



***Appendix B-1***  
***Detailed Instructions***  
***For***  
***Bidder Registration***  
  
***For***  
***2012***  
***Request For Proposals***  
***For***  
***Long-Term, Supply-Side***  
***Baseload Resources***

Entergy Services, Inc.  
August 28, 2012

The statements contained in this RFP are made subject to the Reservation of Rights set forth in Appendix D of this RFP and the terms and acknowledgements set forth in the Proposal Submission Agreement.

**APPENDIX B-1**  
**DETAILED INSTRUCTIONS FOR BIDDER REGISTRATION**

**1. BACKGROUND**

**1.1 Objectives**

This Appendix B-1 contains detailed instructions to Bidders for responding to this RFP. Prior to developing their proposals, Bidders are requested to carefully read the RFP, including the instructions in this Appendix B-1, in its entirety.

ESI's principal objectives in designing the procedures that its employees and agents will follow in conducting the RFP process are to preserve, to the maximum extent practicable, the confidentiality of confidential information related to Bidder's proposal, including, but not limited to, Bidder identity and proposal pricing, and to help ensure that all proposals are treated in a consistent fashion and without undue preference to any Bidder.

In part to support these objectives, ESI has developed the Bidder Registration Process. The Bidder Registration Process requires each Bidder to timely submit to ESI a complete, duly executed Bidder Registration Form and the associated Proposal Submittal Fee(s) to register for this RFP. The process requires the electronic submission of proposal documents by Bidders so that ESI can track and evaluate, through confidential and appropriate means, the Bidder proposals received and related information. (Details about the safeguards for protecting confidential Bidder information can be found in the Main Body and in Appendix F.) Only Bidders that register in accordance with the Bidder Registration Process and the other requirements of this RFP will be permitted to submit proposals.

**1.2 RFP Hotline**

ESI will have a dedicated phone line ("RFP Hotline") available throughout the Bidder Registration Period (and the Proposal Submission Period) from 8:00 a.m. to 5:00 p.m. CPT. The purpose of the RFP Hotline is to assist Bidders only with respect to technical questions regarding the Bidder Registration Process (and, as provided in Appendix B-2, the Proposal Submission Process). The number for the RFP Hotline is 281-297-3758.

**2. BIDDER REGISTRATION**

In order to be eligible to participate in the solicitation process, each Bidder must complete Bidder Registration, which is how a Bidder will register the entity submitting its proposal(s), the generation resource(s), and each of the proposals it intends to submit in response to this RFP. Bidder Registration will begin at 8:00 a.m. CPT on the date specified in the applicable RFP schedule and end at 5:00 p.m. CPT on the date specified in the applicable RFP schedule (the "Bidder Registration Period"). In order to continue to Proposal Submission,

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## **APPENDIX B-1**

### **Detailed Instructions for Bidder Registration**

Bidder must have completed all steps of Bidder Registration by 5:00 p.m. CPT on the last day of the Bidder Registration Period and paid all Proposal Submittal Fees due and owing by 5:00 p.m. CPT on the date specified in Section 2.4 below. Bidders will be unable to submit proposals that were not properly registered during the Bidder Registration Period or for which Proposal Submittal Fees were not paid in accordance with Section 2.4 below.

#### **2.1 Bidder Registration Process**

To register for this RFP, Bidders must deliver to the RFP Administrator by 5:00 p.m. CPT on the last day of the Bidder Registration Period a completed Bidder Registration Form executed by an officer or other representative of Bidder who is duly authorized to sign and deliver the Bidder Registration Form on Bidder's behalf (the "Completed Bidder Registration Form"). The Completed Bidder Registration Form must be delivered to the RFP Administrator via courier or electronic mail (as a .pdf attachment). If delivery is made by electronic mail, Bidder must subsequently deliver to the RFP Administrator an original of the Completed Bidder Registration Form by 5:00 p.m. CPT within three (3) business days after the last day of the Bidder Registration Period.

#### **2.2 Bidder ID, Proposal ID(s) and Resource ID(s)**

Following submission of its Completed Bidder Registration Form, Bidder will be issued a unique Bidder ID. In addition, each registered resource and proposal will receive its own Resource ID and Proposal ID, respectively. Bidder IDs, Resource IDs, and Proposal IDs will be used by Bidders in the Proposal Submission Process and in connection with the evaluation of proposal information received by ESI. The use of Bidder IDs, Resource IDs and Proposal IDs is part of ESI's attempt to ensure that appropriate protections are in place to minimize the dissemination of information that explicitly identifies Bidders to Evaluation Team members who do not need to know such information. As elaborated upon in Appendix F, the intention is to provide the greatest reasonably practicable level of assurance of Bidder anonymity in order to maintain a fair and consistent evaluation process.

#### **2.3 Completion of Bidder Registration**

Bidders are strongly encouraged to submit their Completed Bidder Registration Form well in advance of the final registration deadline. Bidder will have the ability to modify proposals and/or register additional resources or proposals until the expiration of the Bidder Registration Period.

Each Bidder must complete Bidder Registration by 5:00 p.m. CPT on the last day of the Bidder Registration Period. **Bidders will bear the risk of failing to submit the Completed Bidder Registration Form by the specified deadline.**

After the RFP Administrator has received the Completed Bidder Registration Form, Bidder will receive a confirmatory e-mail containing the Bidder ID, Resource ID and Proposal

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ID for all resource and proposal configurations registered by Bidder. If a confirmatory email is not received within one (1) business day of submitting the completed Bidder Registration Form, Bidders should contact the RFP Administrator.

**2.4 Proposal Submittal Fees**

Consistent with previous RFPs, ESI will require Bidders to pay a Proposal Submittal Fee for each registered proposal in the amount of \$5,000.00. Proposals that are alternatives to each other will be considered separate proposals and must be registered as such. Within three (3) Business Days after the last day of the Bidder Registration Period, ESI will invoice Bidder the total amount of the Proposal Fee(s) due for its registered proposal(s).

Bidder will be required to remit, by wire transfer of immediately available funds to the address provided in ESI's invoice, payment in full of the Proposal Submittal Fee(s) due by no later than 5:00 p.m. CPT on the date specified in the applicable RFP schedule. **Failure to submit the Proposal Submittal Fee for a registered proposal by this deadline will cause such proposal to be rejected as non-conforming and Bidder to be unable to commence the Proposal Submission Process for such proposal.** In the event that Bidder has registered two or more proposals for this RFP, the required Proposal Submittal Fee was paid for some, but not all of the proposals, and it is unclear, in ESI's judgment, which of the proposals the Proposal Submittal Fee(s) was not paid for, Bidder will be required to identify to the RFP Administrator the subset of Bidder's registered proposals that should remain in the RFP.

Proposal Submittal Fees will be refunded to Bidders only under the following circumstances:

1. Bidder registers a proposal and pays the Proposal Submittal Fee but does not complete Proposal Submission for that registered proposal;
2. Bidder registers a proposal, properly completes Proposal Submission, but subsequently withdraws the proposal prior to the Required Proposal Submission Time; or
3. ESI cancels or terminates this RFP prior to the selection of proposals for the Primary Selection List or the Secondary Selection List.

No refund of a Proposal Submittal Fee will be made, in whole or in part, with respect to a proposal if the proposal is eliminated from consideration for any reason other than the reasons set forth in (1) through (3) above, including, without limitation, if no proposals are selected for either the Primary Selection List or the Secondary Selection List after ESI has completed its evaluation of proposals.

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