

## **RECs Bid Submission Instructions**

1. Download Bid Form “RECBidForm.xls” from the procurement website.

Note: You will only be able to make changes to the yellow shaded cells.

2. Fill in the full legal name of the bidding entity at the top of the page.

3. For each REC Class, enter the number of RECs you are bidding at each price, and the price in \$/REC.

4. Check your bid form for any errors. Errors will be indicated by red cells on the form, and may include:

- Too many RECs for a single REC Class were entered. Only 523,376 RECs may be bid in each Class. If this error is not fixed, the bids will be sorted by price, and the highest bids will be eliminated until the appropriate number of RECs is reached.
- Bids with a fractional number of RECs. These bid rows will be rounded down to an integer value for the number of RECs.
- Bid rows with a number of RECs or price that is zero, negative, or blank. These bid rows will not be evaluated.

5. Save the file. You can add your company name or other identifier to the file name if you wish, but no special characters, *e.g.* #, ?, *etc.*, can be used in the file name.

6. On the procurement website, click on “Submit Bid Form” which will open a new window with a password prompt. Entering the password will open the secure submission form. If you have not received the bidding password please contact Sara Wilmer at 617-531-2818 x15.

7. Fill in all the fields, then select the saved bid file with the Browse button, and click Submit.

8. After receiving your bid file, we will call the person whose phone number is submitted with the form to confirm receipt.

If you have any difficulties submitting the form, please contact Sara Wilmer at 617-531-2818 ext. 15.

Backup bid submission will be via fax to 617-531-2826. If you are experiencing difficulties that necessitate using the backup submission method, please contact Sara Wilmer at 617-531-2818 ext. 15 as soon as you are aware of a problem.