




**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. Check the Power Advocate Instructions and Registration section of your selected RFO for a link to Power Advocate.


**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.


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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 the name of your company OR add yourself as a new company

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 ABCXYZ**

**Exact-matching companies:**

There are no companies with that Exact name.

**Similar-matching companies:**

Select	Company Name	Active Users	Office Locations
<input type="radio"/>	ABCXYZ Company	1	1
<input type="radio"/>	ABCXYZ_1 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: Views 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's 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 an Email and 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. Check your spam or junk folder for emails from Power Advocate.

**For any issues related to access to the Power Advocate, please contact Power Advocate Technical Support: (857) 453-5800 [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 older than Internet Explorer (IE) version 8 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. If needed, the event number and name can be found in each respective RFO's Power Advocate section of the protocol document. You can search for an event using the number or name, if needed.

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).

If you have an RFO related question, contact information for each specific RFO can be found through their respective links on the [www.pge.com/rfo](http://www.pge.com/rfo) homepage. As a reminder, if you have any technical questions related to the Power Advocate platform, **please contact Power Advocate Technical Support: (857) 453-5800 [support@poweradvocate.com](mailto:support@poweradvocate.com).**

### Upload Documents:

Select the Upload Documents tab.

38956 : RPS 2013 Pacific Gas and Electric Company (PG&E)  
Open: 12/11/13 08:00:00 AM PST Close: 01/09/14 01:00:00 PM PST Time Remaining: 28 days 2 hours 35 mins 57 secs  
Buyer Contact: RFO Admin 63  
1. Download Documents 2. Upload Documents 3. Commercial Data 4. Technical Data 5. Pricing Data


**A** Upload Bid Proposal  
Document Type \* Issue Date Reference ID \* Required Field  
(Select from List) 12/12/2013  
Select File(s) Location Selected File(s) Submit Document  
**B**

Bid Submissions  
No documents have been uploaded for this bid event.

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**A** Under the Document Type \* header, pull down the drop down list and select “Commercial and Administrative” from the “Select from List” menu. Please submit ALL Project offer information under this category and not in either “Technical Information” or “Pricing”.

**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. If you submit more than one Offer, please include each Offer's submittal information in its own zip file(s). You may break up your Offer into several files, e.g. ABC\_Project\_part1, ABC\_Project\_part2.

Larger files may take several minutes to upload.

**Be sure that your submittals are complete before the posted deadline found on the Event Dashboard under the Close tab. Submittals will not be accepted after the deadline.**

**The zip file must contain the items listed in the RFO Protocol, including but not limited to:**

- **Completed Offer Form(s). Each variation must have a separate Offer form.**
- **Completed Appendices. Create folders for each appendix if attachments are included that are responsive to the information requested.**
- **Term Sheet**