

# RFP Submission User's Guide

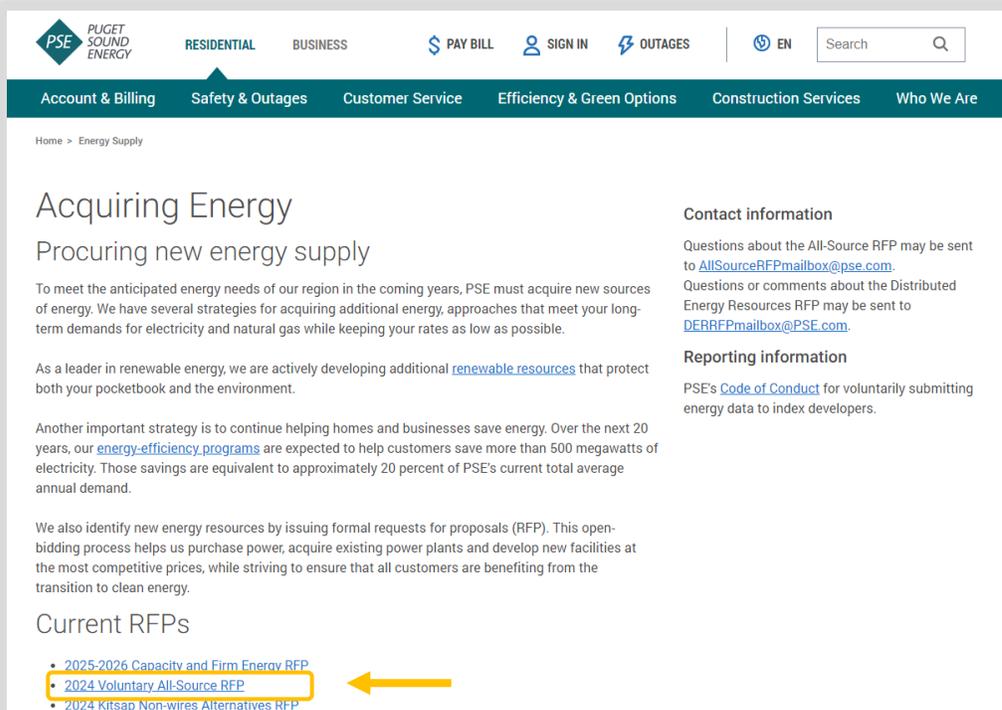
Welcome to Puget Sound Energy's online 2024 Voluntary All-Source RFP submission portal. The following instructions will guide you through the proposal submission process.

## Step 1: Create an Account

Proposal submissions will only be accepted through the RFP submission portal. Bidders **must** register and create an account in order to submit a proposal.

To create an account, visit PSE's RFP web site: <http://pse.com/rfp>.

- Select **"2024 Voluntary All-Source RFP"**.



The screenshot shows the PSE website's 'Acquiring Energy' page. The navigation bar includes links for Residential, Business, Pay Bill, Sign In, Outages, and a search bar. The main content area is titled 'Acquiring Energy' and 'Procuring new energy supply'. It contains several paragraphs of text explaining PSE's energy acquisition strategies, such as using renewable resources and energy efficiency programs. At the bottom, there is a section for 'Current RFPs' with a list of three items: '2025-2026 Capacity and Firm Energy RFP', '2024 Voluntary All-Source RFP', and '2024 Kitsap Non-wires Alternatives RFP'. The '2024 Voluntary All-Source RFP' item is highlighted with a yellow box, and a yellow arrow points to it from the right.

- Select **“RFP submission portal”**.

The screenshot shows the PSE website's navigation bar with links for Residential, Business, Pay Bill, Sign In, Outages, EN, and a search bar. The main navigation menu includes Account & Billing, Safety & Outages, Customer Service, Efficiency & Green Options, Construction Services, and Who We Are. The breadcrumb trail reads: Home > Energy Supply > Acquiring Energy.

## 2024 Voluntary All-Source RFP

On July 1, 2024, Puget Sound Energy (“PSE”) filed with the Washington Utilities and Transportation Commission (“WUTC” or “Commission”) a Voluntary All-Source RFP for CETA-compliant Energy and Capacity Resources (the “All-Source RFP”). The All-Source RFP seeks bids from qualified respondents to supply up to 2.3 million annual megawatt hours (“MWh”) of Clean Energy Transformation Act (“CETA”) eligible resources and up to 1,755 MW of summer and 1,573 MW of winter peak capacity resources. It is an All-Source RFP, meaning that PSE will consider any electric resource or energy storage resource that can meet all or part of the company’s resource need, consistent with the requirements described in the RFP.

PSE has hired Bates White Economic Consulting (“Bates White”) to provide independent evaluator (“IE”) services for this All-Source RFP. Information about PSE’s IE selection process can be found in PSE’s petition with the WUTC dated March 22, 2024. The petition was approved in Order 1 of docket [UE 240191](#) on April 25, 2024. Information about the role and scope of the IE can be found in the RFP document below.

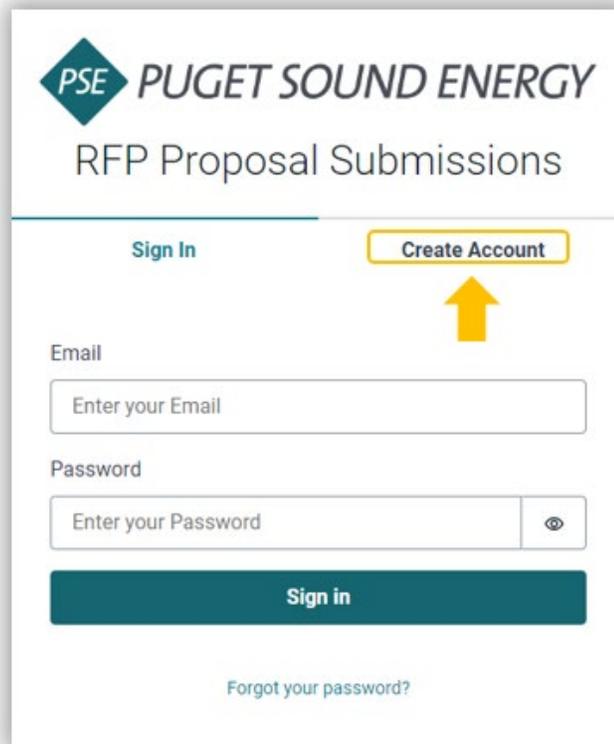
See also the [Acquiring Energy](#) page of PSE’s web site for a list of other current and recent RFPs, including Demand Response and Distributed Energy Resources RFPs.

### SUBMIT 2024 ALL- SOURCE RFP BID

To submit a bid for the 2024 All-Source RFP, qualified respondents must create and register an account at PSE’s [RFP submission portal](#).

- + 2024 All-Source RFP Schedule
- + Updates and Notifications
- + 2024 RFP Bidders’ Conference
- + 2024 All-Source RFP Documents and Submission
- + Public Participation

- Select **“Create Account”** on page <https://rfp.pse.com>



 **PUGET SOUND ENERGY**  
RFP Proposal Submissions

[Sign In](#) [Create Account](#)

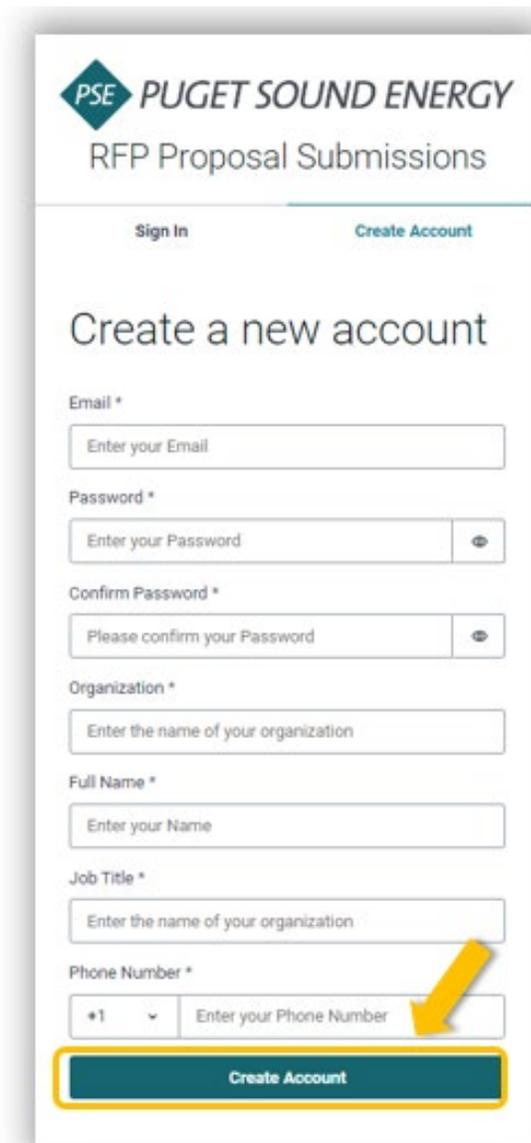
Email

Password  
 

[Sign in](#)

[Forgot your password?](#)

- Provide account registration details. Select **“Create Account”**.



**PSE PUGET SOUND ENERGY**  
RFP Proposal Submissions

[Sign In](#) [Create Account](#)

### Create a new account

Email \*

Password \*

Confirm Password \*

Organization \*

Full Name \*

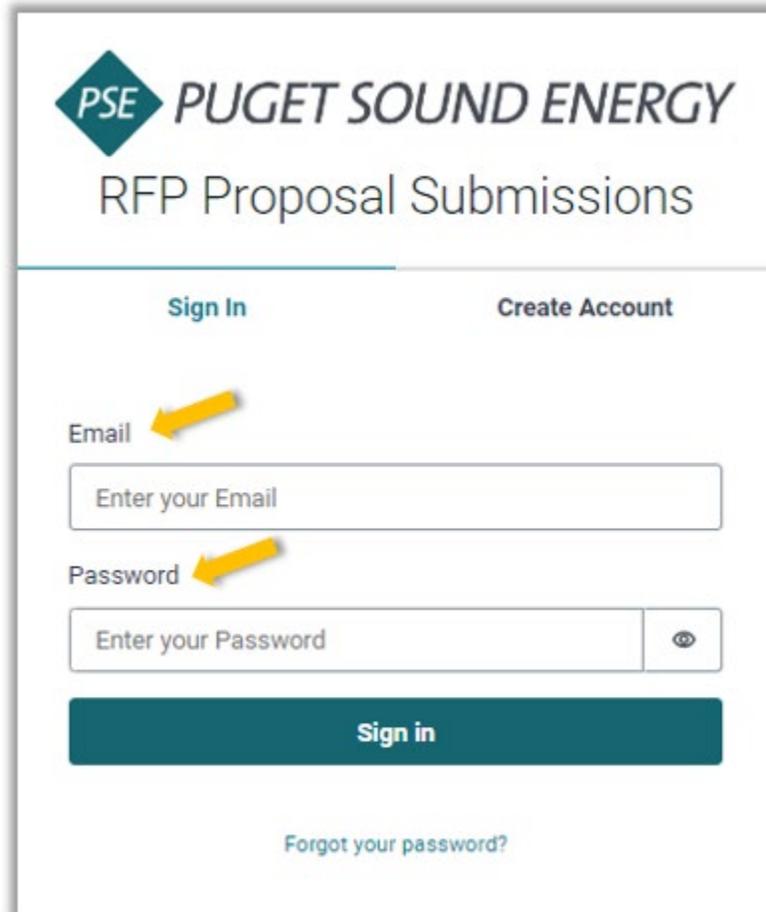
Job Title \*

Phone Number \*

**Create Account**

- When your account has been created, you will receive an email response with an account verification code. Account registration will be complete after the confirmation code is entered.

- Once registered, you will be prompted to log into the portal for the first time at <https://rfp.pse.com>.



**PSE PUGET SOUND ENERGY**  
RFP Proposal Submissions

[Sign In](#) [Create Account](#)

Email 

Password 

   
  
[Forgot your password?](#)

- Registered bidders may access the RFP submission portal to create, manage and submit proposals until the close of the bidding period.
- A registered bidder may also reset a password, if forgotten or as desired. To change your password, click **“Reset Password”** on the login page. You will receive an email response with an account verification code to set a new password.

# Step 2: Complete and Upload RFP Exhibits and Supplemental Documents

Only registered bidders may access the RFP submission portal to create, manage, and submit proposals.

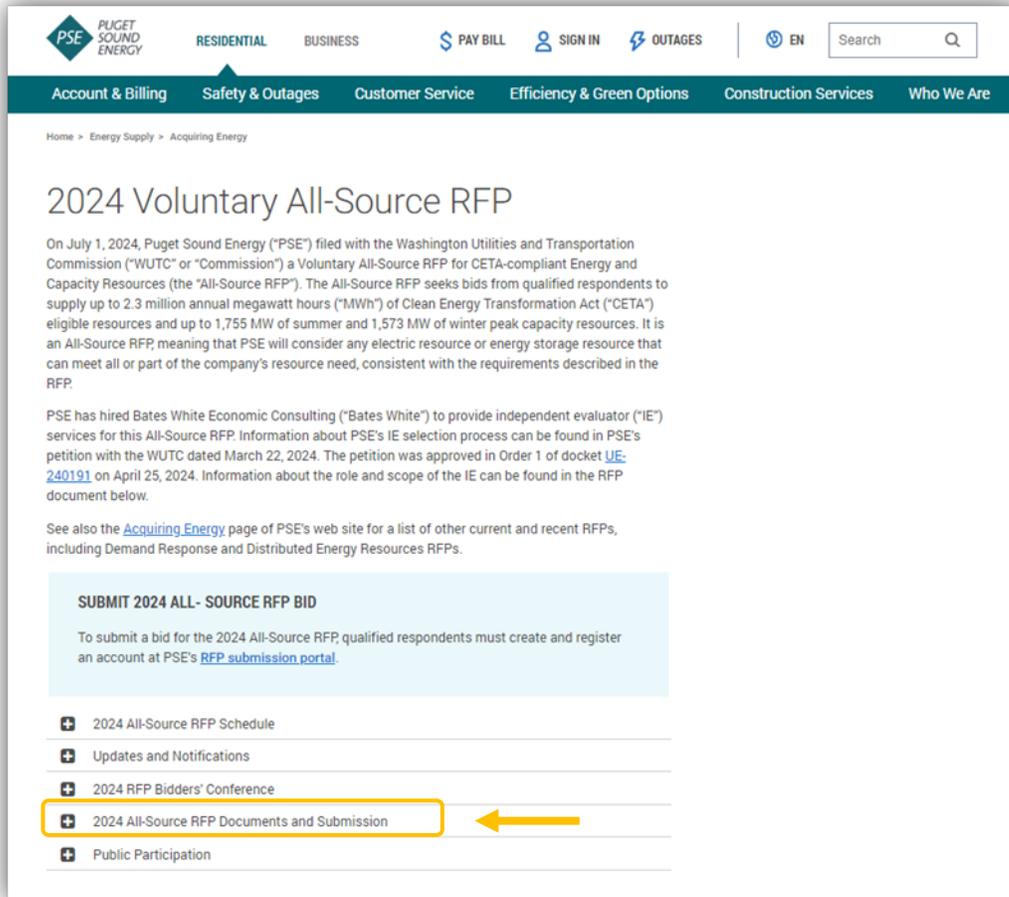
## Download and Complete Required RFP Documents

To submit a proposal, first download and complete the required documents from the RFP web site: <http://pse.com/rfp>.

- Select **"2024 Voluntary All-Source RFP"**.

The screenshot shows the PSE website's 'Acquiring Energy' page. The page has a dark teal header with navigation links: Account & Billing, Safety & Outages, Customer Service, Efficiency & Green Options, Construction Services, and Who We Are. Below the header, there is a breadcrumb trail 'Home > Energy Supply'. The main content area is titled 'Acquiring Energy' and 'Procuring new energy supply'. It contains several paragraphs of text explaining PSE's energy acquisition strategies, including renewable resources, energy efficiency programs, and formal requests for proposals (RFP). On the right side, there are sections for 'Contact information' and 'Reporting information'. At the bottom, under 'Current RFPs', there is a list of three RFPs: '2025-2026 Capacity and Firm Energy RFP', '2024 Voluntary All-Source RFP', and '2024 Kitsap Non-wires Alternatives RFP'. The '2024 Voluntary All-Source RFP' link is highlighted with a yellow box and a yellow arrow pointing to it from the right.

- Then select **“2024 Voluntary All-Source RFP Documents and Submission”**.



- Once you have completed the required documents, you are ready to upload your proposal to the RFP submission portal.

# Upload Proposal to RFP Submission Portal

- Login to RFP web portal <https://rfp.pse.com>.

**2024 Voluntary All-Source RFP**  
Proposal Upload and Submission

Thank you for your interest in Puget Sound Energy's 2024 Voluntary All-Source RFP! Please familiarize yourself with the RFP Website Users' Guide to help guide you through this website.

[Download User Guide](#)

**Workspace:** Below, is a workspace to help organize the files needed to assemble your proposal. All bids must be submitted through this website.

**Modifications:** A bidder's proposal(s) may be modified, withdrawn, submitted, or resubmitted as many times as desired up to the submission deadline.

**Submission:** After the submission deadline, bidders will no longer have the ability to make any modifications to their submitted proposal(s).

### Assemble Proposal

Use the form below to create your proposal and upload any required or supplemental documents in just a few clicks.

**1 Proposal Name**  
Create a new proposal...  
Allowed characters: A-Z, a-z, 0-9, - (dash), \_ (underscore)  
Character Limit: 20 Characters.

**2 Document Type**  
Select document type...

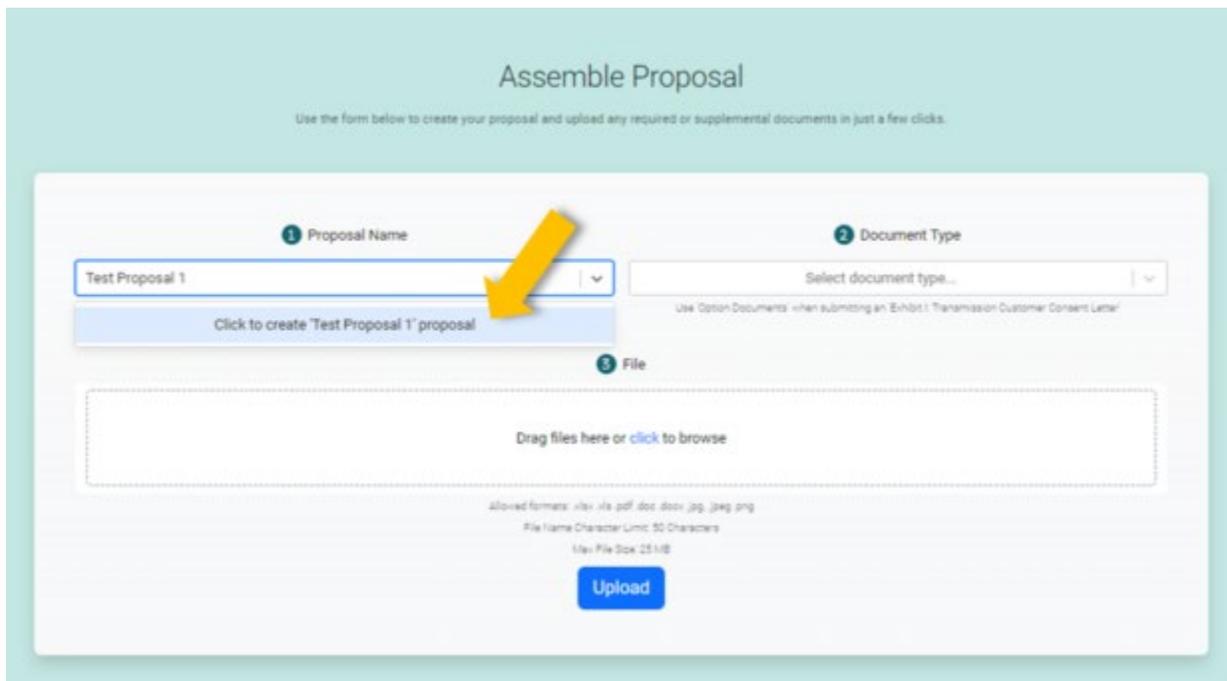
**3 File**  
Drag files here or [click to browse](#)

Allowed formats: xls, xlsx, pdf, doc, docx, ppt, pptx, png  
File Name Character Limit: 50 Characters  
Max File Size: 25 MB

[Upload](#)

## 1. Proposal Name

- Create a name for your proposal.
- Bidders can create multiple proposals, if desired.
- As you begin typing in the Proposal Name field, a blue highlighted box will appear below. Click within the blue box to create the proposal name.



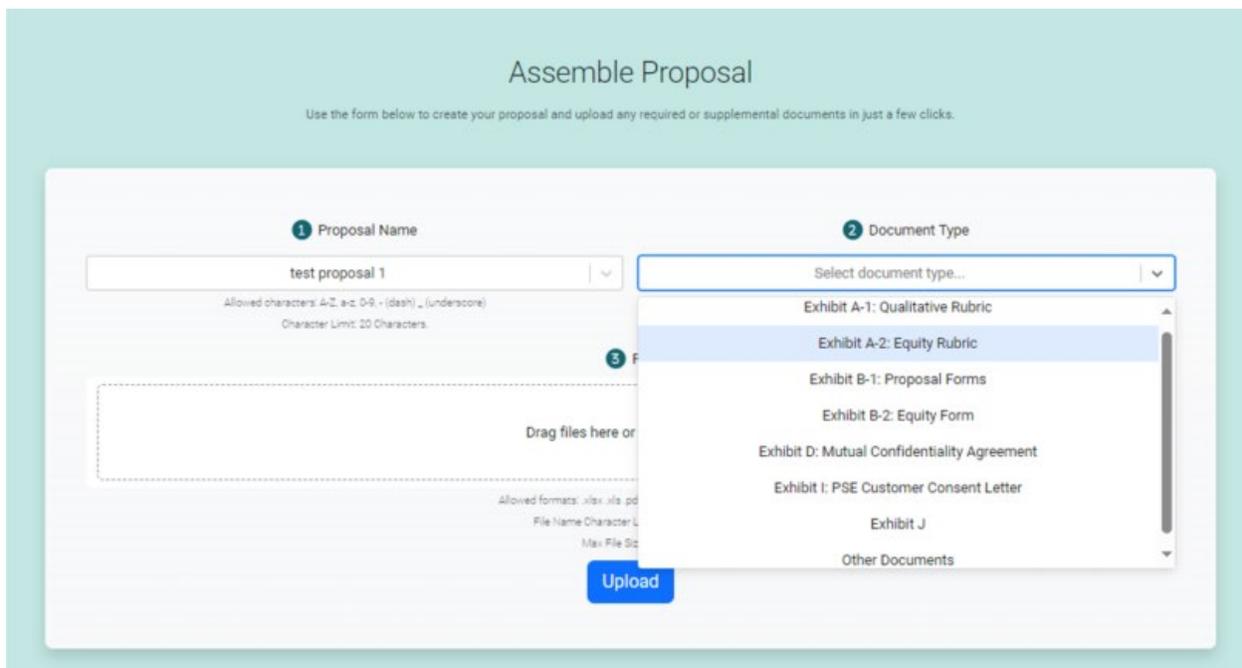
## 2. Document Type<sup>1</sup>

- **“Select document type”** from dropdown list:
  - a. Exhibit A-1 (required) – Qualitative Rubric
  - b. Exhibit A-2 (required) – Equity Rubric
  - c. Exhibit B-1 (required) – Proposal Form must be submitted in Excel format and cannot be modified. If Exhibit B-1 is modified or converted to an alternate file

<sup>1</sup> See instructions on page 6 to locate and download a copy of Exhibit B-1 and all other required documents.

type, the proposal will not pass the validation stage of proposal submission.

- d. Exhibit B-2 (required) – Equity Form
- e. Additional required documents include, as applicable:
  - i. Exhibit D - Mutual Confidentiality Agreement
  - ii. Exhibit I – PSE Customer Consent Letter
  - iii. Exhibit J – Prototype Term Sheet
- f. Other documents – Supplemental documents to support proposal

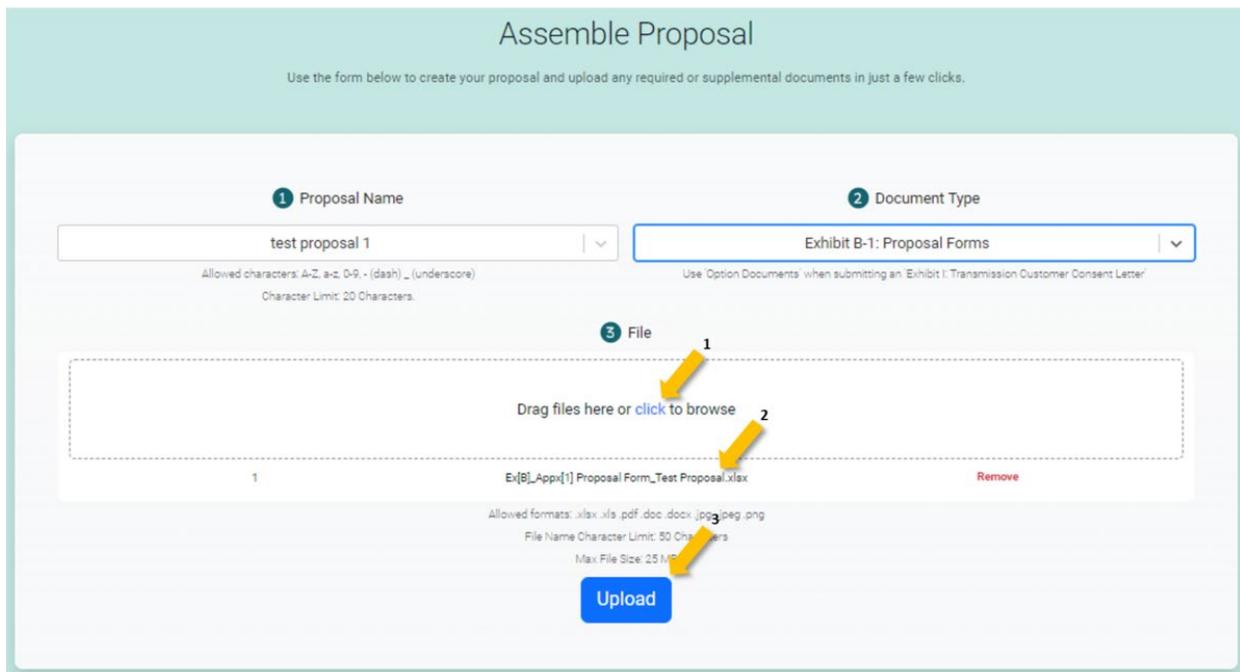


*\*Only one Exhibit B-1 file will be allowed per proposal.*

*\*Uploaded documents will be validated in the background.*

### 3. File | Browse to Upload

- Browse for RFP files on local machine. Only files with allowed formats (such as xlsx .xls .pdf .doc .docx .jpg, .jpeg .png) can be uploaded.
  - Drag files into File field or **“Click to browse”** to attach file(s).
  - Press **“Upload”** to begin the upload process.



- Scroll down and wait for the Upload Status to say **“Complete”**. If you logout before the status is complete, the documents will not be saved.
- Once all attachments are uploaded and complete, see Step 4 to Submit an RFP Proposal.\*

\* *Proposal files are not automatically submitted when uploaded. You must click **“Submit Proposal”** to submit a proposal.*

## Step 3: Manage Uploaded Documents

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Registered bidders can upload, manage, replace, or delete uploaded RFP documents before submitting their proposal(s), or withdraw, edit and resubmit RFP documents after submitting their proposal(s).

### **Managing Uploaded Documents before Proposal Submission**

#### 1. Actions | Download

Used to download an uploaded file from the proposal

#### 2. Actions | Delete

Used to delete/remove an uploaded file from the proposal

#### 3. Upload Status

All uploaded documents will be scanned for security and malware. Bidders are permitted unlimited opportunities to reload a file before submitting the proposal.

If an error(s) is detected, the system will notify the bidder of the error(s) in the display.

#### 4. Submit Proposal (See also Step 4)

Once all documents have been uploaded and successfully validated, click **“Submit Proposal”**.

## Example of an Exhibit B-1 proposal file with errors:

### Manage **Test Proposal1** Proposal

Use the table below to review all the files included in the currently selected RFP proposal.  
In order to submit, be sure all requirements are met ensure your proposal is complete and successful.

① Proposal not submitted.

Proposal Requirements  
*Hover over each requirement to view details*

✖

✔

✔

✖

✖

✔

✔

✖

✔

✔

| Row | Proposal Name  | Document Type                               | File Name  | Upload Date           | Upload Status | Actions   |
|-----|----------------|---|--|-----------------------|---------------|---|
| 1   | test proposal1 | Exhibit B-1: Proposal Forms                 | ExB-1 Test Proposal.xlsx                             | 6/17/2024 11:38:55 AM | Error ●       | <div style="display: flex; gap: 5px;"> <div style="border: 1px solid red; padding: 2px;">↓</div> <div style="border: 1px solid red; padding: 2px;">ⓧ</div> </div> |
| 2   | test proposal1 | Exhibit A-2: Equity Rubric                  | Ex[A]_Appx[1]_Rubric_Test Proposal.xlsx              | 6/17/2024 11:38:02 AM | Complete ●    | <div style="display: flex; gap: 5px;"> <div style="border: 1px solid red; padding: 2px;">↓</div> <div style="border: 1px solid red; padding: 2px;">ⓧ</div> </div> |
| 3   | test proposal1 | Exhibit A-2: Equity Rubric                  | Ex[A]_Appx[2]_Equity Rubric_Test Proposal.xlsx       | 6/17/2024 11:38:21 AM | Complete ●    | <div style="display: flex; gap: 5px;"> <div style="border: 1px solid red; padding: 2px;">↓</div> <div style="border: 1px solid red; padding: 2px;">ⓧ</div> </div> |
| 4   | test proposal1 | Exhibit B-2: Equity Form                    | Ex[B]_Appx[2]_Equity Form_Test Proposal.xlsx         | 6/17/2024 11:40:54 AM | Complete ●    | <div style="display: flex; gap: 5px;"> <div style="border: 1px solid red; padding: 2px;">↓</div> <div style="border: 1px solid red; padding: 2px;">ⓧ</div> </div> |
| 5   | test proposal1 | Exhibit D: Mutual Confidentiality Agreement | Ex[D]_Test Proposal.docx                             | 6/17/2024 11:41:11 AM | Complete ●    | <div style="display: flex; gap: 5px;"> <div style="border: 1px solid red; padding: 2px;">↓</div> <div style="border: 1px solid red; padding: 2px;">ⓧ</div> </div> |
| 6   | test proposal1 | Exhibit I: PSE Customer Consent Letter      | Ex[I]_PSE Customer Consent Letter_Test Proposal.docx | 6/17/2024 11:41:24 AM | Complete ●    | <div style="display: flex; gap: 5px;"> <div style="border: 1px solid red; padding: 2px;">↓</div> <div style="border: 1px solid red; padding: 2px;">ⓧ</div> </div> |

✉ Submit Proposal

## Example of a proposal with no errors:

### Manage **Test Proposal1** Proposal

Use the table below to review all the files included in the currently selected RFP proposal.  
In order to submit, be sure all requirements are met ensure your proposal is complete and successful.

① Proposal not submitted.

#### Proposal Requirements

Hover over each requirement to view details

Req. #1 | Req. #2 | Req. #3 | Req. #4 | Req. #5 | Req. #6 | Req. #7 | Req. #8 | Req. #9 | Req. #10

| Row | Proposal Name  | Document Type                               | File Name  | Upload Date           | Upload Status | Actions   |
|-----|----------------|---|--|-----------------------|---------------|---|
| 1   | test proposal1 | Exhibit B-1: Proposal Forms                 | Ex[B]_Appx[1] Proposal Form_Test Proposal.xlsx       | 6/17/2024 1:52:11 PM  | Complete      |   |
| 2   | test proposal1 | Exhibit A-1: Qualitative Rubric             | Ex[A]_Appx[1]_Rubric_Test Proposal.xlsx              | 6/17/2024 1:57:07 PM  | Complete      |   |
| 3   | test proposal1 | Exhibit A-2: Equity Rubric                  | Ex[A]_Appx[2]_Equity Rubric_Test Proposal.xlsx       | 6/17/2024 11:38:22 AM | Complete      |   |
| 4   | test proposal1 | Exhibit B-2: Equity Form                    | Ex[B]_Appx[2]_Equity Form_Test Proposal.xlsx         | 6/17/2024 11:40:55 AM | Complete      |   |
| 5   | test proposal1 | Exhibit D: Mutual Confidentiality Agreement | Ex[D]_Test Proposal.docx                             | 6/17/2024 11:41:12 AM | Complete      |   |
| 6   | test proposal1 | Exhibit I: PSE Customer Consent Letter      | Ex[I]_PSE Customer Consent Letter_Test Proposal.docx | 6/17/2024 11:41:25 AM | Complete      |   |
| 7   | test proposal1 | Exhibit J                                   | Ex[J] Appx [1]_Test Proposal.docx                    | 6/17/2024 1:56:28 PM  | Complete      |   |



Note: Uploading files does not constitute submission and no partial submissions will be considered. A proposal is not submitted unless the bidder selects the "Submit Proposal" button, when permitted. Once your proposal is submitted, a bidder must select the "Withdraw Proposal" button before any submitted files can be deleted or replaced. Bidders are reminded that for a proposal to be considered complete and eligible for consideration in PSE's 2024 voluntary all-source RFP, both a confirmed proposal submission and receipt of your bid fee are required. Bid fees are assessed only on the installed nameplate capacity of the proposal(s) submitted by the bidder. Please refer to Section 6 in the RFP document for more details. For other questions or additional support, please contact us using the link in the footer.

Bidders may upload, manage, replace, or delete uploaded RFP documents before submitting proposal(s) prior to the submission deadline, 11:59 PM PPT on August 30, 2024 for PSE self-build proposals or September 16, 2024 for all other proposals.

## Managing Uploaded Documents after Proposal Submission

See Step 5 to Withdraw and Resubmit a Proposal.

# Step 4: Submit an RFP Proposal

To submit your proposal, select the proposal name from the dropdown menu. The proposal must include all required RFP documents to pass validation. The **“Submit Proposal”** button will be enabled upon validation.

*Once a proposal is submitted, you will no longer be able to modify the proposal. However, you may withdraw, edit and resubmit the proposal until the bidding period closes at 11:59 PM PPT on August 30, 2024 for PSE self-build proposals or September 16, 2024 for all other proposals.*

## Manage Test Proposal1 Proposal

Use the table below to review all the files included in the currently selected RFP proposal. In order to submit, be sure all requirements are met ensure your proposal is complete and successful.

① Proposal not submitted.

### Proposal Requirements

Hover over each requirement to view details



| Row | Proposal Name  | Document Type                               | File Name  | Upload Date           | Upload Status | Actions |
|-----|----------------|---|--|-----------------------|---------------|---------|
| 1   | test proposal1 | Exhibit B-1: Proposal Forms                 | Ex[B]_Appx[1] Proposal Form_Test Proposal.xlsx       | 6/17/2024 1:52:11 PM  | Complete      |         |
| 2   | test proposal1 | Exhibit A-1: Qualitative Rubric             | Ex[A]_Appx[1]_Rubric_Test Proposal.xlsx              | 6/17/2024 1:57:07 PM  | Complete      |         |
| 3   | test proposal1 | Exhibit A-2: Equity Rubric                  | Ex[A]_Appx[2]_Equity Rubric_Test Proposal.xlsx       | 6/17/2024 11:38:22 AM | Complete      |         |
| 4   | test proposal1 | Exhibit B-2: Equity Form                    | Ex[B]_Appx[2]_Equity Form_Test Proposal.xlsx         | 6/17/2024 11:40:55 AM | Complete      |         |
| 5   | test proposal1 | Exhibit D: Mutual Confidentiality Agreement | Ex[D]_Test Proposal.docx                             | 6/17/2024 11:41:12 AM | Complete      |         |
| 6   | test proposal1 | Exhibit I: PSE Customer Consent Letter      | Ex[I]_PSE Customer Consent Letter_Test Proposal.docx | 6/17/2024 11:41:25 AM | Complete      |         |
| 7   | test proposal1 | Exhibit J                                   | Ex[J] Appx [1]_Test Proposal.docx                    | 6/17/2024 1:56:28 PM  | Complete      |         |

Note: Uploading files does not constitute submission and no partial submissions will be considered. A proposal is not submitted unless the bidder selects the "Submit Proposal" button, when permitted. Once your proposal is submitted, a bidder must select the "Withdraw Proposal" button before any submitted files can be deleted or replaced. Bidders are reminded that for a proposal to be considered complete and eligible for consideration in PSE's 2024 voluntary all-source RFP, both a confirmed proposal submission and receipt of your bid fee are required. Bid fees are assessed only on the installed nameplate capacity of the proposal(s) submitted by the bidder. Please refer to Section 6 in the RFP document for more details. For other questions or additional support, please contact us using the link in the footer.

Click **“Submit Proposal”**. Documents are not automatically submitted when uploaded. Users must click **“Submit Proposal”** to officially submit uploaded documents.

After selecting the **“Submit Proposal”** button, the submitted files will be scanned for malware and the Exhibit B-1 file will be validated for required content.

A successfully submitted proposal will result in a green band at the top of the screen displaying a confirmation message and Proposal ID. When processing is complete, the bidder will receive an email with the Proposal ID, at the registered email account on file.

Manage **Test Proposal1** Proposal

Use the table below to review all the files included in the currently selected RFP proposal. In order to submit, be sure all requirements are met ensure your proposal is complete and successful.

🔔 Proposal submitted.
Proposal ID: as-rfp2024-6421

Proposal Requirements

Hover over each requirement to view details

✔  
 Req. #1

✔  
 Req. #2

✔  
 Req. #3

✔  
 Req. #4

✔  
 Req. #5

✔  
 Req. #6

✔  
 Req. #7

✔  
 Req. #8

✔  
 Req. #9

✔  
 Req. #10

| Row | Proposal Name  | Document Type                               | File Name  | Upload Date           | Upload Status                                 | Actions |
|-----|----------------|---|--|-----------------------|---|---------|
| 1   | test proposal1 | Exhibit B-1: Proposal Forms                 | Ex[B]_Appx[1] Proposal Form_Test Proposal.xlsx       | 6/17/2024 1:52:11 PM  | Complete <span style="color: green;">●</span> |         |
| 2   | test proposal1 | Exhibit A-1: Qualitative Rubric             | Ex[A]_Appx[1]_Rubric_Test Proposal.xlsx              | 6/17/2024 1:57:08 PM  | Complete <span style="color: green;">●</span> |         |
| 3   | test proposal1 | Exhibit A-2: Equity Rubric                  | Ex[A]_Appx[2]_Equity Rubric_Test Proposal.xlsx       | 6/17/2024 11:38:22 AM | Complete <span style="color: green;">●</span> |         |
| 4   | test proposal1 | Exhibit B-2: Equity Form                    | Ex[B]_Appx[2]_Equity Form_Test Proposal.xlsx         | 6/17/2024 11:40:55 AM | Complete <span style="color: green;">●</span> |         |
| 5   | test proposal1 | Exhibit D: Mutual Confidentiality Agreement | Ex[D]_Test Proposal.docx                             | 6/17/2024 11:41:12 AM | Complete <span style="color: green;">●</span> |         |
| 6   | test proposal1 | Exhibit I: PSE Customer Consent Letter      | Ex[I]_PSE Customer Consent Letter_Test Proposal.docx | 6/17/2024 11:41:25 AM | Complete <span style="color: green;">●</span> |         |
| 7   | test proposal1 | Exhibit J                                   | Ex[J] Appx [1]_Test Proposal.docx                    | 6/17/2024 1:56:29 PM  | Complete <span style="color: green;">●</span> |         |

Withdraw Proposal

✔
Proposal Submitted

Note: Uploading files does not constitute submission and no partial submissions will be considered. A proposal is not submitted unless the bidder selects the "Submit Proposal" button, when permitted. Once your proposal is submitted, a bidder must select the "Withdraw Proposal" button before any submitted files can be deleted or replaced. Bidders are reminded that for a proposal to be considered complete and eligible for consideration in PSE's 2024 voluntary all-source RFP both a confirmed proposal submission and receipt of your bid fee are required. Bid fees are assessed only on the installed nameplate capacity of the proposal(s) submitted by the bidder. Please refer to Section 6 in the RFP document for more details. For other questions or additional support, please contact us using the link in the footer.

Bidders may submit additional proposals, as desired. All proposals must be successfully submitted prior to the close of the bidding period.

## Step 5: Withdraw and Resubmit a Proposal

A bidder may withdraw and resubmit a proposal from the portal as often as needed until the proposal submission deadline at 11:59 PM PPT on August 30, 2024 for PSE self-build proposals or September 16, 2024 for all other proposals.

Withdrawn proposal(s) that are not resubmitted prior to the submission deadline **will not** be considered for further RFP evaluation.

### **Withdraw a Proposal**

The “**Withdraw Proposal**” button (shown on next page) allows bidders to withdraw a proposal after it has been submitted. The button will only appear in the display after a proposal has been submitted.

## Manage Test Proposal1 Proposal

Use the table below to review all the files included in the currently selected RFP proposal. In order to submit, be sure all requirements are met ensure your proposal is complete and successful.

Proposal submitted.

Proposal ID: [as-rfp2024-6421](#)

### Proposal Requirements

Hover over each requirement to view details

- ✓  
Req.  
#1
- ✓  
Req.  
#2
- ✓  
Req.  
#3
- ✓  
Req.  
#4
- ✓  
Req.  
#5
- ✓  
Req.  
#6
- ✓  
Req.  
#7
- ✓  
Req.  
#8
- ✓  
Req.  
#9
- ✓  
Req.  
#10

| Row | Proposal Name  | Document Type                               | File Name  | Upload Date           | Upload Status | Actions |
|-----|----------------|---|--|-----------------------|---------------|---------|
| 1   | test proposal1 | Exhibit B-1: Proposal Forms                 | Ex[B]_Appx[1] Proposal Form_Test Proposal.xlsx       | 6/17/2024 1:52:11 PM  | Complete      |         |
| 2   | test proposal1 | Exhibit A-1: Qualitative Rubric             | Ex[A]_Appx[1]_Rubric_Test Proposal.xlsx              | 6/17/2024 1:57:08 PM  | Complete      |         |
| 3   | test proposal1 | Exhibit A-2: Equity Rubric                  | Ex[A]_Appx[2]_Equity Rubric_Test Proposal.xlsx       | 6/17/2024 11:38:22 AM | Complete      |         |
| 4   | test proposal1 | Exhibit B-2: Equity Form                    | Ex[B]_Appx[2]_Equity Form_Test Proposal.xlsx         | 6/17/2024 11:40:55 AM | Complete      |         |
| 5   | test proposal1 | Exhibit D: Mutual Confidentiality Agreement | Ex[D]_Test Proposal.docx                             | 6/17/2024 11:41:12 AM | Complete      |         |
| 6   | test proposal1 | Exhibit I: PSE Customer Consent Letter      | Ex[I]_PSE Customer Consent Letter_Test Proposal.docx | 6/17/2024 11:41:25 AM | Complete      |         |
| 7   | test proposal1 | Exhibit J                                   | Ex[J] Appx [1]_Test Proposal.docx                    | 6/17/2024 1:56:29 PM  | Complete      |         |

Withdraw Proposal

Proposal Submitted

*Note: Uploading files does not constitute submission and no partial submissions will be considered. A proposal is not submitted unless the bidder selects the "Submit Proposal" button, when permitted. Once your proposal is submitted, a bidder must select the "Withdraw Proposal" button before any submitted files can be deleted or replaced. Bidders are reminded that for a proposal to be considered complete and eligible for consideration in PSE's 2024 voluntary all-source RFP, both a confirmed proposal submission and receipt of your bid fee are required. Bid fees are assessed only on the installed nameplate capacity of the proposal(s) submitted by the bidder. Please refer to Section 6 in the RFP document for more details. For other questions or additional support, please contact us using the link in the footer.*

**Confirm**
✕

Are you sure you want to withdraw this proposal?

A proposal must be withdrawn before any changes can be made to the proposal documents.

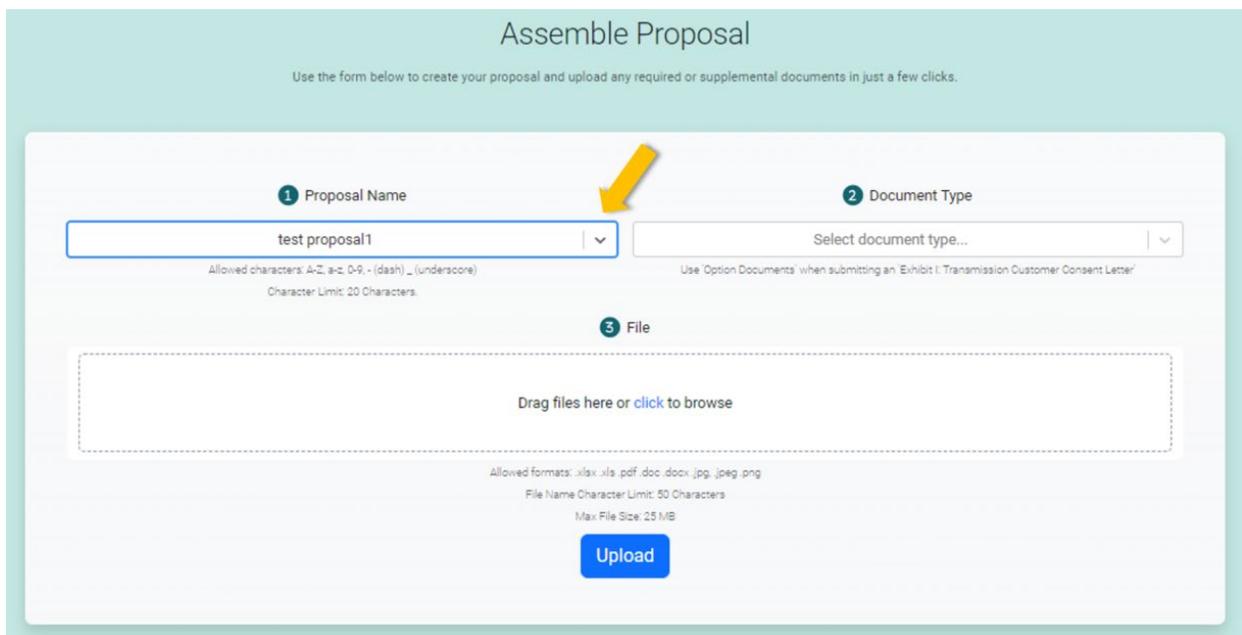
Cancel
Withdraw Proposal

## Resubmit a Revised Proposal

Withdrawn proposals may be modified and resubmitted through the portal until the proposal submission deadline.

### 1. Upload new or modified files

Once a proposal has been withdrawn, follow the instructions in Step 2 to upload new or modified files from the proposal assembly page. Choose the existing Proposal Name from the dropdown list to modify an existing proposal.



Assemble Proposal

Use the form below to create your proposal and upload any required or supplemental documents in just a few clicks.

**1 Proposal Name**

test proposal1

Allowed characters: A-Z, a-z, 0-9, -, (dash), \_ (underscore)  
Character Limit: 20 Characters.

**2 Document Type**

Select document type...

Use 'Option Documents' when submitting an 'Exhibit I: Transmission Customer Consent Letter'

**3 File**

Drag files here or [click to browse](#)

Allowed formats: .xlsx, .xls, .pdf, .doc, .docx, .jpg, .jpeg, .png  
File Name Character Limit: 50 Characters  
Max File Size: 25 MB

**Upload**

## 2. Download or delete proposal files

Bidders may use the action buttons in the display to download and edit, or delete files.

**Manage Test Proposal1 Proposal**

Use the table below to review all the files included in the currently selected RFP proposal. In order to submit, be sure all requirements are met ensure your proposal is complete and successful.

ⓘ Proposal not submitted.

**Proposal Requirements**  
*Hover over each requirement to view details*

Req. #1

Req. #2

Req. #3

Req. #4

Req. #5

Req. #6

Req. #7

Req. #8

Req. #9

Req. #10

| Row | Proposal Name  | Document Type                               | File Name  | Upload Date           | Upload Status                                 | Actions |
|-----|----------------|---|--|-----------------------|---|---------|
| 1   | test proposal1 | Exhibit B-1: Proposal Forms                 | Ex[B]_Appx[1] Proposal Form_Test Proposal.xlsx       | 6/17/2024 1:52:11 PM  | Complete <span style="color: green;">●</span> |         |
| 2   | test proposal1 | Exhibit A-1: Qualitative Rubric             | Ex[A]_Appx[1]_Rubric_Test Proposal.xlsx              | 6/17/2024 1:57:08 PM  | Complete <span style="color: green;">●</span> |         |
| 3   | test proposal1 | Exhibit A-2: Equity Rubric                  | Ex[A]_Appx[2]_Equity Rubric_Test Proposal.xlsx       | 6/17/2024 11:38:22 AM | Complete <span style="color: green;">●</span> |         |
| 4   | test proposal1 | Exhibit B-2: Equity Form                    | Ex[B]_Appx[2]_Equity Form_Test Proposal.xlsx         | 6/17/2024 11:40:55 AM | Complete <span style="color: green;">●</span> |         |
| 5   | test proposal1 | Exhibit D: Mutual Confidentiality Agreement | Ex[D]_Test Proposal.docx                             | 6/17/2024 11:41:12 AM | Complete <span style="color: green;">●</span> |         |
| 6   | test proposal1 | Exhibit I: PSE Customer Consent Letter      | Ex[I]_PSE Customer Consent Letter_Test Proposal.docx | 6/17/2024 11:41:25 AM | Complete <span style="color: green;">●</span> |         |
| 7   | test proposal1 | Exhibit J                                   | Ex[J] Appx [1]_Test Proposal.docx                    | 6/17/2024 1:56:29 PM  | Complete <span style="color: green;">●</span> |         |

✔ Submit Proposal

*Note: Uploading files does not constitute submission and no partial submissions will be considered. A proposal is not submitted unless the bidder selects the "Submit Proposal" button, when permitted. Once your proposal is submitted, a bidder must select the "Withdraw Proposal" button before any submitted files can be deleted or replaced. Bidders are reminded that for a proposal to be considered complete and eligible for consideration in PSE's 2024 voluntary all-source RFP, both a confirmed proposal submission and receipt of your bid fee are required. Bid fees are assessed only on the installed nameplate capacity of the proposal(s) submitted by the bidder. Please refer to Section 6 in the RFP document for more details. For other questions or additional support, please contact us using the link in the footer.*

## Confirm Submission

Before the proposal due date on 11:59 pm PT on Friday, Aug 16th 2024, you may withdraw or resubmit the proposal if needed.

Cancel

Submit Proposal

### 3. Submit modified proposal

Once the proposal has been modified and successfully validated, resubmit the proposal through the portal by clicking the “**Submit Proposal**” button on the display.

*Note: The Proposal ID number will be the same number as issued on the initial proposal submission.*

## Frequently Asked Questions (FAQ)

This section is designed to answer common questions about the 2024 Voluntary All-Source RFP submission portal. If your question is not addressed in this section, please direct your question to [AllSourceRFPmailbox@pse.com](mailto:AllSourceRFPmailbox@pse.com).

### **Is my proposal safe?**

All RFP proposal documents will be scanned for malware and then securely saved in an encrypted database.

### **Can I submit an RFP bid early?**

Yes. Bidders may submit a proposal before the submission deadline of 11:59 PM PPT on August 30, 2024 for PSE self-build proposals or September 16, 2024 for all other proposals.

### **How many times can I submit a bid before the deadline?**

Bidders can submit and withdraw a bid as many times as necessary before the deadline of 11:59 PM PPT on August 30, 2024 for PSE self-build proposals or September 16, 2024 for all other proposals.

### **How will I know if my bid was successfully submitted?**

Once the bidder clicks the “**Submit Proposal**” button, the bidder will receive an email at the registered account on file that includes the Proposal ID. The Proposal ID can also be found in the users RFP portal account. All submitted files will be scanned for malware and PSE will notify the bidder if any issues are detected.

### **What is a Proposal ID, Why do I need it?**

A Proposal ID is a unique identifier that will be assigned when a bid is successfully submitted.

- Proposal IDs are used by bidders to:
  - Withdraw and resubmit proposals before the submission deadline (will not delete/change the proposal ID)
  - Upload responses to PSE data requests through the portal during the evaluation process
- PSE uses proposal IDs to:
  - Associate a proposal with its corresponding bid fee
  - Track proposals during the evaluation, and to internally communicate findings and results
  - Anonymize proposals for the purposes of regulatory filings or proceedings, and required public disclosures to protect the confidentiality of bidders and projects

### **Can I withdraw a submitted proposal?**

Yes. Bidders can withdraw submitted proposals by selecting the “**Withdraw Proposal**” button after successful bid submission.

### **What to do if I have issues with the Web portal?**

If the web page is unresponsive, please refresh the page and return to the prior step.

### **What is the last date\* for RFP bid submission?**

Voluntary All-Source RFP bids must be submitted before the submission deadline of 11:59 PM PPT on August 30, 2024 for PSE self-build proposals or September 16, 2024 for all other proposals.

\*All times and dates are Pacific Prevailing Time.

### **Where can I find this user guide?**

This RFP Submission User's Guide is available for download at the top of the RFP submission portal and under the help section of the RFP web portal at <https://rfp.pse.com>.

## Need additional help?

For Additional assistance, please contact [AllSourceRFPmailbox@pse.com](mailto:AllSourceRFPmailbox@pse.com).

## Let us know what you think

Feedback, questions and concerns can be sent to [AllSourceRFPmailbox@pse.com](mailto:AllSourceRFPmailbox@pse.com).