

PROPOSAL SUBMISSION GUIDELINES

Bidders are strongly recommended to use the following guidelines to ensure a smooth proposal submission process for this 2010 Renewable RFP.

- Bidders must use Internet Explorer 8.0 to access the RFP Web Portal. The use of other browsers could result in an increased frequency of errors on the page or diminished functionality in submitting the proposal.
- Bidders are strongly urged to read through the entire Proposal Submission Web Portal Overview guide which will help Bidders navigate the web portal and ensure all information is submitted appropriately
- Bidders are strongly urged to read the Help Text for each web portal input field to ensure the appropriate information is provided for the evaluation of Bidder proposals.
- Bidders should not use the forward and back buttons at the top of the browser to move through the web pages. The web page will have appropriate links to move through the proposal submission process.
- If Bidder sees a red note at the bottom of the page indicating that the page is updating, please wait for the page to finalize before proceeding to the next input field.
- Bidders must complete and save the page they are working on in order to move to another page or to save and come back to the proposal at a later time.
- If a bidder changes its proposal after initially submitting the proposal as complete from the summary web page, the bidder must go to the summary page again after all changes are made and re-submit as complete in order for all changes to be recorded.
- Bidders should not try to enter more than 5000 characters in any text field in the Web Portal. If an answer requires more than 5,000 characters, Bidder should put an overview in the web portal and reference an email answer to be sent directly to the RFP Administrator.
- The ESI email system is limited to receiving 12mb or less of data in each email. If data submitted is larger than this size, please separate to multiple emails and note in the subject line the last email to have been received and the number to have preceded it. (e.g. email 5 of 5).
- The ESI email system does not accept .zip files.
- Proposals must be complete and all appropriate supporting materials received by the RFP Administrator no later than 5:00pm CPT on February 3, 2011.