

Long-Term Renewable Resource RFP
Bid Submission Instructions

1. Download Bid Form “BidForm.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, the contract counterparty (if different from the bidding entity), and the Committed Unit name at the top of the page.
3. Fill in the Unit Minimum (in MWh) for the Committed Unit. The default value is 1 MWh, bidders may specify any number between 1 MWh and 450,000 MWh as the Unit Minimum. This value will set the minimum quantity of MWh that can be accepted from a given unit, if any MWh are awarded.
4. Select the REC Class for the Committed Unit from the drop-down menu.
5. Select an option for whether the Percentage Commitment for the Unit will be dependent on the quantity of MWh awarded to the Unit.
 - a. No: The Percentage Commitment will be the same independent of the award quantity; specify the fixed Percentage Commitment
 - b. Yes: The Percentage Commitment will be directly proportional to the award quantity; specify the number of MWh equivalent to a 100% Percentage Commitment
**Note: The 100% Commitment quantity can be independent of the unit’s capacity
6. Enter your bids for the Committed Unit, including the Quantity (Mwh) and Price (\$/MWh)
**Note: The Quantity entered in the first row (lowest price) must be equal to or greater than the Unit Minimum, *i.e.*, multiple prices should not be submitted within the Unit Minimum quantity block. This Unit Minimum block should also have the lowest price.
7. Check your bid form for any errors. Errors will be indicated by red cells on the form, and will be accompanied by an error message to the right. Possible errors may include:
 - Too many MWh bid: Only 600,000 MWh may be bid for each Unit. 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 MWh is reached.
 - A price less than \$0.01/MWh or greater than \$5,000.00/MWh is entered for one or more MWh. In this case, the bid row is assumed to be in error and will not be evaluated. If a number of MWh is entered without a corresponding price, this will be registered as a \$0.00/MWh price and will not be evaluated.
 - Bids with a fractional number of MWh. These Quantities will be rounded down to an integer value for the number of MWh.
 - Bid rows with a number of MWh or price that is zero, negative, or blank. These bid rows will not be evaluated.
8. Save the file. You can add the Unit name or another identifier to the file name if you wish, but no special characters, *e.g.* #, ?, *etc.*, can be used in the file name.
9. On the procurement website, click on “Submit Bid Form” which will open a new window with the secure submission form.
10. Fill in all the fields, then select the saved bid file with the Browse button, and click Submit.
11. 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 problems with submission, please contact Sara Pierce 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 Pierce at 617-531-2818 ext. 15 as soon as you are aware of a problem.