


**PG&E strongly encourages Participants to register with Power Advocate well before Offers are due.**


**Registration:**


All Offer submittal information pertaining to this RFO will be hosted on the Power Advocate site. In order to participate in this RFO, Participants must register through Power Advocate at the Public Registration Link: <https://www.poweradvocate.com/pR.do?okey=40123&pubEvent=true> .


**Step 1: Enter email address**


**Registration : Security Check**

  
Security Check

  
Invitation Information

  
Personal Information

  
Address Information

  
Company Detail

**Email Security Check**

Welcome! For security purposes, please enter your email address below:

Email Address: \*


\* Required Field


Your use of the site is governed by these [Terms of Use](#) . By clicking on the 'Continue' button below in order to complete this registration process, 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.


PowerAdvocate Corporate: (857) 453-5700 • PowerAdvocate Technical Support: (857) 453-5800 • [support@poweradvocate.com](mailto:support@poweradvocate.com)  
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**Step 2: Enter Contact Information**


**Registration : Invitation Information**

  
Security Check

  
Invitation Information

  
Personal Information

  
Address Information

  
Company Detail

**User Information**

First Name: \*

Last Name: \*

Email Address:


Work Phone: \*


\* Required Field


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### Step 3: Enter Company Name


**Registration : Invitation Information**

  
Security  
Check

  
**Invitation  
Information**

  
Personal  
Information

  
Address  
Information

  
Company  
Detail

**Company Search**

Please type your company name in the box and click Search.

Company Name: \*

\* Required Field

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### Step 4: Select existing company record or create new company record

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.

**Company Selection**

2 companies are registered with names similar to the company name you entered. If your company name is displayed in the list below, please select it and then click Continue.

If the name of your company is not listed, select Add New and then click Continue.

**Registered Companies with similar names to "Richter Construction".**

**Exact-matching companies:**

There are no companies with that Exact name.


**Similar-matching companies:**


Select	Company Name	Active Users	Office Locations
<input type="radio"/>	Richard Baughn Construction, Inc.	1	1
<input type="radio"/>	Richlen Construction Company	1	1


**Add company name (as you would like it to appear in our database):**


## Step 5: Enter reason for requesting access


**Registration : Invitation Information**

  
Security  
Check

  
Invitation  
Information

  
Personal  
Information

  
Address  
Information

  
Company  
Detail

**Request Event Access**

You are not currently a registered user, and your email address does not match the individual who was originally invited, possibly because the invitation was forwarded to you.

To request access to this bid event, provide a reason below and click the Request Access button.


Reason for requesting access: \*


When you click Request Access, an automated email will be sent to the Bid Event Coordinator, requesting that you be included in the RFP: **Combined Cycle Construction Project** bid event.


\* Required Field


## Step 6: Confirmation Screen


**Registration : Invitation Information**

  
Security  
Check

  
Invitation  
Information

  
Personal  
Information

  
Address  
Information

  
Company  
Detail

**Request Access Confirm**

**Congratulations! Your request for access to PG&E 2013 RPS RFO bid event has been submitted.**

**Next Steps:**

1. You will receive a confirmation approving this request from Power Advocate.
2. You will be notified by email with further instructions.

For more information about the Power Advocate Sourcing Intelligence website, please send an email to: [support@poweradvocate.com](mailto:support@poweradvocate.com).

## Step 7: New Suppliers Will Receive a Link to Complete Registration

Registration must be completed before access to the event is granted. After you submit all of the required registration information you will have access to the Power Advocate platform via a web browser.

**For any issues related to access to the Power Advocate, please contact Power Advocate Technical Support: (857) 453-5700 [support@poweradvocate.com](mailto:support@poweradvocate.com).**

### **Logging in:**

Open a web browser and go to <http://www.poweradvocate.com>.

Power Advocate functions in most web browsers; however using browsers other than Internet Explorer (IE) version 7 or higher may cause certain functionality to work unexpectedly. Should you encounter problems, Power Advocate support may be unable to provide assistance until the issue has been replicated in a support version of Internet Explorer.

The login page appears; you may wish to bookmark this page for quick access.

1. Click the orange **Login** button.
2. Enter your account **User Name** and **Password** (both are case-sensitive)
3. Click the **Events** tab if it not already displayed. The event number and name is **40123: CHP RFO 3**

If you have an account but do not remember your user information, click Forgot User Name or Forgot Password and they will be emailed to you.

Once logged into the Power Advocate platform, you will see **1. Download Documents** tab. There will be no documents to download from the Power Advocate site. All documents are located and are downloadable on PG&E's website at: [www.pge.com/rfo/](http://www.pge.com/rfo/) click on the 3<sup>rd</sup> Combined Heat and Power RFO link.


If you have CHP RFO related questions, emails should be addressed to the [chprfo@pge.com](mailto:chprfo@pge.com). As a reminder, if you have any technical questions related to the Power Advocate platform, **please contact Power Advocate Technical Support: (857) 453-5700 [support@poweradvocate.com](mailto:support@poweradvocate.com)**.

### **Upload Documents:**

Select the Upload Documents tab.

A) Under the Document Type \* header, pull down the drop down list and select "Commercial and Administrative" from the "Select from List" menu.

B) Click the Browse Button and Select File(s) Location where you will be uploading your documents from.

 **Project A\_ABC.zip** Please create and name the zip file with the Project name and include the Participant's name (a short acronym is fine) in the electronic file name of each zip file. This will allow PG&E to easily keep each Participant's electronic files separate from those of other Participants.

Offer packages must be submitted between January 23, 2014 and February 27, 2014 at 1:00 P.M. PPT (Pacific Prevailing Time)

**Submittals will not be accepted after the 1:00 P.M. PPT deadline.**

## **Offer Package:**

Introduction: Provide an Introductory Letter that describes the project or facility with pertinent information and a description of their offer information as applicable. .

Address any potential changes to the project due to an Offer variation in the information below. A separate Offer Form is required for an Offer variation; however, an entirely new offer package is not required; there is no need to duplicate if most of the information is the same.

Attachment 1: Cover Letter	Format: MS Word, PDF
Attachment 2: Offer Form(s) (Appendix A)	Format: MS Excel
Attachment 3: Project Description, (Appendix B)	Format: MS Word
Attachment 4: Electric Interconnection Information & Waiver (Appendix C1, C2)	Format: MS Word, PDF
Attachment 5: Gas Interconnection Information & Waiver (Appendix D1, D2)	Format: MS Word, PDF
Attachment 6: Credit and Finance Information, (Appendix E1)	Format: MS Word
Attachment 7: PPA Redline – Indicate no changes, if applicable (Appendix F1 or F2)	Format: MS Word
Attachment 8: Clean, PPA, (Appendix F1 or F2)	Format: MS Word, PDF

The Completed Offer Package must contain all material terms and must contain complete information. In addition to a clean version of the PPA the Participant is proposing with their Offer, Participants must also provide a red-line of the PPA Offer agreement marked against the form of agreement provided by PG&E. Any changes to the pro-forma agreement will be considered part of the Participant's Offer; that is, PG&E will assume that the Participant is willing to execute an Agreement based on these terms. Participant cannot make any changes to its proposed PPA after the Offer has been received by PG&E. If a Participant requests modifications to their applicable form of PPA, PG&E may decide not to accept Participant's modifications or may propose its own modifications as a requirement for its agreement of the PPA.

**All deliverables will be closed at the 1:00 P.M. PPT timeline.**