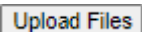


2023 Rhode Island Request for Proposal for Offshore Wind Bid Submittal Instructions

Attention: Bidders shall provide all bid documents utilizing the Rhode Island Energy Files2U transfer tool. Documents and other supporting information should not be submitted using other portals from prior RFPs, nor sent via email. Please follow the process below and reach out to the RIE OSW RFP team should you have any questions or need any support.

Instructions

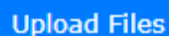
1. Access the PPL-RIE Files2U tool: <http://files2u.pplweb.com/>
2. Select the “Upload Files” button at the bottom of the page.



3. Complete each of the following fields in the uploadscreen:
 - First Name: [submitter’s first name]
 - Last Name: [submitter’s last name]
 - Email Address: [email address of submitter OR group mailbox of bidding firm, as appropriate]
 - Phone Number: [phone number that the RIE OSW team can contact the bidder]
 - Recipient’s Email: RIEOSWRFP@pplweb.com
4. From the “Do you agree to the...” drop-down on the upload screen, select “Yes, I agree.”

Do you agree to the [Terms and Conditions?](#)

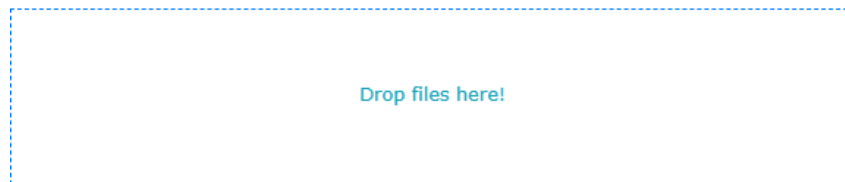
5. DO NOT create a “Download Password.”
6. Once all necessary fields are completed, select the “Upload Files” button.



- On the File Transfer Screen, drag the files you would like to upload into the box, or “choose” the files you would like to upload by clicking the “Choose Files” button.

[Help](#)
[FAQ](#)
[Logout](#)

For files larger than 15GB use TransferAgent, otherwise use Choose Files(Basic uploader).



[Choose Files](#) No file chosen

Add more files after this transfer is complete

[Return to Edit Job](#)

[Go to Upload with TransferAgent](#)

- When you upload a file, it will appear similarly to the below photo.

						Clear Queue
Progress	Filename	Rate (KB/sec)	Time Remaining	Status	Action	
<div style="width: 100%; height: 10px; background-color: #ccc;"></div>	TEST UPLOAD FILE.docx			-		

[Choose Files](#) No file chosen

[Start Upload](#)

Add more files after this transfer is complete

[Return to Edit Job](#)

[Go to Upload with TransferAgent](#)

- Once all files have been added to the queue, select “Start Upload” to begin the transfer process.

[Start Upload](#)

- When the file upload and transfer process is completed, a Job # and Tracking # are provided. An email will be sent to both the **recipient** AND the email address of the **sender**.

- The RIE OSW team will contact each submitter to confirm receipt of the documents submitted.

Bid Fees & Final Comments

- 1) If submitters have any issues with the submission process detailed above, please contact the RIE OSW team at RIEOSWRFP@pplweb.com, providing a summary of the issue and contact information (phone number). A member of the RIE OSW team will reach out to help resolve the issue.
- 2) All bids must be accompanied by the associated bid fees, as detailed in Section 2.2.4.5 of the RFP. Please contact the RIE OSW team (at RIEOSWRFP@pplweb.com) for Wire Transfer Instructions.
 - a. Wire Transfer Instructions will only be distributed to parties that actively request them from the Company (i.e. not posted on the RIE OSW website).
 - b. In addition to providing the RIE Wire Transfer Instructions, the RIE team will also provide a Bid Fee Form, which participating bidders must complete detailing the fees provided (to enable RIE to correlate the fees wired to the Company relative to bid(s) provided).
- 3) Upon receipt of the wired collateral, the RIE OSW Team will contact bidders to confirm receipt of transferred monies, confirm the transfer amount (\$), and confirm the values and allocations provided in the Bid Fee Form.

IMPORTANT:

Please direct all communications to the RIE OSW Team at: RIEOSWRFP@pplweb.com.