)](#)
 - Appendix 9, Binding Bid Agreement ([.doc](#))
 - Appendix 10, Binding Bid Withdrawal Agreement ([.doc](#))
 - Bid Proposal Submission Guide ([.pdf](#))

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<< [visit main POLR welcome page](#)

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> Competitive Bridge Plan - Welcome Page
> Schedule for RFP Process
> Register
> Bidder Information Session
> Rate Categories and Load Data
> RFP Results
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> Switching Rules
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> Size Distributions
> Frequently Asked Questions
> Ask a Question / Contact Us
> File Transfer

4. Step 2: Filling Out a Bid Proposal Spreadsheet

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

PPL Electric Utilities
POLR RFP Process and Rules

Appendix 8
Bid Proposal Spreadsheet

Solicitation #6
Bid Proposal Due Date: October 5, 2009 (Noon EPT)

Small Commercial and Industrial
12-Month Term: January 1, 2010 - December 31, 2010

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

Solicitation #6
Bid Proposal Due Date: October 5, 2009 (Noon EPT)

Small Commercial and Industrial
12-Month Term: January 1, 2010 - December 31, 2010

Enter your Bidder Information here

Bidder Information:

Company Name	Electric Co.	* Required Field
Contact Name	John Doe	* Required Field
Phone Number	(555) 555-5555	* Required Field
Fax Number	(555) 555-5556	* Required Field

Tranche Information:

Tranches Available to Bid	5
Load Cap	85%

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

Tranche Information:							
Tranches Available to Bid	5						
Load Cap	85%						
Total Tranches in Solicitation	7						
Tranche Size (% of Total Small Commercial and Industrial Load)	2.38%						
MW-Measure (based on Projected 2010 PLC)	54.3						
Tag Number:							
Bid Information:							
	<table border="1"> <thead> <tr> <th>Total</th> <th>Bid Assurance</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Total	Bid Assurance	Price			
Total	Bid Assurance	Price					

Leave blank

- 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.**

Tranche Size (% of Total Small Commercial and Industrial Load)	2.38%																				
MW-Measure (based on Projected 2010 PLC)	54.3																				
Tag Number:																					
Bid Information:																					
	<table border="1"> <thead> <tr> <th></th> <th>Total Tranches Supplied</th> <th>Bid Assurance Collateral Amount</th> <th>Price (2010 US\$/MWh)</th> </tr> </thead> <tbody> <tr> <td rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">Bids</td> <td>1</td> <td>\$500,000</td> <td>90.12</td> </tr> <tr> <td>2</td> <td>\$1,000,000</td> <td>92.54</td> </tr> <tr> <td>3</td> <td>\$1,500,000</td> <td>93.27</td> </tr> <tr> <td>4</td> <td>\$2,000,000</td> <td>X</td> </tr> <tr> <td>5</td> <td>\$2,500,000</td> <td>X</td> </tr> </tbody> </table>		Total Tranches Supplied	Bid Assurance Collateral Amount	Price (2010 US\$/MWh)	Bids	1	\$500,000	90.12	2	\$1,000,000	92.54	3	\$1,500,000	93.27	4	\$2,000,000	X	5	\$2,500,000	X
	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (2010 US\$/MWh)																		
Bids	1	\$500,000	90.12																		
	2	\$1,000,000	92.54																		
	3	\$1,500,000	93.27																		
	4	\$2,000,000	X																		
	5	\$2,500,000	X																		
Complete/Incomplete:	COMPLETE																				

Enter your Bids here

- * Required Field
- * Required Field
- * Required Field
- * Required Field
- * Required Field

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

Bidder Information:				
Company Name	Electric Co.		* Required Field	
Contact Name	John Doe		* Required Field	
Phone Number	(555) 555-5555		* Required Field	
Fax Number	(555) 555-5556		* Required Field	
Tranche Information:				
Tranches Available to Bid		5		
Load Cap		85%		
Total Tranches in Solicitation		7		
Tranche Size (% of Total Small Commercial and Industrial Load)		2.38%		
MW-Measure (based on Projected 2010 PLC)		54.3		
Tag Number:				
Bid Information:				
	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (2010 US\$/MWh)	
Bids	1	\$500,000	90.12	* Required Field
	2	\$1,000,000	92.54	* Required Field
	3	\$1,500,000	93.27	* Required Field
	4	\$2,000,000	X	* Required Field
	5	\$2,500,000	X	* 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 RFP Manager Team by secure electronic file transfer by 12:00:00 p.m. EPT (noon) on October 5, 2009.

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.

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.

[Upload Files](#)

[Cancel](#)

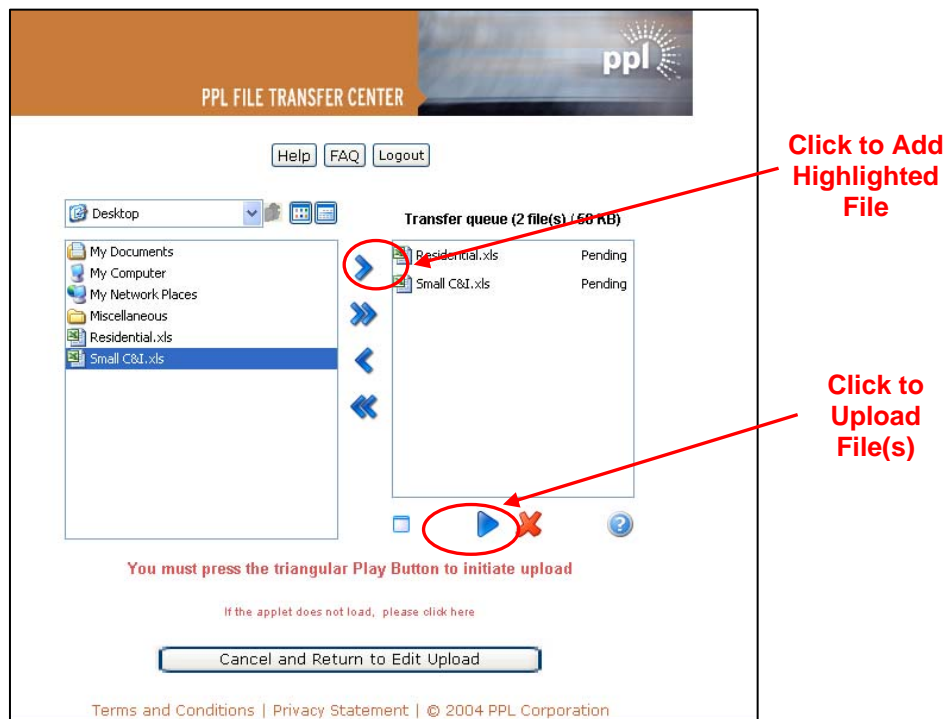
[Terms and Conditions](#) | [Privacy Statement](#) | © 2004 PPL Corporation

For Confirmation of Receipt

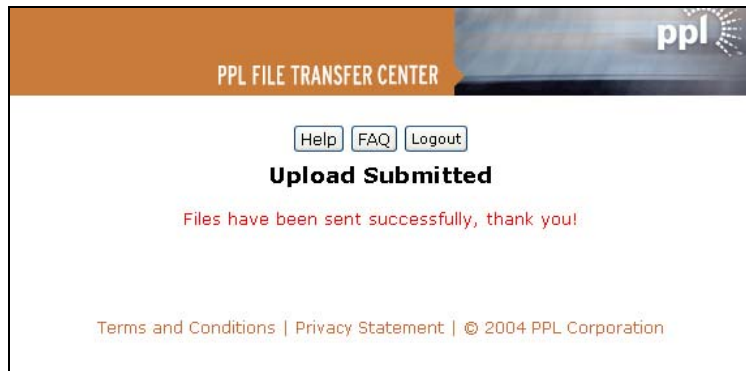
Provided in Qualification Notification

- 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 RFP Manager Team will receive an email notification with a tracking number specific to your file(s).
- The RFP Manager Team will download your Bid Proposal Spreadsheet(s) using the tracking number and the download password.
- The RFP Manager 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:					
Tranches Available to Bid			5		
Load Cap			85%		
Total Tranches in Solicitation			7		
Tranche Size (% of Total Small Commercial and Industrial Load)			2.38%		
MW-Measure (based on Projected 2010 PLC)			54.3		
Tag Number:					
Bid Information:					
		Total Tranches Supplied	Bid Assurance Collateral Amount	Price (2010 US\$/MWh)	
Bids		1	\$500,000	90.12	* Required Field
		2	\$1,000,000	92.54	* Required Field
		3	\$1,500,000	93.27	* Required Field
		4	\$2,000,000	X	* Required Field
		5	\$2,500,000	X	* Required Field
Complete/Incomplete:					
			INCOMPLETE		

Bid Proposal Spreadsheet Incomplete

- **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) 555-5555	* Required Field		
Tranche Information:				
Tranches Available to Bid		5		
Load Cap		85%		
Total Tranches in Solicitation		7		
Tranche Size (% of Total Small Commercial and Industrial Load)		2.38%		
MW-Measure (based on Projected 2010 PLC)		54.3		
Tag Number:				
Bid Information:				
	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (2010 US\$/MWh)	
Bids	1	\$500,000	90.12	* Required Field
	2	\$1,000,000		* Required Field
	3	\$1,500,000		* Required Field
	4	\$2,000,000		* Required Field
	5	\$2,500,000		* Required Field
Complete/Incomplete:			INCOMPLETE	Bid Proposal Spreadsheet Incomplete

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

- **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) 555-5555	* Required Field		
Tranche Information:				
Tranches Available to Bid	5	You must enter a price for 1, 2 and 3 Total Tranches Supplied		
Load Cap	85%			
Total Tranches in Solicitation	7			
Tranche Size (% of Total Small Commercial and Industrial Load)	2.38%			
MW-Measure (based on Projected 2010 PLC)	54.3			
Tag Number:				
Bid Information:				
	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (2010 US\$/MWh)	
Bids	1	\$500,000		* Required Field
	2	\$1,000,000		* Required Field
	3	\$1,500,000		* Required Field
	4	\$2,000,000	95.48	* Required Field
	5	\$2,500,000	X	* Required Field
Complete/Incomplete:		INCOMPLETE		

- **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: (6) * Required Field
 Fax Number: (6) * Required Field

Tranche Information:

Tranches Available to Bid: _____
 Load Cap: _____
 Total Tranches in Solicitation: _____
 Tranche Size (% of Total Small Commercial and Industrial Load): 2.38%
 MW-Measure (based on Projected 2010 PLC): 54.3

Tag Number: _____

Bid Information:

	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (2010 US\$/MWh)	
Bids	1	\$500,000	X	* Required Field
	2	\$1,000,000	92.07	* Required Field
	3	\$1,500,000	93.57	* Required Field
	4	\$2,000,000	X	* Required Field
	5	\$2,500,000	X	* Required Field

Complete/Incomplete: #/VALUE!

Price [X] Please enter at least one price. Prices may contain at most two decimal places.

Retry Cancel

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 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: _____
 Fax Number: _____

Tranche Information:

Tranches Available to Bid: _____
 Load Cap: _____
 Total Tranches in Solicitation: _____
 Tranche Size (% of Total Small Commercial and Industrial Load): 2.38%
 MW-Measure (based on Projected 2010 PLC): 54.3

Tag Number: _____

Bid Information:

	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (2010 US\$/MWh)	
Bids	1	\$500,000	X	* Required Field
	2	\$1,000,000	X	* Required Field
	3	\$1,500,000	X	* Required Field
	4	\$2,000,000	95.04	* Required Field
	5	\$2,500,000	X	* Required Field

Complete/Incomplete: **INCOMPLETE**

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.

Retry Cancel

You cannot enter a price after entering an "X"

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