




**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=46159&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 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 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 2014 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) 453-5800 [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, it may not work as well in browsers older than Internet Explorer version 8. 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 **46159: 2014 RPS RFO**

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:

<http://www.pge.com/en/b2b/energysupply/wholesaleelectricsuppliersolicitation/RFO/RPS2014.page>

If you have a RPS RFO related question, emails should be addressed to the [RenewableRFO@pge.com](mailto:RenewableRFO@pge.com). As a reminder, if you have any technical questions related to the Power Advocate platform, **please contact Power Advocate Technical Support: (857) 453-5800 [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. **Please submit ALL Project offer information under the “Commercial and Administrative” 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 Project, please include that Project's submittal information in its own zip file.

PG&E will have a two stage process for bid package submittal. The first stage is open between now and January 14, 2015. In this stage, the submittal must include the following folders by the due date indicated below:

**Stage 1: January 5, 2015 through January 28, 2015 at 1:00 P.M. PPT (Pacific Prevailing Time)**

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

- **Introductory Folder:** Include an Introductory Letter with project information (e.g., technology, capacity, product type, etc.) and a description of any offer variation, if applicable. **Offer Variation A** ("Primary Offer Variation") must comply with all of the PPA and Credit requirements without any modification. This Primary Offer Variation must also reflect PG&E's unlimited right to economically curtail the resource. Seller is also required to submit at least one **Offer Variation B** ("Secondary Offer Variation") that caps the annual number of hours that PG&E may economically curtail. 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, to reduce duplication, an entirely new package is not required.
- **Offer Form Folder:** Offers that meet the definition of a Category 1 product must complete Offer Form D1. Category 2 and 3 products must complete Offer Form D2. Please provide all applicable information requested in the Offer Form.

A separate Attachment D must be filled out in its entirety and submitted for each discrete Offer submitted.

- **Interconnection Folder:** Please include your Phase II or equivalent interconnection study with applicable appendices. If you have any interconnection agreement, please submit that as well. For existing or repowered projects that do not include an increase to existing capacity, please provide your interconnection agreement.

Please provide the requested information in Attachment L related to the transmission requirements of the Project. Exclude for existing projects that do not include an increase to existing capacity.

**Note:** We suggest that you submit your interconnection related information to PG&E early. If you choose to submit your interconnection study early, please make sure to 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. The maximum file size is 15MB per upload. If your files exceed this limit submit the file in two separate zip files labeled part1 and part2.

Feel free to submit all of your documents during the Stage 1 Window. If you choose to submit your bid package at all at one time, we request that each of the folders above is separated by the Stage 1 and Stage 2 deliverables and then zipped using the convention above.

**Stage 2: January 29, 2015 through February 4, 2015 at 1:00 P.M. PPT**

- **Term Sheet Folder:** For each Offer, please submit a detailed term sheet, using the template provided in Attachment I.
- **Project Description Folder: (Attachment J1 through J6):**

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



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**Illustrative Example of Folder Structure:**

**Stage 1 Folder**

- Offer Form Folder
- Introductory Folder
- Interconnection Folder

**Stage 2 Folder**

- Term Sheet Folder
- Project Description Folder