

# **2026 Central Procurement Entity (“CPE”) Local Resource Adequacy (“RA”) Request for Offers and Commitments (“RFO”)**

## **PowerAdvocate User Guide**

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## PowerAdvocate Registration Instructions

**PG&E CPE strongly encourages Participants to register with PowerAdvocate as soon as possible.**

This RFO includes the two offer types listed in the following table. To participate in this RFO, register through PowerAdvocate at one of the following Public Registration Links based on your Participating Organization (PG&E or non-PG&E).

Offer Type	PowerAdvocate Links	Event ID
Competitive Offer(s) from PG&E Participant	<a href="https://www.poweradvocate.com/pR.do?okey=239264&amp;pubEvent=true">https://www.poweradvocate.com/pR.do?okey=239264&amp;pubEvent=true</a>	239264
Competitive Offer(s) from All Non-PG&E Participants	<a href="https://www.poweradvocate.com/pR.do?okey=239265&amp;pubEvent=true">https://www.poweradvocate.com/pR.do?okey=239265&amp;pubEvent=true</a>	239265

### How to Register

**Step 1: Enter your email address and select “I’m not a robot”**

Select Language

English (U.S.)

Enter your e-mail

I'm not a robot reCAPTCHA  
Privacy - Terms

SEND CODE

**Step 2: Click “Send Code”**

SEND CODE



### Step 3: Enter the verification code sent to your e-mail address and click “Continue”

Resend Code

Your use of the site is governed by these [Terms of Use](#). By clicking "Continue" button below, you acknowledge that you have read these Terms of Use and you accept and agree that, each time you use the Site, you will be bound by the Terms of Use then accessible through the link(s) on the login page.

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[CONTINUE](#)

### Step 4: Enter Reason for requesting access and click “Continue”

To request access to this bid event, provide a reason below and click continue. Your request for access will be approved or denied by the Event Coordinator and you will receive further instructions via e-mail.

Reason for request for access \*

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**Participants that have an existing PowerAdvocate account may skip to Step 10 where you can continue registration if you have received your existing account's PowerAdvocate Account Activation email.**

**Steps 5 through 9 must be exercised if you do not have a pre-existing PowerAdvocate account.**

### Step 5: Enter Contact Information

---	First Name *	Last Name *
Work Phone *		
Job Title		
Select Timezone*		

[RESTART REGISTRATION](#)

[CONTINUE](#)

## Step 6: Enter Company Name

Search our database for your company. If it doesn't exist, add it.

Select Company

 X  
  
A<sup>z</sup> People Refresh

## Step 7: Select the name of your company OR add yourself as a new company

If your company does not already exist in the PowerAdvocate database, please add the company by clicking on the below link and filling out the necessary information:

[Company "Example Company" not listed? Click to add it.](#)

Please complete the following fields

<input type="text" value="Site Name"/>	
<input type="text" value="Address Line 1 *"/>	
<input type="text" value="Address Line 2"/>	
<input type="text" value="United States of America"/>	<input type="text" value="City *"/>
<input type="text" value="State or Province"/>	<input type="text" value="Zip / Postal code *"/>
<input type="text" value="Site Phone Number *"/>	<input type="text" value="Site Type"/>

Only one registration per company is required. If you are planning to enter into a Joint Venture or Partnership you will need to complete a new registration for the Primary Company Joint Venture or Partnership. Please use the Primary Company Joint Venture or Partnership format to create the company name.

For example, if your company name is primary and your company name is "DarkStar Energy" and you plan to enter into a joint venture or partnership with a company named "FlashingLight Energy" while participating in this RFO you would need to complete a registration for "DarkStar Energy" and a separate registration for "DarkStar Energy\_FlashingLight Energy".



## Step 8: Enter Login Information and click “Submit & Login”

Enter a Username and Password for your login

Username \*

Password \*

Confirm Password \*

[BACK](#)[SUBMIT & LOGIN](#)

## Step 9: Initial Registration Complete

You will receive an e-mail with the following language:

**Registration : Complete**

**Congratulations! You have successfully completed your PowerAdvocate registration.**

You may now Login at any time to update your personal and company profile or view Bid Events, Contracts, and Portals.

## Step 10: Now that you are registered click again on the pertinent offer or commitment type PowerAdvocate Link

Click the appropriate PowerAdvocate Link based on your Participating Organization (PG&E or non-PG&E).

Offer Type	PowerAdvocate Links	Event ID
Competitive Offer(s) from PG&E Participant	<a href="https://www.poweradvocate.com/pR.do?okey=239264&amp;pubEvent=true">https://www.poweradvocate.com/pR.do?okey=239264&amp;pubEvent=true</a>	239264
Competitive Offer(s) from All Non-PG&E Participants	<a href="https://www.poweradvocate.com/pR.do?okey=239265&amp;pubEvent=true">https://www.poweradvocate.com/pR.do?okey=239265&amp;pubEvent=true</a>	239265

Enter the email address that you registered and select “I’m not a robot.”

Select Language

English (U.S.)

Enter your e-mail

I'm not a robot  reCAPTCHA  
Privacy - Terms

SEND CODE

**Step 11: Enter the verification code sent to your e-mail address and click “Continue”**

Verification Code

Resend Code

Your use of the site is governed by these [Terms of Use](#). By clicking "Continue" button below, you acknowledge that you have read these Terms of Use and you accept and agree that, each time you use the Site, you will be bound by the Terms of Use then accessible through the link(s) on the login page.

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**Step 12: Your existing account will be identified. Select “Continue”****Step 13: Enter Reason for requesting access and click “Continue”**

To request access to this bid event, provide a reason below and click continue. Your request for access will be approved or denied by the Event Coordinator and you will receive further instructions via e-mail.

Reason for request for access \*

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**Step 14: PowerAdvocate Event Registration Complete****Step 15: Once approved, Participants Will Receive an Email Confirming Registration**

Once registration is complete, participants will receive a confirmation email advising that their access to the event is available. After access is granted, you will be able to enter the platform via web browser and navigate areas of the PowerAdvocate platform associated with one of the following event links depending upon which of these links you employed when following the



instructions above.

Offer Type	PowerAdvocate Links	Event ID
Competitive Offer(s) from PG&E Participant	<a href="https://www.poweradvocate.com/pR.do?okey=239264&amp;pubEvent=true">https://www.poweradvocate.com/pR.do?okey=239264&amp;pubEvent=true</a>	239264
Competitive Offer(s) from All Non-PG&E Participants	<a href="https://www.poweradvocate.com/pR.do?okey=239265&amp;pubEvent=true">https://www.poweradvocate.com/pR.do?okey=239265&amp;pubEvent=true</a>	239265

If you do not receive a confirmation email in a timely fashion, check your spam or junk folder for emails from PowerAdvocate.

For any issues related to access to the PowerAdvocate, please contact PowerAdvocate Technical Support: (857) 453-5800 or [support@poweradvocate.com](mailto:support@poweradvocate.com).

PowerAdvocate functions in most web browsers, however, using older browsers such as Internet Explorer (IE) may cause certain functionality to work unexpectedly. Should you encounter problems, PowerAdvocate support may be unable to help.

## Logging In

Open a web browser and go to <http://www.poweradvocate.com>. The PowerAdvocate login page will be displayed (you may wish to bookmark this page for quick access).

- 1) Click the orange **Login** button.
- 2) Enter your account **Username** and **Password** (both are case-sensitive). If you have an account but do not remember your user information, click “Forgot Username” or “Forgot Password” and they will be emailed to you.
- 3) Click the event name in the “My Bid Events” column.



## Downloading Documents

Select the “Download Documents” tab. A list of RFO documents/materials will be displayed.

217118 : Central Procurement Entity (CPE) Local Resource Adequacy (RA) Solicitation - Test Event					Pacific Gas and Electric Company (PG&E)		
Open: 01/30/24 08:00 AM (PST) Close: 02/02/24 04:00 PM (PST) Time Remaining: 3 days 0 hours 21 mins 19 secs		Buyer Contact: CPE Solicitations					
Status		1. Download Documents	2. Upload Documents	3. Commercial Data	4. Technical Data	5. Pricing Data	Messaging
<b>Bid</b>							
<a href="#">Select All</a> <a href="#">Download Selected Files</a> <a href="#">Clear All</a>							
<b>Commercial and Administrative</b>							
Document Description	Issue Date	Ref ID	File Name	File Size	Download		
<a href="#">2023 CPE RFO - Appendix_B2_Supplemental_Counterparty_Financial_Information</a>	01/30/24		2023_CPE_RFO_-_Appendix_B2_Supplemental_Counterparty_Financial_Information.docx	35.52 KB	<input type="checkbox"/>		
<a href="#">2023 CPE RFO_Appendix_B1_Supplemental_Resource_Information_Final_(Updated_13April2023)</a>	01/30/24		2023_CPE_RFO_Appendix_B1_Supplemental_Resource_Information_Final_(Updated_13April2023).xlsx	54.8 KB	<input type="checkbox"/>		
<a href="#">2023PG&amp;CELocalRARFO_AppendixD_ConfidentialityAgreement</a>	01/30/24		2023PG&CELocalRARFO_AppendixD_ConfidentialityAgreement.pdf	147.42 KB	<input type="checkbox"/>		
<a href="#">Appendix_E1-Compensated_Self-Shown_Commitment_Agreement</a>	01/30/24		Appendix_E1-Compensated_Self-Shown_Commitment_Agreement.docx	161.26 KB	<input type="checkbox"/>		
<a href="#">Appendix_E2-RA_Agreement_for_Owner_of_Existing_Resource</a>	01/30/24		Appendix_E2-RA_Agreement_for_Owner_of_Existing_Resource.docx	254.15 KB	<input type="checkbox"/>		
<a href="#">Appendix_E3-RA_Agreement_for_Owner_of_New_Resource</a>	01/30/24		Appendix_E3-RA_Agreement_for_Owner_of_New_Resource.docx	200.34 KB	<input type="checkbox"/>		
<a href="#">Appendix_E4-RA_Agreement_for_Non-Owner_of_Existing_Resource</a>	01/30/24		Appendix_E4-RA_Agreement_for_Non-Owner_of_Existing_Resource.docx	246.62 KB	<input type="checkbox"/>		
<a href="#">Appendix_E5-RA_Agreement_for_Non-Owner_of_New_Resource</a>	01/30/24		Appendix_E5-RA_Agreement_for_Non-Owner_of_New_Resource.docx	263.99 KB	<input type="checkbox"/>		

Select the relevant documents based on your Offer/Commitment type by clicking the “Download” checkbox to the right of the file information.

**Be sure you download files based on the Offer/Commitment package requirements listed in Attachments 1 and 2 of the 2026 PG&E CPE Local RA RFO – Solicitation Protocol.**

After selecting the necessary files for download, click the “Download Selected Files” button.

## Uploading Documents

Select the “Upload Documents” tab. A panel like the following will be displayed.

114636 : 2021 Central Procurement Entity (CPE) Local Resource Adequacy (RA) Solicitation - Non-Compensated Self-Shown Offers					Pacific Gas and Electric Company (PG&E)						
Open: 04/23/21 01:00 PM (PDT) Close: 05/17/21 01:00 PM (PDT) Opening In: 1 day 19 hours 58 mins 11 secs		Buyer Contact: CPE Solicitations									
Status		1. Download Documents	2. Upload Documents	3. Commercial Data	4. Technical Data	5. Pricing Data	Messaging				
<b>Bid</b>											
<b>Upload Bid Proposal</b>											
<b>Document Type *</b> <input type="text" value="Select from List"/>		<b>Reference ID</b> <input type="text"/>		<b>* Required Field</b>							
<b>Select File(s) Location</b> <input type="text" value="Choose File"/> <input type="button" value="No file chosen"/>		<input type="button" value="Selected File(s)"/>		<input type="button" value="Submit Document"/>							
<b>Bid Submissions</b>											
No documents have been uploaded for this bid event.											

Under the “Document Type” header, pull down the drop-down list and select “Commercial and Administrative”. Please submit all Commitment or Offer information under this category and not in either “Technical Information” or “Pricing”. You do not need to enter a “Reference ID”.

Under “Select File(s) Location” click the “Choose File” button and navigate to the location from which you will be uploading your documents.

**Be sure you submit files corresponding to all items listed in the Solicitation Protocol.**

**Your submittals must be complete before the posted deadline, which can be found as follows:**

- 1) Click "Dashboard" on the ribbon in the upper right corner of the PowerAdvocate screen.

Dashboard   Profile   Company   Help   Logout

- 2) Find the event name in the "Event" column.
- 3) The close date will be listed in the "Close" column.

**Submittals will not be accepted after the close deadline.**

If you have an RFO-related question, please email [CPESolicitations@pge.com](mailto:CPESolicitations@pge.com). As a reminder, if you have any technical questions related to the PowerAdvocate platform, please contact PowerAdvocate Technical Support: (857) 453-5800 or [support@poweradvocate.com](mailto:support@poweradvocate.com).

**End of Document**