Attachment 2 BID PROPOSAL SUBMISSION GUIDE OCTOBER 2014 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 Corporation's RFP Manager Team ("PPL Electric RFP Team") will notify applicants whether they are Qualified Bidders for the October 2014 solicitation on October 10, 2014. 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 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.

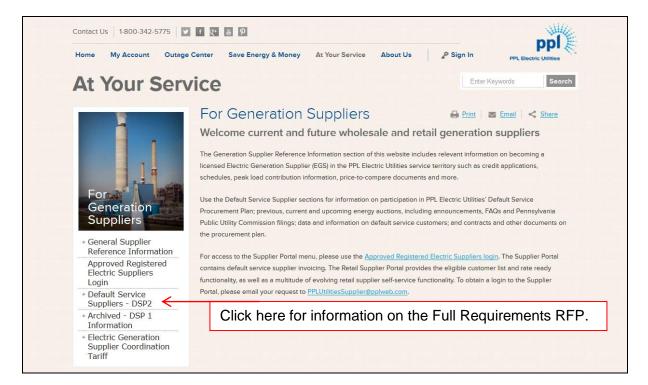
Each of these steps is outlined below. Tips and recommendations on how to avoid errors are provided in Section 7.



3. Step 1: Downloading Bid Proposal Spreadsheets

There are separate Bid Proposal Spreadsheets specific to each Product of the Full Requirements RFP.

The Bid Proposal Spreadsheets are available on the RFP website (www.pplpolr.com).

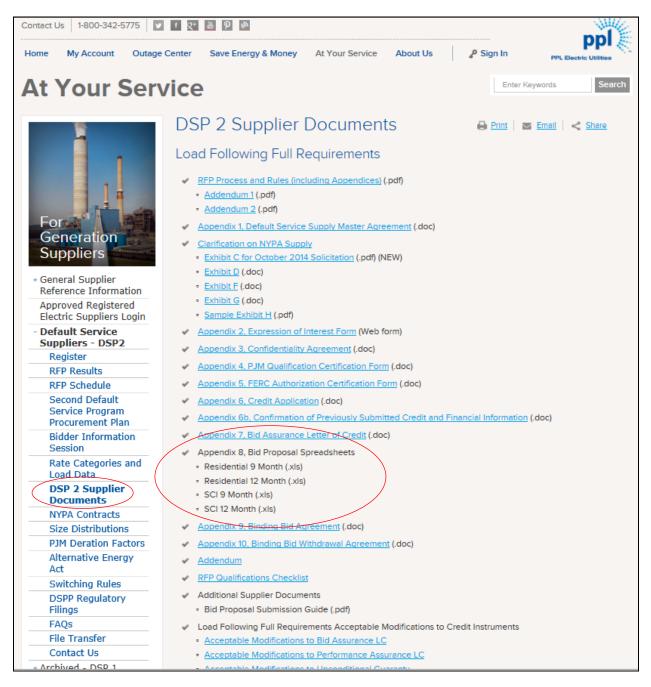


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Bid Proposal Submission Guide October 9, 2014 2

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

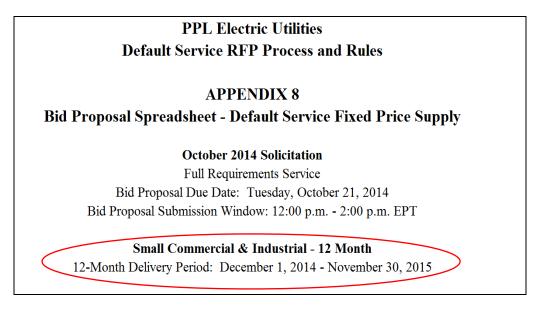




4. Step 2: Filling Out a Bid Proposal Spreadsheet

• Open the Bid Proposal Spreadsheet and confirm that it is for the 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:



Fill in your Bidder Information:

- The Company Name should be the full legal name of the party executing the Supply Master Agreement.
- \circ The Contact Name should be the name of a person with whom receipt can be confirmed.

| Bidder Information: | | | | |
|---------------------|----------------|----------------------------------|------------------|--|
| Company Name | Electric Co. | | * Required Field | |
| Contact Name | John Doe | | * Required Field | |
| Phone Number | (555) 555-5555 | | * Required Field | |
| | * | | | |
| | | Enter Bidder Information here | | |

• The PPL Electric RFP Team will confirm receipt to the contact named at the phone number indicated.



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.



- Enter your bids:
 - Fill in a price for 1 Total Tranche 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 | Bid Assurance | Price | |
| | Tranches Supplied | Collateral Amount | (US\$/MWh) | |
| | 1 | \$500,000 | 80.00 | * Required Field |
| | 2 | \$1,000,000 | 81.00 | * Required Field |
| | 3 | \$1,500,000 | 82.00 | * Required Field |
| 2 | 4 | \$2,000,000 | 83.00 | * Required Field |
| Bide | 5 | \$2,500,000 | 84.00 | * Required Field |
| - | 6 | \$3,000,000 | 85.00 | * Required Field |
| | 7 | \$3,500,000 | Х | * Required Field |
| | 8 | \$4,000,000 | | * Required Field |
| | 9 | \$4,500,000 | X | * Required Field |
| Complete/Incomplete: | COMPLETE | | J | |

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 during the Bid Proposal Submission Window from 12:00 p.m. (noon) – 2:00 p.m. (EPT) on **Tuesday, October 21, 2014**.

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 pplyeb.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: <u>http://www.pplweb.com/shared-content/misc/terms-and-conditions.aspx</u>.
- 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.

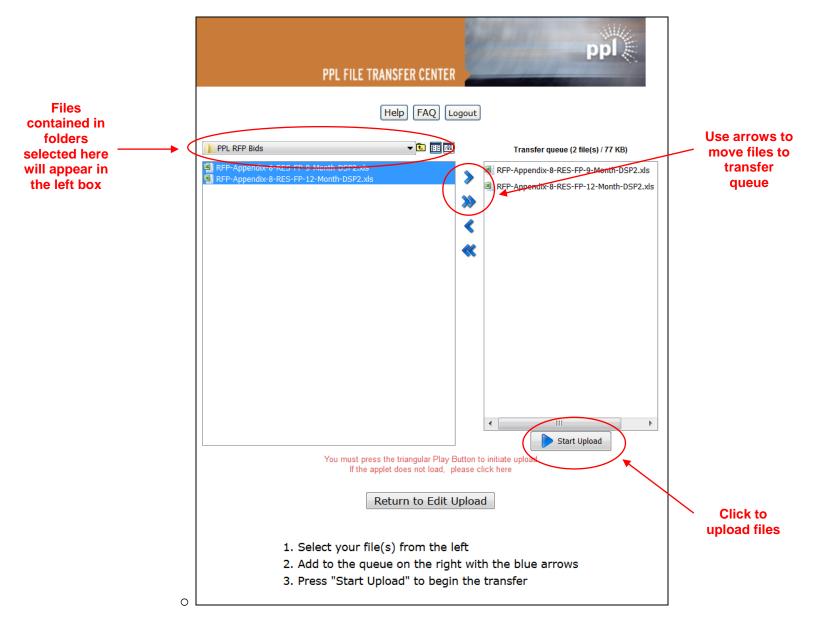
| | PPL FILE TRANSFER CENTER | ppl |
|--|---|--|
| | Hein FAQ Logout Please enter the following information First Name John Last Name Doe Email Address j.doe@electric.com Phone Number 555-555-5555 @ | of Receipt |
| | separated). | ie or comma vill be included nt e-mail |
| Provided in Qualification Notification | Download Password 20 be password For more in | l data should d protected. formation, lestion mark to |
| | Download Notification | on mark |
| | Terms and Conditions Privacy Statement © 2004 PPL Corpo | ration |

• Click the Upload Files button.



Upload all Bid Proposal Spreadsheets as follows:

- Use the dropdown bar above the navigation box on the left to select the location of the file on your computer.
- Use the single arrow button to move highlighted files from the navigation box on the left to the transfer queue on the right, or use the double arrow button to transfer all files shown in the navigation box to the transfer queue at once. Repeat until all Products for which you are submitting a Bid Proposal Spreadsheet are shown in the transfer queue.
- Click "Start Upload" 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.

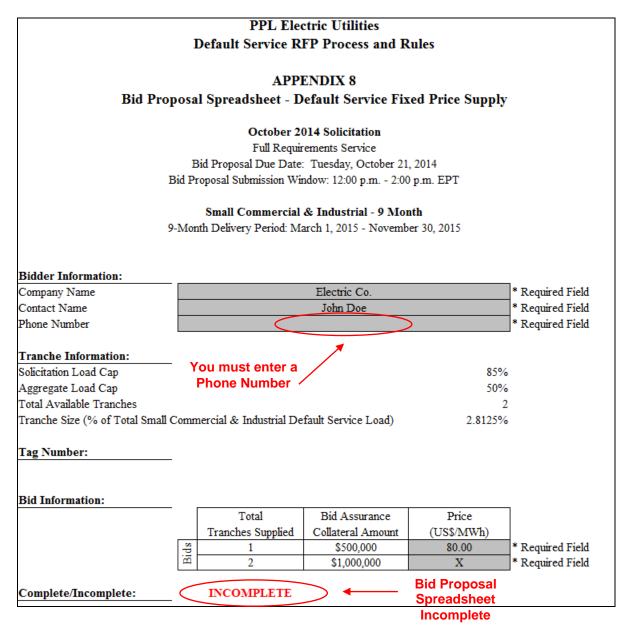


7. Tips and Recommendations on How to Avoid Errors

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.

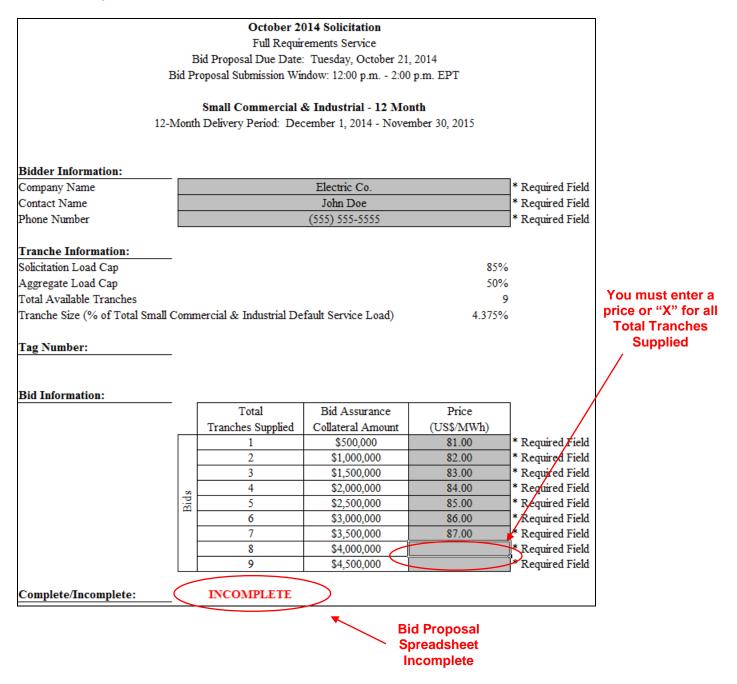
Example 1: Incomplete Bidder Information

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



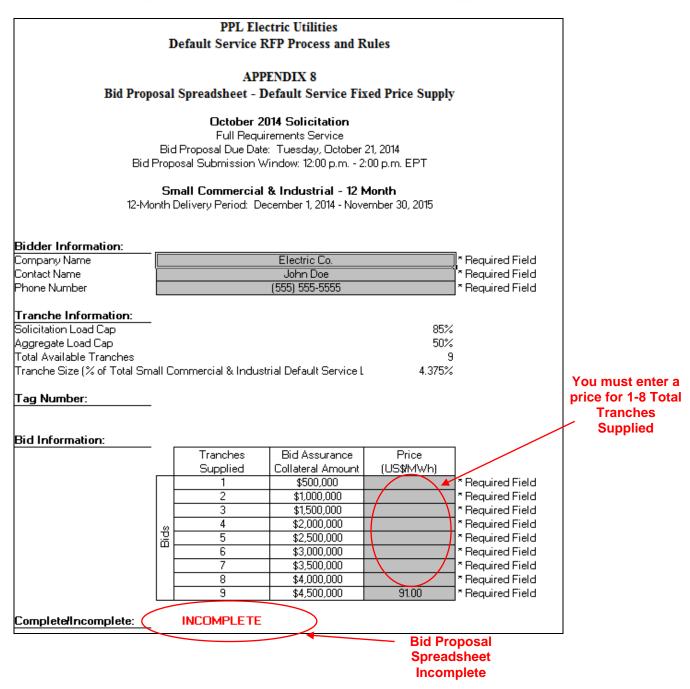
Example 2: Not Entering a Price or an "X" in Every Cell

 If you only wish to supply 7 tranches, you MUST enter an "X" in the Price column for all greater numbers of tranches.



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

- o If you wish to supply 9 tranches, you must also enter a price to supply 1-8 tranches.
- If you wish to supply multiple combinations of total tranches at the same price, you
 must enter that price for each combination of Total Tranches Supplied.





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 total number of tranches, you must enter a price for all smaller numbers of Total Tranches Supplied.

| | I | | ctric Utilities RFP Process and Rules | | | | |
|---|--|---------------------------------|--|--|--|--|--|
| APPENDIX 8 Bid Proposal Spreadsheet - Default Service Fixed Price Supply | | | | | | | |
| Bidl | | Full Requi Proposal Due Date | 014 Solicitation irements Service e: Tuesday, October 21, 2014 Vindow: 12:00 p.m 2:00 p.m. EPT | | | | |
| 12-Ma | | | & Industrial - 12 Month ecember 1, 2014 - November 30, 2015 | | | | |
| Bidder Information: Company Name Contact Name | | | Electric Co. * Required Field Solution Toology * Required Field | | | | |
| Price | | | Volume Line Line Line Line Line Line Line Lin | | | | |
| | | | | | | | |
| | 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: | - | | | | | | |
| | | Tranches | Bid Assurance Price | | | | |
| | | Supplied | Collateral Amount (US\$MWh) | | | | |
| | | 1 | \$500,000 83.00 * Required Field | | | | |
| | | 2 | \$1,000,000 X * Required Field | | | | |
| | | 3 | \$1,500,000 X X Required Field | | | | |
| | - 69 | 4 | \$2,000,000 X Required Field | | | | |
| | Bids | 5 | \$2,500,000 87.00 Required Field | | | | |
| | | 6 | \$3,000,000 88.00 PRequired Field | | | | |
| | | 7 | \$3,500,000 89.00 Required Field | | | | |
| | | 8 | \$4,000,000 90.00 * Required Field | | | | |
| | | 9 | \$4,500,000 91.00 * Required Field | | | | |
| Complete/Incomplete: | | INCOMPLETE | | | | | |



Example 5: Multiple Errors

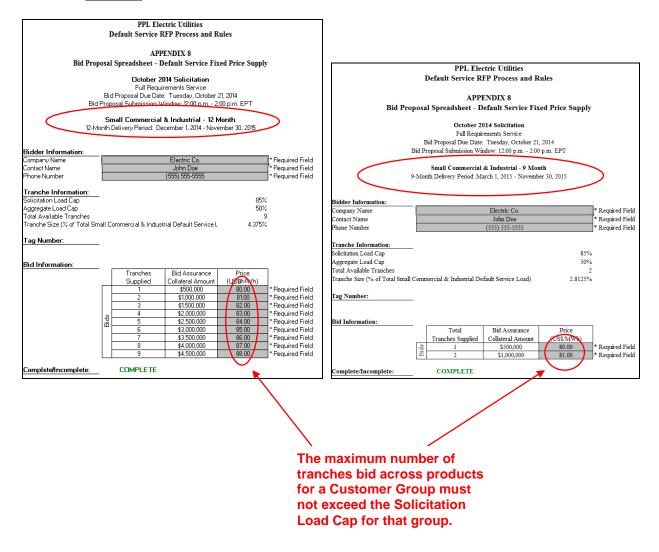
- You must enter a price or an "X" for all cells in the price column.
- You cannot enter an "X" for a number of tranches and then enter a price offer for a greater number of tranches.
- If you wish to make a price offer for only 1 tranche, you must provide a price for 1 tranche and enter an "X" for and subsequent 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 4-9 Total Tranches Supplied.

| Bidder Information: | _ | | | | _ | |
|------------------------|--------------|--------------------------|----------------------------|---------------------------|--------------------------------------|---|
| Company Name | Electric Co. | | | * Required Field | | |
| Contact Name | | John Doe | | | * Required Field | |
| Phone Number | | (555) 555-5555 | | | * Required Field | |
| | | | | | | |
| Tranche Information: | | | | | | |
| Price | | | | | | |
| | | | | | | |
| Please enter a price w | ith at | most two decimal places. | If you choose not to bid o | n a particular tranche, f | then you must enter an ' | "X" for that and all subsequent tranches. |
| | | | | | | |
| 1 | | | Retry Cano | Help | | |
| | _ | | | | | |
| Did Lefermentions | | | | | | Veu must enter |
| Bid Information: | | Total | Bid Assurance | Price | 7 | You must enter |
| | | | | | | _ a price of one |
| | | Tranches Supplied | Collateral Amount | (US\$/MWh) | * Denin d Diald | (1) Total |
| | | 2 | \$500,000 | X | * Required Field * Required Field | Tranche |
| | | 3 | \$1,000,000 \$1,500,000 | 82.00 | * Required Field | Supplied |
| | | 4 | \$2,000,000 | 82.00 | * Required Field | |
| | Bids | 5 | \$2,500,000 | | * Required Field | |
| | m | 6 | \$3,000,000 | | * Required Field | |
| | | 7 | \$3,500,000 | | * Required Field | You must enter |
| | | 8 | \$4,000,000 | | * Required Field | a price or an |
| | | 9 | \$4,500,000 | $\overline{}$ | * Required Field | "X" for all Total |
| | ~ | | | | | Tranches |
| Complete/Incomplete: | \leq | INCOMPLETE | | | | Supplied |
| L | | | - | | | Cappilea |
| | | | | Bid Proposa | I | |
| | | | | Spreadsheet | t | |
| | | | | Incomplete | | |



Example 6: Violating Solicitation Load Cap Restrictions

- The maximum number of tranches bid across the 12-month and 9-month fixed price products for the <u>Residential Customer Group</u> must not exceed <u>11 tranches</u>.
- The maximum number of tranches bid across the 12-month and 9-month fixed price products for the <u>Small Commercial & Industrial Customer Group</u> must not exceed <u>9</u> tranches.





Example 7: Violating Aggregate Load Cap Restrictions

- The Aggregate Load Cap for a Customer Group ensures that, at any given point in time during the period June 1, 2013 through November 30, 2015, the Customer Group has no more than a 50% exposure to any one Default Service Fixed Price Supplier selected pursuant to PPL Electric's First Default Service Plan (DSP I) or Second Default Service Plan (DSP II).
- If a bidder has an <u>Aggregate Load Cap of 8 tranches</u> in the Small Commercial & Industrial Customer Group, the maximum number of tranches bid across the 12-month and 9-month fixed price products for the Small Commercial & Industrial Customer Group must not exceed <u>8 tranches</u>.
- In the example below, although a bid of 9 tranches bid across the 12-month and 9month fixed price products for the Small Commercial & Industrial Customer Group is compliant with the Solicitation Load Cap of 9 tranches, it violates the Aggregate Load Cap.
- The Aggregate Load Cap is specific to each bidder and is provided in the bidder's Notification of Qualification.

