

Instruction Guide for Appendix A1- Offer Form - Compensated Self-Shown Commitment

The purpose of this document is to provide information about Appendix A1 – Offer Form - Compensated Self-Shown Commitment. Reference the 2023 CPE Local RA RFO Solicitation Protocol located on the [2023 CPE Local RA RFO](#) website for details about this RFO. To the extent there are any inconsistencies between the information provided in this document and the requirements in the 2023 CPE Local RA RFO Solicitation Protocol the Solicitation Protocol shall govern.

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The Setup Initial Offer Screen

When the new copy of the Offer Form is opened for the first time the Initial Input Screen is displayed:

Setup Initial Offer

Select Resources: (NA or No for none)

Storage Resource

Non-Hydro Renewables Resource

DR Resource

Hydro Resource

RA Project New or Existing

New

Existing

After making these choices, the form will be locked and they cannot be changed. If you want to change the basic parameters of the Agreement you will need to start with a new copy of the Offer Form.

Create Offer

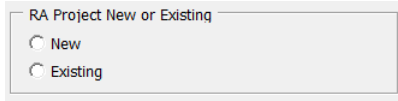
Please note that all inputs on this panel are required. An error message is displayed if an attempt is made to move beyond this panel before all required inputs have been satisfied.

Also please note the declaration in red near the bottom of the panel.

After making these choices, the form will be locked and they cannot be changed. If you want to change the basic parameters of the Agreement you will need to start with a new copy of the Offer Form.

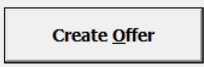
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For Compensated Self-Shown Commitments, the definition for New and Existing resources can be found in Attachment 2A - Section V of the 2023 CPE Local RA RFO Solicitation Protocol.



Please note that a partially completed Setup Initial Offer screen cannot be saved. All required inputs must be satisfied before the form can be saved.

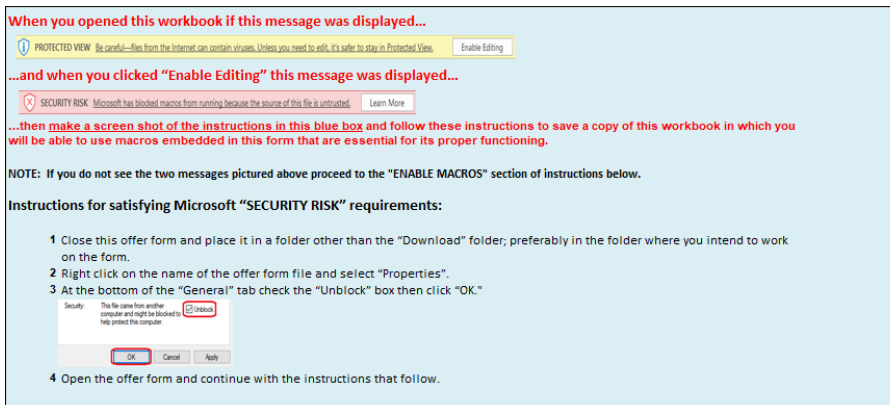
When all required inputs on the Setup Initial Offer screen have been populated Click the “Create Offer” button.



The Setup Initial Offer screen will be hidden, and the “Instructions” tab will be displayed.

The “Instructions” Tab

Please read the “Instructions” tab carefully.

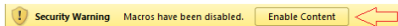


ENABLE MACROS - OTHERWISE THIS WORKBOOK WILL NOT FUNCTION PROPERLY.

Macros can be enabled by clicking the “Enable Macros” button on the “Microsoft Excel Security Notice” that is displayed before the form opens...



...or by clicking the “Enable Content” button that is sometimes displayed at the top of the screen when the form first opens.



Unless otherwise provided herein, all capitalized terms shall have the meaning ascribed to them in 2023 CPE Local RA RFO dated March 21, 2023 or the applicable Agreement.

Important Notes

1. Follow the instructions on the “File Name” tab explicitly. This offer form will not be accepted if the steps outlined on that tab have not been followed!
2. Please submit this file in Microsoft Excel. Other versions will not be accepted.
3. Please save often.
4. Do not copy-and-paste into this workbook from past offer forms as that can confound the operation of macros in this workbook.
5. The workbook is set to recalculate automatically, however, if for some reason it is not refreshed automatically, please press **F9** to refresh.
6. Please close all other Excel files while using this workbook to prevent its macros from producing unwanted interactions across open workbooks.
7. Every cell with an orange background must be filled in. As you fill these fields in, the orange background will disappear. Check that all entry fields are green.
8. If a cell has a white background then you cannot enter data.
9. If you encounter any digital or disability access issues or would like to provide PG&E with feedback or suggestions, please e-mail our ADA Support Team at ADAsupport@pge.com. The mailbox is monitored during regular business hours (M-F, 8am-5pm). We will respond to your inquiry within 1 business day.

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As noted in the instructions, it is **important that macros are always enabled** when entering information into the Offer Form, and that the instructions of the “File_Name” tab are followed exactly.

After the instructions are thoroughly reviewed proceed to the “OfferInfo” tab.

The “OfferInfo” Tab

All input fields that have an orange background are required to be populated unless otherwise specified.

Project Street Address

When a required field has been populated the background turns green.

Project Street Address

Fields with a light gray background color cannot be edited. For example, this field displays a value it inherited from the Setup Initial Offer screen, and that value cannot be changed.

Will project include any Storage component?

“OfferInfo” Tab: Agreement Type Section

- Participant provides the Project Name, Project Site Name (if there are multiple Projects located on the site), and location information
- Participant must indicate if the resource is Front of The Meter (“FTM”) or Behind the Meter (“BTM”)
- Participant provides the Resource ID for the resource if one exists

AGREEMENT TYPE	
Agreement Type	Compensated Self-Shown Commitment
Will project include any Storage component?	Lithium Ion (Li Ion) Batteries
Will project include any Renewables component?	NA
Will project include any Hydro component?	NA
Will project include any DR component?	NA
New or Existing RA Project?	New
Counterparty Type	CPUC Jurisdictional Load Serving Entity
Is this resource in front of the meter or behind the meter?	
Project Name	
Project Site Name	
Project Street Address	
Project City	

These fields are auto populated based on values entered by Participant on Setup Initial Offer screen

Participant must indicate whether resource is FTM or BTM

(continued on next page)

“OfferInfo” Tab: Participant Information Section

- Participant is asked for counterparty contact information, resource developer, and ownership information
- Participant should indicate whether they are a CPUC jurisdictional load serving entity within PG&E’s ServiceTerritory and whether they have previously executed an agreement with PG&E for wholesale energy, ancillary services, Resource Adequacy and/or renewable energy certificates

PARTICIPANT INFORMATION	
Is the Participant a CPUC Jurisdictional LSE serving load in PG&E's Service Territory?	
Has Participant ever executed an agreement with PG&E for wholesale energy, ancillary services, Resource Adequacy, and/or renewable energy certificates?	
Counterparty/Legal Entity: Name	
Street Address	
City	
State	
Zip Code	
Country	
Website URL	
Authorized Contact #1: First Name	
Last Name	

Participant can answer through Yes/No dropdown menu options

- Participant should provide information about the Participant’s underlying agreement for the resource. See column S for additional details about the start and end dates

Participant's Underlying Agreement Information	
-For Non-Utility Owned Generation, is the Participant's underlying contract the resource's original offtake contract?	
-For Utility Owned Generation, is the resource still within its original useful life?	
Start Date or Approval Date (Date must be in MM/DD/YYYY format)	
End Date (Date must be in MM/DD/YYYY format)	

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“OfferInfo” Tab: Transaction Section

- Compensated Self-Shown Commitments:
 - Enter the Initial Shown Date and Shown Term of the Offer
 - Please refer to Attachment 2A – Section II of the 2023 CPE Local RA RFO Solicitation Protocol for an overview of the Initial Shown Date and the Shown Term

TRANSACTION (Capacity Attributes of Product as of Execution Date)	
Shown Term Details	
Initial Shown Date	
Shown Term	

Select Initial Shown Date and Shown Term from dropdown menus

- Participants should enter the Contract Price (\$/kW-month) for each calendar year of the Shown Term

Contract Price Details (\$/kw-month)	
Calendar Year 2024	
Calendar Year 2025	
Calendar Year 2026	

Enter the Contract Price. Participants are encouraged to review the LCR Reduction Compensation Mechanism 2023 Prices published by the CPUC (see column S for additional details)

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“OfferInfo” Tab: Project Information

- Participant selects the Project’s Local Area and Sub-Area combination (select “NA” if the Project does not have a Sub-Area) from a picklist. BTM Projects will select from dropdown menu of Local Area and Sub LAP combinations
- Remaining prompts for Project Information and Interconnection Information will vary slightly depending on whether the Project is New or Existing. The screen shot below represents prompts for a FTM Project that is New

Project Information	
CAISO Transmission Access Charge Area (e.g. PG&E)	PG&E
Local Area - Sub Area	
Census Tract of Resource Location	
Does the Census Tract of the Resource Location have a CalEnviroScreen Score?	
Maximum Cumulative Capacity (MCC) Bucket of the Resource	
Annual CO2 Emissions Forecast	
Flexible Capacity Category of the Resource	
Electrical Interconnection Information	
Does the Project have existing interconnection?	
Does the Project have a completed Interconnection Agreement or Equivalent Study?	
Zone (e.g. NP-15)	
Physical point of interconnection to CAISO Grid	
PNode	
Substation	

Participant must select Project’s Local Area and Sub Area (if applicable). For BTM Projects, Participant will be asked to choose from a list of Local Area and Sub LAP choices

For additional information related to Census Tract, CalEnviroScreen Score, and Pollution Burden please use the following link:
https://www.pge.com/pge_global/common/pdfs/for-our-business-partners/resource-adequacy-central-procurement/2023_CPE/2023_CPE_Local_RA_RFO-Offer_Form_Guide-Census_Tract-CES-Pollution_Burden.pdf

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“OfferInfo” Tab: Supply Chain Responsibility, Multi Use Application, and Attestations & Acknowledgements

- Enter the information requested about certifications and programs the company has in place
- For storage Projects, list any additional services the Project will provide outside of this RFO
- Complete the Acknowledgement of Protocol and Attestation sections by entering or selecting your response

SUPPLY CHAIN RESPONSIBILITY	
• Certification	
Is your company certified as a minority, woman, service disabled veteran-owned (DVBE) business, lesbian, gay, transgender (LGBT) business? (select only one)	
Is your company a certified small business?	
• Programs	
Does your company have specific programs designed to recruit and develop small, diverse suppliers/subcontractors (e.g. outreach, training, mentorship, etc.).	
Please describe each program and list any suppliers that you have developed over the last twelve months.	
Does your company plan to subcontract any of the work pertaining to this RFO to California CPUC-certified diverse	
Does your company have a Code of Conduct policy for its employees?	
Does your company have a Code of Conduct policy for its suppliers?	
MULTI USE APPLICATION	
For Storage Projects Only	
Per CPUC D.18-01-003 Adopted Rule 3 , storage provider is required to list any additional services the storage resource will provide outside of this RFO.	
Reference Table 1 within the Decision for a list of services.	
ATTESTATIONS & ACKNOWLEDGEMENTS	
• Acknowledgement of Protocol	
By selecting "Yes" Participant hereby agrees to the terms of the Solicitation Protocol. Participant acknowledges that any costs incurred to become eligible or remain eligible for the RFO, and any costs incurred to prepare an offer for this RFO are solely the responsibility of Participant.	
Title	
Electronic Signature	
Select "Yes" to certify that the typed name acts as your electronic signature.	
• Participant Authorization	
By selecting "Yes" Participant hereby confirms that they are "a duly authorized representative of Participant."	
Title	
Electronic Signature	
Select "Yes" to certify that the typed name acts as your electronic signature.	
• Attestation	
By providing the electronic signature below Participant hereby attests that all information provided in this Offer Package and in response to this 2023 CPE Local RA RFO is true and correct to the best of Participant's knowledge as of the date such information is provided.	
Title	
Electronic Signature	
Select "Yes" to certify that the typed name acts as your electronic signature.	
• Participant's Agreement to the Confidentiality Agreement	
By selecting "Yes" Participant hereby acknowledge and agree to all of the terms and conditions in the Confidentiality Agreement.	
Title	
Electronic Signature	
Select "Yes" to certify that the typed name acts as your electronic signature.	

After completing the Supply Chain Responsibility, Multi Use Application, and Attestations & Acknowledgements sections, and ensuring that the information you have entered is complete and accurate, Participant can proceed to the “File_Name” tab.

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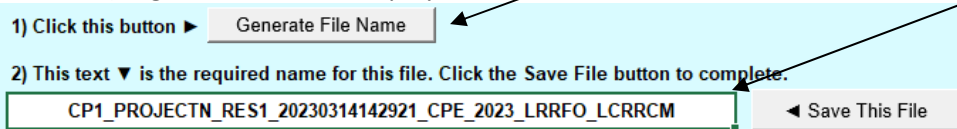
The “File_Name” Tab

Following the directions on the “File Name” tab is the final step before form submission. The primary function of the “File_Name” tab is to generate the file name that must be used as the name of the submitted form. That generated file name is the unique identifier that will be associated in PG&E systems with the variants that are submitted via the form.

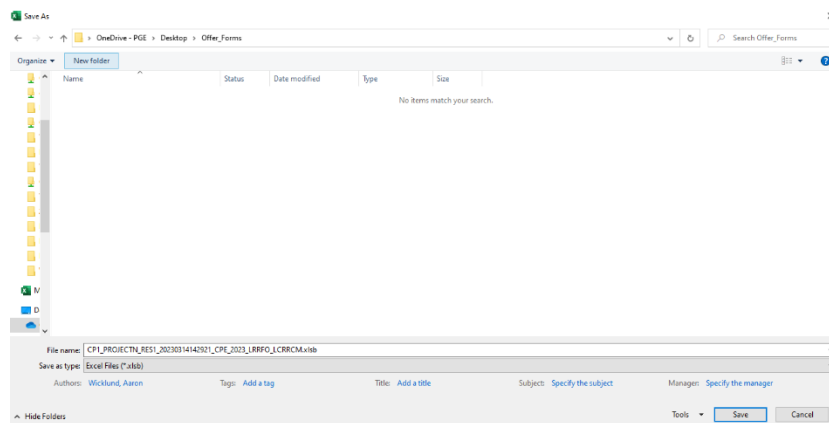
Before a file name can be generated these three fields must be populated on the “OfferInfo” tab:

- Project Name
- CAISO Resource ID (“NA” if a new project or not available)
- Counterparty/Legal Entity Name

When those fields are populated and the “Generate File Name” button is clicked the file name (unique identifier) is generated and is displayed.



To save the form using the generated file name click “Save This File”. A conventional Excel “Save As” panel will be displayed.



Navigate to a secure location on your system where the form housed and where you can refer to it if PG&E has questions.

Save the form. Do not change the file name since that is the name PG&E will reference should questions arise.

Submit a copy of the form to PG&E.

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Offer Form Submission

For information related to submitting an Offer Form, reference the 2023 CPE Local RA RFO Solicitation Protocol located on the [2023 CPE Local RA RFO](#) website.

Questions

PG&E CPE encourages Participants to submit any inquiries via e-mail to CPESolicitations@pge.com and CC the Independent Evaluator (“IE”), Merrimack Energy Group, Inc., at merrimackIE@merrimackenergy.com.