BID PROPOSAL SUBMISSION GUIDE JANUARY 2013 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 2013 solicitation on January 14, 2013. 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).

At Your Serv	vice	Enter Keywords	Search	
For	For Generation Supp Welcome current and future The Generation Supplier Reference Information Electric Generation Supplier (RES) in the PPL El contribution information, price-to-compare docu	pliers wholesale and retail generation suppliers n sector of this website includes relevant information on becoming a lice definit. Utilities service territory such as credit applications, schedules, peal uments and more.	ansed k lood	
General Suppliers General Supplier Reference Information Approved Registered	previous, current and upcoming energy suct filings; data and information on default servic For access and legin to the Eligible Custome -Ready, please upe the Approved Registere	Click here for information RFP.	on on Full Requir	ements, Block or OMPS
Default Service Suppliers - DSPP			AEGDED	
Default Service Suppliers - AEPS Electric Generation Supplier Coordination Tariff		Click here for information	on on AEC RFP.	

Click above links to expand left navigation bar for DSPP and AEPS sections. Bid Proposal Spreadsheets are found under "Supplier Documents" section on left navigation bar.

At Your Service	At Your Service
<section-header></section-header>	At FOUL Service Suppliers - AEPS Register RFP Schedule Bidder Information Session AEPS Supplier Contact US For Comments AEPS Supplier Contact US Contact US CONTACT CON

NERA **Economic Consulting** **Bid Proposal Submission Guide** January 14, 2013

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

Example of the Small C&I 24-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.
- 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. Enter your Bidder

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



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.



For the Full Requirements RFP and the Block Supply RFP:

- 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	J)	JS\$/MW	1)	
	8	1	\$500,000		80.00		* Required Field
	Bid	2	\$1,000,000		81.00		* Required Field
		3	\$1,500,000		Х		* Required Field
Complete/Incomplete:		COMPLETE			\bigcirc		

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 <u>for all months</u> or enter an "X" <u>for all</u> <u>months</u>.
 - 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".

		Total	Bid Assurance	Average				
		Tranches	Collateral	Price		Prices		
-		Supplied	Amount	(US\$/MWh)		(US\$/MWh)		-
					Month 1	Month 2	Month 3	
		1	\$500,000	78.85	78.24	79.00	79.30	* Required Field
		2	\$1,000,000		Х	Х	Х	* Required Field
		3	\$1,500,000		Х	Х	Х	* Required Field
		4	\$2,000,000		Х	Х	Х	* Required Field
		5	\$2,500,000		Х	Х	Х	* Required Field
	[6	\$3,000,000		Х	X	Х	* Required Field
	Γ	7	\$3,500,000		Х	Х	Х	* Required Field
		8	\$4,000,000		Х	X	Х	* Required Field
	3id	9	\$4,500,000		Х	Х	Х	* Required Field
		10	\$5,000,000		Х	X	Х	* Required Field
	Ī	11	\$5,500,000		Х	Х	Х	* Required Field
	Ī	12	\$6,000,000		Х	X	Х	* Required Field
	Ī	13	\$6,500,000		Х	Х	Х	* Required Field
	Ī	14	\$7,000,000		Х	X	Х	* Required Field
	Ī	15	\$7,500,000		Х	X	Х	* Required Field
	Ī	16	\$8,000,000		X	🖌 X	X	* Required Field
	Ī	17	\$8,500,000		Х	X	Х	* Required Field
lete/Incomplete		COMPLETE) If Bid	der does n	ot wish t	o supply a	a price.	

For the AEC RFP:

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



• 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 during the Bid Proposal Submission Window for each RFP:

Tuesday, January 22, 2013:

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: <u>http://www.pplweb.com/terms+and+conditions.htm</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.



• 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

			i	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	3
Tranche Size (% of Small Com	merci	al and Industrial Defa	ult Service Load)	1.875%	
Tag Number: Bid Information:					~
		Total	Bid Assurance	Price	
		Tranches Supplied	Collateral Amount	(US\$/MWh)	
	<u>s</u>	1	\$500,000	80.00	* Required Field
	Bic	2	\$1,000,000	81.50	* Required Field
		3	\$1,500,000	Х	* Required Field
Complete/Incomplete:	\langle	INCOMPLETE	>		
			Bid Propos Spreadshe Incomplete	sal eet e	

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.

Company Name		Electric Co. * Required F							
Contact Name		John Doe * Required							
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	l			3	You must				
Tranche Size (% of Small Con	mmerci	ial and Industrial Defa	ult Service Load)	1.875%	enter a				
Tag Number: Bid Information:	_				for all Total Tranches Supplied				
	_	Total	Bid Assurance	Price]/				
		Tranches Supplied	Collateral Amount	(US\$/MWh)					
	8	1	\$500,000	80.00	* Required Field				
	Bid	2	\$1,000,000	81.50	* Required Field				
		3	\$1,500,000		* Required Field				
Complete/Incomplete:	_	INCOMPLETE	K						
			Bid Sp	d Proposal preadsheet					

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.

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%	Vou must			
Solicitation Load Cap				85%	onter a			
Total Tranches in Solicitation				3	enter a			
Tranche Size (% of Small Com	merci	ial and Industrial Defa	ult Service Load)	1.875%	and 2			
Tag Number: Bid Information:	-				Total Tranches Supplied			
	-	Total	Bid Assurance	Price				
		Tranches Supplied	Collateral Amount	(US\$/MWh)				
		1	\$500,000		* Required Field			
	Bid	2	\$1,000,000		* Required Field			
	_	3	\$1,500,000	81.50	* Required Field			
Complete/Incomplete:	. (INCOMPLETE	2					
			Bid Spr	Proposal eadsheet				



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.

		Total	Bid Assurance	Average				
		Tranches	Collateral	Price		Prices		
		Supplied	Amount	(US\$/MWh)		(US\$/MWh)		
					Month 1	Month 2	Month 3	
		1	\$500,000	78.85	78.24	79.00	79.30	* Required Field
		2	\$1,000,000	79.35	79.35	X	Х	*Required Field
	[3	\$1,500,000		X	X	X	* Required Field
	[4	\$2,000,000		Х	Х	Х	* Required Field
		5	\$2,500,000		Х	Х	Х	* Required Field
		6	\$3,000,000		Х	Х	Х	* Required Field
		7	\$3,500,000		X	X	Х	* Required Field
	5 0	8	\$4,000,000		X	Х	Х	* Required Field
	Sid	9	\$4,500,000		Х	Х	Х	* Required Field
	- [10	\$5,000,000		X	Х	Х	* Required Field
		11	\$5,500,000		Х	Х	Х	* Required Field
		12	\$6,000,000		X	Х	Х	* Required Field
		13	\$6,500,000		X	Х	Х	* Required Field
		14	\$7,000,000		*	X	Х	* Required Field
	[15	\$7,500,000		X	Х	Х	* Required Field
	IL	16	\$8,000,000		X	Х	Х	* Required Field
		17	\$8,500,000		X	Х	Х	* Required Field
/Incomplet	e: 🔇	INCOMPLETI						

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.

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%	1
Solicitation Load Cap				85%	New more t
Total Tranches in Solicitation				3	You must
Tranche Size (% of Small Comm	iei ^{Pi}	rice		1.875%	enter a
Tag Number:		Please enter at least one	Cancel <u>H</u> elp	vo decimal places.	Total Tranche Supplied
		Total	Bid Assurance	Price	1
		Tranches Supplied	Collateral Amount	(US\$/MWh)	
		1	\$500,000	X	* Required Field
	Sids	2	\$1,000,000	80.00	* Required Field
	H	3	\$1,500,000	81.50	* Required Field
Complete/Incomplete:	\langle	INCOMPLETE	\geq		
			Bid Spr	Proposal eadsheet	



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.

Contact Name			* Required Field			
			John Doe		* Required Field	
Phone Number			(555) 555-5555		* Required Field	
Fax Number			(555) 555-5566		* Required Field	
Franche Information:						
Aggregate Load Cap				70%)	
Solicitation Load Cap				85%)	
Fotal Tranches in Solicitation				2		You must
Franche Size (Price						enter a pri
Bid Information:		Retry	Cancel <u>H</u> elp			Tranches Supplied
		Total	Bid Assurance	Price		
		Tranches Supplied	Collateral Amount	(US\$/MWh)		
You cannot enter		1	\$500,000	$\langle \rangle$	* Required Field	
a price after	ds.	2	\$1,000,000	Х	* Required Field	
entering an "X"	B	3	\$1,500,000	81.50	* Required Field	
		4	\$2,000,000		* Required Field	
	(INCOMPLETE	\mathbf{i}			

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

PPL Electric Utilities	PPL Electric Utilities
Default Service RFP Process and Rules	Default Service RFP Process and Rules
Appendix 9	Appendix 9
Bid Proposal Spreadsheet	Bid Proposal Spreadsheet
January 2013 Solicitation	January 2013 Solicitation
Fixed Price Full Requirements Load Following Service	Fixed Price Full Requirements Load Following Service
Bid Proposal Due Date: Tuesday, January 22, 2013	Bid Proposal Due Date: Tuesday, January 22, 2013
Bid Proposal Submission Window: 12:00 p.m. 2:00 p.m. EPT	Bid Proposal Submission Window: 12:00 p.m. 2:00 p.m. EPT
Residential - 12 Month	Residential - 24 Month
12-Month Delivery Period: March 1, 2013 - February 28, 2014	24-Month Delivery Period: March 1, 2013 - February 28, 2015
Bidder Information: John Doe * Required Field Company Name Ilectric Co. * Required Field Contact Name Electric Co. * Required Field Phone Number (222) 222-2222 * Required Field Fax Number (222) 222-3333 * Required Field Tranche Information: * Required Field * Required Field	Bidder Information: John Doe * Required Field Company Name Electric Co. * Required Field Contact Name Electric Co. * Required Field Phone Number (222) 222-2222 * Required Field Fax Number (222) 222-3333 * Required Field
Aggregate Load Cap 70% Solicitation Load Cap 85% Total Tranches in Solicitation 8 Tranche Size (% of Residential Default Service Load) 1.40625% Tag Number: 1	Tranche Information: 70% Aggregate Load Cap 70% Solicitation Load Cap 83% Total Tranche sin Solicitation 4 Tranche Size (% of Residential Default Service Load) 1.40625%
Bid Information: Total Tranches Supplied 2 Bid Assurance Collateral Amount 2 PTN USS/MVp) 1 5500,000 41.00 * Required Field 2 51,000,000 42.00 * Required Field 3 51,550,000 43.00 * Required Field 5 52,200,000 43.00 * Required Field 6 53,000,000 44.00 * Required Field 7 73,500,000 44.00 * Required Field 8 54,000,000 45.00 * Required Field CompleteIncomplete: COMPLETE * Required Field MPORTANT: The maximum number of tranches bid across the 12-month and 24-month Fixed Price Product for the Readential Group must not exceed 10 tranches *	Tag Number: Bid Information: Total Tranches Supplied Collateral Amount (CSS/MW) 1 550,000 40.50 1 550,000 41.50 1 51,000,000 42.00 2 3 \$1,500,000 42.00 2 3 \$1,500,000 42.00 4 \$2,000,000 x * Required Field COMPLETE IMPORTANT: The maximum number of tranches bid across the 12-month and 24-month Fiser Price Products for the Residential Group must not exceed 10 tranches.
The r	maximum number of
tranc	thes bid across products
for a	customer group must not
exce	ed the solicitation load
cap f	for that group.



The following example is applicable only to the AEC 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.



