



BID PROPOSAL SUBMISSION GUIDE JANUARY 2012 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 January 2012 solicitation on December 15, 2011. 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, for the Optional Monthly Pricing Service (“OMPS”) RFP and for the Alternative Energy Credits (“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>

OMPS RFP:

<http://www.pplelectric.com/Business+Partners/polr-dspp/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 PPL Business Partners website. The page title is "Business Partners". The breadcrumb trail is "ppllectric > Business Partners > polr-aeps > Supplier Documents". The main heading is "RFP Process and Rules - Supplier Documents". A list of documents is displayed, including "Petition to Amend AEC RFP Process and Rules - Credit Requirements", "RFP Process and Rules", and various appendices. The "Supplier Documents" link in the left sidebar and "Appendix 6, Bid Proposal Spreadsheets" in the main list are 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 12-month Fixed Price Full Requirements Product Bid Proposal Spreadsheet:

<p align="center">PPL Electric Utilities Default Service RFP Process and Rules</p> <p align="center">Appendix 9 Bid Proposal Spreadsheet</p> <p align="center">January 2012 Solicitation Fixed Price Full Requirements Load Following Service Bid Proposal Due Date: Monday, January 9, 2012 Bid Proposal Submission Window: 12:00 p.m. - 2:00 p.m. EPT</p> <p align="center">Small Commercial & Industrial - 12 Month 12-Month Delivery Period: March 1, 2012 - February 28, 2013</p>
--

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

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.

Leave blank

Tag Number: _____

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

Bid Information:				
	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)	
Bids	1	\$500,000	80.00	* Required Field
	2	\$1,000,000	81.00	* Required Field
	3	\$1,500,000	X	* Required Field
Complete/Incomplete:	COMPLETE			

For the OMPS RFP:

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

Bid Information:

	Total Tranches Supplied	Bid Assurance Collateral Amount	Average Price (US\$/MWh)	Prices (US\$/MWh)			
				Month 1	Month 2	Month 3	
Bids	1	\$500,000	78.85	78.24	79.00	79.30	* Required Field
	2	\$1,000,000		X	X	X	* Required Field
	3	\$1,500,000		X	X	X	* Required Field
	4	\$2,000,000		X	X	X	* Required Field
	5	\$2,500,000		X	X	X	* Required Field
	6	\$3,000,000		X	X	X	* Required Field
	7	\$3,500,000		X	X	X	* Required Field
	8	\$4,000,000		X	X	X	* Required Field
	9	\$4,500,000		X	X	X	* Required Field
	10	\$5,000,000		X	X	X	* Required Field
	11	\$5,500,000		X	X	X	* Required Field
	12	\$6,000,000		X	X	X	* Required Field
	13	\$6,500,000		X	X	X	* Required Field
	14	\$7,000,000		X	X	X	* Required Field
	15	\$7,500,000		X	X	X	* Required Field
	16	\$8,000,000		X	X	X	* Required Field
	17	\$8,500,000		X	X	X	* Required Field

Complete/Incomplete: **COMPLETE** If Bidder does not wish to supply a price, an X must be entered for every month

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	23.59	\$25,000	* Required Field
Complete/Incomplete:		COMPLETE		

Enter maximum quantity and price

- Confirm that your Bid Proposal Spreadsheet is complete. The indicator at the bottom of the page will say "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 January 9, 2012 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)
- OMPS 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.
- **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.

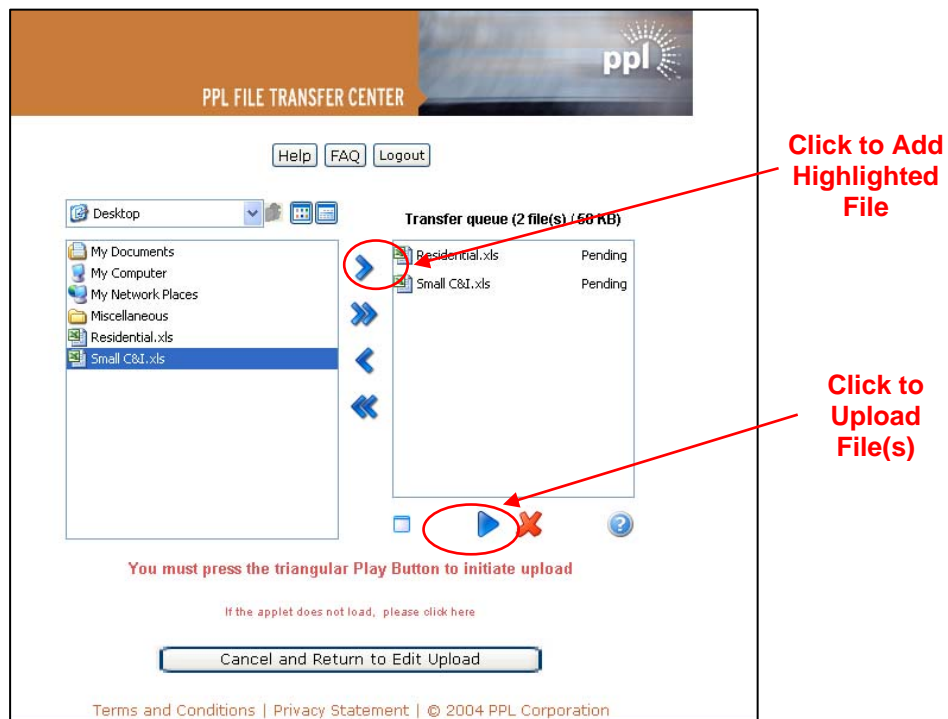
When you click the Select Files to Upload button below, you may be asked to accept a signed Java applet. Uploads are faster if you accept the applet. Acceptance of this applet is optional.

For Confirmation of Receipt

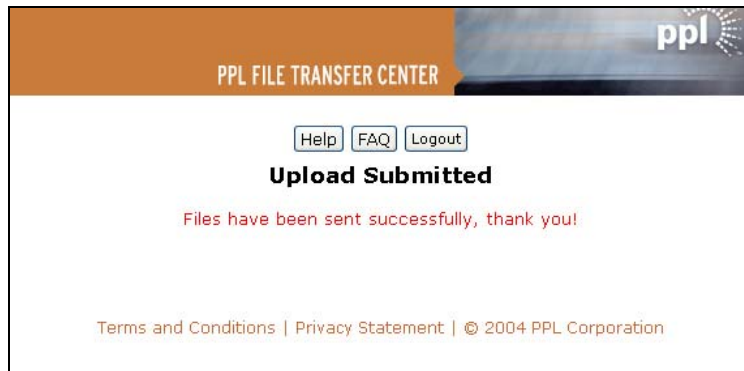
Provided in Qualification Notification

- 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 a 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	3																		
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="3" 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>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	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	X	* Required Field															
Complete/Incomplete:	INCOMPLETE																		

Bid Proposal Spreadsheet Incomplete

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

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

- If you only wish to supply 2 tranches, 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		3	
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
	2	\$1,000,000	81.50
	3	\$1,500,000	
* Required Field			
* Required Field			
* Required Field			
Complete/Incomplete:			
INCOMPLETE			

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

Bid Proposal Spreadsheet Incomplete

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

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

- If you wish to supply 3 tranches, you must also enter a price to supply 1 and 2 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	3														
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> </tr> </thead> <tbody> <tr> <td rowspan="3">Bids</td> <td>1</td> <td>\$500,000</td> <td></td> </tr> <tr> <td>2</td> <td>\$1,000,000</td> <td></td> </tr> <tr> <td>3</td> <td>\$1,500,000</td> <td>81.50</td> </tr> </tbody> </table>		Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)	Bids	1	\$500,000		2	\$1,000,000		3	\$1,500,000	81.50
	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)												
Bids	1	\$500,000													
	2	\$1,000,000													
	3	\$1,500,000	81.50												
Complete/Incomplete:	INCOMPLETE														

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

Bid Proposal Spreadsheet Incomplete

The following example is applicable only to the OMPS RFP:

Example 4: Not Providing a Price for All Months for Each Numbers of Tranches Supplied

- If you wish to provide a bid on a Total Number of Tranches Supplied, you must enter a price for all months associated with those Total Number of Tranches Supplied.

Bid Information:

	Total Tranches Supplied	Bid Assurance Collateral Amount	Average Price (US\$/MWh)	Prices (US\$/MWh)			
				Month 1	Month 2	Month 3	
Bids	1	\$500,000	78.85	78.24	79.00	79.30	* Required Field
	2	\$1,000,000	79.35	79.35	X	X	* Required Field
	3	\$1,500,000		X	X	X	* Required Field
	4	\$2,000,000		X	X	X	* Required Field
	5	\$2,500,000		X	X	X	* Required Field
	6	\$3,000,000		X	X	X	* Required Field
	7	\$3,500,000		X	X	X	* Required Field
	8	\$4,000,000		X	X	X	* Required Field
	9	\$4,500,000		X	X	X	* Required Field
	10	\$5,000,000		X	X	X	* Required Field
	11	\$5,500,000		X	X	X	* Required Field
	12	\$6,000,000		X	X	X	* Required Field
	13	\$6,500,000		X	X	X	* Required Field
	14	\$7,000,000		X	X	X	* Required Field
	15	\$7,500,000		X	X	X	* Required Field
	16	\$8,000,000		X	X	X	* Required Field
	17	\$8,500,000		X	X	X	* Required Field

Complete/Incomplete: **INCOMPLETE**

Bid Proposal Spreadsheet Incomplete

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

- **Example 5: 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 Cap	65%
Solicitation Load Cap	85%
Total Tranches in Solicitation	3
Tranche Size (% of Small Commer	1.875%

Tag Number:

Bid Information:

	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)	
Bids	1	\$500,000	X	* Required Field
	2	\$1,000,000	80.00	* Required Field
	3	\$1,500,000	81.50	* Required Field

Complete/Incomplete: **INCOMPLETE**

You must enter a price for 1 Total Tranche Supplied

Bid Proposal Spreadsheet Incomplete

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

Example 6: 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, and 4 tranches.
- If you wish to make a price offer for 3 total tranches supplied, you must also enter a price offer for all smaller numbers of tranches (1 and 2) and must enter an “X” for 4 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 Load Cap	70%
Solicitation Load Cap	85%
Total Tranches in Solicitation	4
Tranche Size	

Tag Number:

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 Help

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	81.50	* Required Field
	4	\$2,000,000		* Required Field

Complete/Incomplete: INCOMPLETE

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

You cannot enter a price after entering an “X”

Bid Proposal Spreadsheet Incomplete

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

Example 7: Violating Solicitation Load Cap Restrictions

- The maximum number of tranches bid across the 12-month fixed price and the 24-month fixed price products for the Residential Group must not exceed 10 tranches.
- The maximum number of tranches bid across the 12-month fixed price and the 24-month fixed price products for the Small Commercial & Industrial Group must not exceed 7 tranches.

Residential - 12 Month
12-Month Delivery Period: March 1, 2012 - February 28, 2013

Bidder Information:

Company Name	John Doe	* Required Field
Contact Name	Electric Co	* Required Field
Phone Number	(222) 333-1234	* Required Field
Fax Number	(222) 333-1235	* Required Field

Tranche Information:

Aggregate Load Cap	70%
Solicitation Load Cap	85%
Total Tranches in Solicitation	8
Tranche Size (% of Residential Default Service Load)	1.40625%

Tag Number:

Bid Information:

	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)	
Bids	1	\$500,000	46.00	* Required Field
	2	\$1,000,000	46.50	* Required Field
	3	\$1,500,000	47.00	* Required Field
	4	\$2,000,000	47.50	* Required Field
	5	\$2,500,000	48.00	* Required Field
	6	\$3,000,000	48.50	* Required Field
	7	\$3,500,000	49.00	* Required Field
	8	\$4,000,000	49.50	* Required Field

Complete/Incomplete: COMPLETE

IMPORTANT:
The maximum number of tranches bid across the 12-month and 24-month Fixed Price Products for the Residential Group must not exceed 10 tranches.

Residential - 24 Month
24-Month Delivery Period: March 1, 2012 - February 28, 2014

Bidder Information:

Company Name	John Doe	* Required Field
Contact Name	Electric Co	* Required Field
Phone Number	(222) 333-1234	* Required Field
Fax Number	(222) 333-1235	* Required Field

Tranche Information:

Aggregate Load Cap	70%
Solicitation Load Cap	85%
Total Tranches in Solicitation	4
Tranche Size (% of Residential Default Service Load)	1.40625%

Tag Number:

Bid Information:

	Total Tranches Supplied	Bid Assurance Collateral Amount	Price (US\$/MWh)	
Bids	1	\$500,000	45.00	* Required Field
	2	\$1,000,000	45.50	* Required Field
	3	\$1,500,000	46.00	* Required Field
	4	\$2,000,000	x	* Required Field

Complete/Incomplete: COMPLETE

IMPORTANT:
The maximum number of tranches bid across the 12-month and 24-month Fixed Price Products for the Residential Group must not exceed 10 tranches.

The maximum number of tranches bid across products for a customer group must not exceed the solicitation load cap for that group.

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

Example 8: 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			
Tier I AECs			
Tag Number:			
Bid Information:			
	Tier I AECs		
	Maximum Quantity Supplied	Price (US\$/MWh)	Bid Assurance Collateral Amount
Bid	15,800	3.78	\$25,000
			* Required Field
Complete/Incomplete:	INCOMPLETE		