

## **INSTRUCTIONS FOR SUBMITTING BIDS**

Proposals in response to the Commission's Request for Proposals for the Sale of Energy or Renewable Energy Credits from Qualifying Renewable Resources (Tranche 2) must be submitted using the Commission's Case Management System (CMS). The following instructions direct you how to (1) Register as a User in the CMS, and (2) file your bid in the CMS.

Note: The Commission's docket for this RFP is a "Secured Case." Your identity as a bidder and any documents that you file in the CMS in response to the RFP will not be able to be viewed by the public (including the submitting bidder).

### **1. Instructions for Registering in the Commission's Case Management System (CMS):**

[If you are already registered in the CMS, go to step 2.]

First, register as a User.

- Click on:  
<https://mpuc-cms.maine.gov/CQM.Custom.WebUI/Registration/UserRegistrationForm.aspx>  
Fill in the fields, considering the following:
  - Required fields are denoted by red asterisks.
  - User IDs must be at least 8 characters long and cannot have spaces.
  - Passwords must be at least 8 characters long and must include numbers, at least one Upper Case Letter, and at least one special character
  - The first Company/Organization field is the company you work for (which may not be the company you represent for PUC purposes)
- The Representing Company/Organization field is for the company you represent. This is not required, but it is advised.
  - To populate your profile with the companies that you represent, click the "Add" hyperlink. The window allows you to add criteria to shorten the list to select from or you can jump to your company if you enter the first few letters of the company name. Check the box next to the company(ies) you wish to add and click on the select button.
  - For companies that are not Maine jurisdictional utilities, choose "Other" as both the Industry Type and Subtype, and search for your organization. If it is not present, call the Commission at (207) 287-3831 and ask that it be added.
  - You may add more than one company or organization. You may return to the screen in the future to add more companies/organizations or to remove them.
- The Registration screen requires the use of SPAM proof software called reCAPTCHA, so you will have to enter the two odd words presented to you in order to complete the registration process. If you cannot read one or more of the words, click on the refresh icon on the top right to get a new pair of words until you can read both.

After submitting your registration, you will receive an email notification with a hyperlink and instructions. You must go to the hyperlinked page and confirm your registration. (If clicking on the hyperlink does not work in your email system, copy and paste it into your browser's URL field to go to the confirmation screen.) Once this is done, you will be registered to submit documents in CMS.

**2. Instructions for Bidders to File Bids and Supporting Documents in the CMS:**

Once registered and logged in, to file in the appropriate Docket (**2021-00004**), click on “Case File” in the menu on the left-hand side of the screen. In the sub-menu, click on “Submit New Case or Filing” and type the Docket Number in for the case number and click "Go".

Fill out the “Filing Information” section as follows:  
(Please note anything that is preceded by a red asterisk is mandatory)

Filing Information

Description of Filing: [Insert Company Name] Bid Proposal in Response to RFP for the Sale of Energy or RECs (Tranche 2)

Utility/Company Name: Click on the “Add” button under and search for your entity and click on select in the toggle box in front of the entity’s name.

Attach Non-Confidential Document(s)\*

- Click "Browse" to navigate to the document you wish to attach.
- Fill out the document Type and Title information for each document you attach.
- Repeat the steps above for each document. At a minimum, each proposal filing should include:

Document	CMS Field		
	Document Type	Document Sub-Type	Document Title
Proposal	Proposal	(auto populates)	[Bidder Name] Bid Proposal in Response to RFP for the Sale of Energy or RECs (Tranche 2)
Affidavit	Attachment	(auto populates)	Affidavit [BidderName] [ProjectName]
RPS Tranche 2 Proposal Information Sheet	Attachment	(auto populates)	Proposal Information Form [BidderName] [ProjectName] [Proposal Option, if submitting more than one option]
RPS Tranche 2 Economic Benefits Form	Attachment	(auto populates)	Economic Benefits Form [BidderName] [ProjectName]
8760 Data	Attachment	(auto populates)	8760 Data [BidderName] [ProjectName]
Other Documents at Bidder's Discretion (optional)	Attachment	(auto populates)	(As Applicable)

- You may delete any document prior to submitting by clicking on the red “x.”
- After you are done attaching all documents, click “Done.”

*\*Note:* this is a secured case, so the public will not be able to view the identity of the bidder/filer or the filings made by bidders, even though it says “attach non-confidential document.”

After you have added all documents, click “Submit.”