

*Appendix B*

*Detailed Instructions  
For  
Bidder Registration and  
Proposal Submission*

*For  
2010*

*Request For Proposals (RFP)  
For  
Long-Term Renewable Energy  
Resources*

Entergy Services, Inc.  
December 10, 2010

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

This Appendix B and each Product Package located in Appendix C contain detailed instructions to Bidders for responding to this 2010 Renewable RFP. Prior to developing their proposals, Bidders are requested to carefully read the RFP, including the instructions in this Appendix B, in its entirety.

## **1. OVERVIEW**

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 any commercially sensitive proposal information, including, but not limited to, Bidder identity, proposal pricing, and any other confidential terms and conditions, and to ensure that all proposals are treated in a consistent fashion and that no undue preference is provided to any Bidder.

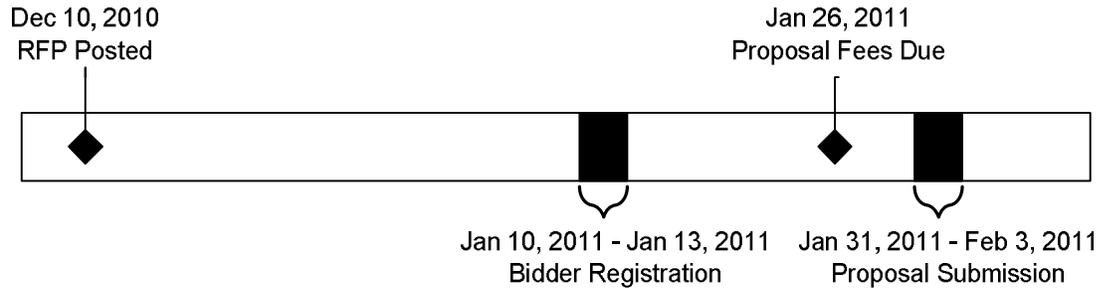
To support these objectives, ESI has developed an automated RFP Web Portal ("Portal") for the Bidder Registration and Proposal Submission Processes. Each Bidder must electronically complete the Bidder Registration Process ("Bidder Registration") via the Portal and subsequently submit the required Proposal Submittal Fee(s) ("Proposal Fee") by the specified deadline, in order to be eligible to participate in this RFP solicitation and complete the Proposal Submission Process ("Proposal Submission"). The Portal is designed explicitly for the purposes of enabling the electronic submission of proposal information by all Bidders in a way that allows ESI to track and evaluate information tied to a proposal.

The web-based registration and proposal submission process will prevent Bidders from submitting any registration or proposal information through the Portal that is substantially incomplete. Each Bidder must complete the web-based Bidder Registration and Proposal Submission Processes, as well as submit a response to Appendix D, all in order for a proposal to be available for review by ESI.

ESI will have a dedicated phone line ("RFP Hotline") available from January 10, 2011 through January 13, 2011 and January 31, 2011 through February 3, 2011 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 and Proposal Submission process. The number for the RFP Hotline is 281-297-3758.

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## 1.1. Bidder Registration and Proposal Submission Timeline



## 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 its company, generation resource(s), and the number of associated proposals it intends to submit in response to this RFP. Bidder Registration begins at 8:00 a.m. CPT on January 10, 2011 and ends at 5:00 p.m. CPT on January 13, 2011. In order to continue to Proposal Submission, a Bidder must have completed all steps of Bidder Registration by 5:00 p.m. CPT on January 13, 2011 and paid the entire amount of Proposal Fees due by January 26, 2011 at 5:00 pm CPT. During Proposal Submission, Bidders will only be able to submit proposals that were registered and paid for during Bidder Registration.

### 2.1. Bidder Registration Process

The basic framework for Bidder Registration can be found in the Web Portal Overview (“Portal Overview”) document, which will be available on the RFP Website prior to Bidder Registration. Each Bidder is advised to read and understand the Portal Overview, as it illustrates the four-step Bidder Registration Process Bidders will utilize to submit basic identifying information for the purpose of registering to access and utilize the Portal, as well as register all RERs and associated product packages for which proposals will be submitted:

- Step 1: Bidder Registration
- Step 2: Resource Registration
- Step 3: Proposal Registration
- Step 4: Bidder Registration Signature Page

Bidders who fail to complete all four steps of Bidder Registration, via the Portal, pay the required Proposal Fee per registered proposal, and submit the Bidder Registration Signature Page to the RFP Administrator via email by the deadline will be precluded from Proposal Submission. Additionally, Bidders will be precluded from submitting any proposals for any generating plants that were not registered during Bidder Registration.

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### **2.1.1. Step 1: Bidder Registration**

During this step, Bidders will provide company-specific information as well as basic contact information, including their *correct e-mail address*, which is the only means by which the Bidder can receive certain communications from ESI during the RFP process. Bidders will also create a unique password that will allow them secure access to the Portal.

After completion of this step, Bidders should receive an e-mail confirming the information submitted during Step 1. If a confirmation e-mail is not received within 30 minutes of completing this step, Bidders should contact the RFP Administrator. The email will contain a Bidder Identification Number (“Bidder ID”) and, if requested, an Electronic Signature Identification Number (“Signature ID”).

The purpose of issuing a Bidder ID to each Bidder is to provide a reasonable level of assurance of anonymity in order to maintain a fair and consistent evaluation process. The Bidder will be required to reference this Bidder ID in all proposals that the Bidder may submit. Each Bidder ID will be unique to each Bidder and will include the letter “B” followed by five numeric characters (*e.g.*, B12345).

The creation of a Signature ID allows Bidder to use this Signature ID in any electronic submission where a signature is required. If selected, the Bidder consents to the use of the Signature ID as an electronic signature and agrees that the Signature ID will have the same force and effect as a handwritten signature, as permitted under the Electronic Signatures in Global and National Commerce, U.S.C. §§ 7001 - 7003. The Signature ID will include the letter “S” followed by four numeric characters (*e.g.*, S6789). In the event the Bidder elects not to request an electronic Signature ID for use in this RFP, the Bidder is still required to submit its proposal electronically but may use a facsimile signature, .pdf signature or other electronically-submitted handwritten signature of its authorized representative where a signature is required.

Prior to completion of Steps 2 and 3, Bidders will be asked to login to the Portal using the Bidder ID and password received during Step 1.

### **2.1.2. Step 2: Resource Registration**

During Step 2, Bidders will be asked to register all RERs for which proposals will be submitted. Information requested during this step includes the proposal resource name (s), technology, capacity and location.

A Resource Identification Number (“Resource ID”) will be issued for each generating plant registered during Step 2 (*e.g.*, if Bidder registers three RERs, three unique Resource IDs will be issued). The Bidder will be required to reference this Resource ID in all proposals that the Bidder will submit for that particular generating plant. Each Resource

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ID will be unique to each generating plant and will include the letter “R” followed by three numeric characters (*e.g.*, R345).

At the completion of this step, Bidders should receive a confirmation e-mail containing the Resource ID for all RERs registered. If a confirmation e-mail is not received within 30 minutes of completing this step, Bidders should contact the RFP Administrator.

### **2.1.3. Step 3: Proposal Registration**

Following the creation of Resources, Bidders will be asked to configure the total number of proposals which will be submitted during Proposal Submission. Bidders will be required to identify the Resource and product package associated with each proposal.

Individual Proposal Identification Numbers (“Proposal ID”) will be issued for each proposal. These reference numbers will be provided to Bidders in an e-mail indicating confirmation of receipt the Proposal Registration step. The Bidder will be required to reference the individual Proposal ID assigned to each proposal that the Bidder may submit. Each Proposal ID will be unique to each proposal and will include the letter “P” followed by four numeric characters (*e.g.*, P1234).

At the completion of this step, Bidders should receive a confirmation e-mail containing the Proposal ID for all proposal configurations registered. If a confirmation e-mail is not received within 30 minutes of completing this step, Bidders should contact the RFP Administrator.

### **2.1.4. Step 4: Bidder Registration Signature Page**

Included in the confirmation e-mail for Proposal Registration will be a link to the Bidder Registration Signature Page (“Signature Page”). Bidders will be required to execute the Signature Page by no later than 5:00 p.m. CPT on January 13, 2011 in order to complete Bidder Registration. Bidders can chose to execute the Signature Page via hard copy, e-mail or fax, however all Signature Pages must be received by the RFP Administrator by the Bidder Registration deadline.

## **2.2. Bidder ID, Proposal ID(s) and Resource ID(s) and, if requested, a Signature ID**

The use of Bidder IDs, Proposal IDs and Resource 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 members of the RFP’s Evaluation Team that do not need to know such information. As described further in Section 4 of the Renewable RFP, while no process can ensure that the identity of the Bidders remains completely anonymous, the intention is to provide the maximum reasonably practicable level of assurance of anonymity in order to maintain a fair and consistent evaluation process.

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### 2.3. Completion of Bidder Registration

During the Bidder Registration process, Bidders should receive a series of confirmation e-mails. If a Bidder does not receive confirmation e-mail(s), Bidders should contact the RFP Administrator via the RFP Hotline or by e-mail to [ESIRENEWABLE@entergy.com](mailto:ESIRENEWABLE@entergy.com)

Bidders are strongly encouraged to submit their registration information via the Portal well in advance of the final deadline. Bidder will also have the ability to modify and/or register additional resources or proposals up until the Bidder Registration deadline.

Each Bidder must complete Bidder Registrations between 8:00 a.m. CPT on January 10, 2011 and 5:00 p.m. CPT on January 13, 2011. **Bidders shall bear the risk of failing to submit the requisite registration information via the Portal by the specified deadline, including the Signature Page. Bidders who attempt to submit their registration information within two hours of the specified deadline shall bear a substantial risk that, in the event of an error in their submission or a technical malfunction, they may not have enough time before the deadline to correct and resubmit an acceptable information. No Bidder will be provided access to the RFP Web Portal outside of the timeframes stated and ESI shall be under no obligation to Bidders to reopen the Bidder Registration process.**

It is recommended that Bidders save all confirmations emails sent during Bidder Registration as the Bidder ID, password and Signature ID (if requested) information sent to Bidder will be required during Proposal Submission.

### 2.4. Proposal Submittal Fee

Consistent with previous RFPs, ESI will require all Bidders to pay a Proposal Fee for each registered proposal. Within three (3) Business Days of receiving the executed Signature Page, ESI will invoice Bidder the total amount of Proposal Fee(s) due, by Proposal ID, in the amount of \$5,000.00 for each registered proposal.

Bidder will be required to remit wire payment(s) of the required Proposal Fee(s) for each individual registered proposal by no later than 5:00 p.m. CPT on January 26, 2011 per the instructions in the invoice. **Failure to submit the Proposal Fee(s) by this deadline will cause the registered proposal(s) to be rejected as non-conforming and Bidder shall not be permitted continue to Proposal Submission for such registered proposal(s).**

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

1. Bidder registers a proposal and pays the Proposal Fee but does not complete Proposal Submission for that registered proposal.

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2. Bidder registers a proposal, properly completes Proposal Submission, but subsequently withdraws the proposal prior to the Proposal Submission deadline

Bidders should note that Proposal Fees will not be refunded for proposals that fail to qualify during the initial Phase I screening for conformance with RFP requirements or are rejected during any subsequent evaluation phase.

### **3. PROPOSAL SUBMISSION**

Electronic proposal submission and processing has been implemented to simplify Proposal Submission for Bidders and to help streamline the RFP process. This process supports all efforts to ensure that all proposals are consistently, accurately and thoroughly evaluated by the RFP Evaluation Team. It also ensures information submitted to ESI for review is as complete as can be reasonably required prior to the actual submission.

Appendix C contains much of the proposal information ESI will require Bidders to complete and submit via the Portal, and that ESI will use to evaluate proposals. The Proposal Submission process will be open to Bidders via the Portal only between 8:00 a.m. CPT on January 31, 2011 until 5:00 p.m. CPT on February 3, 2011.

Proposal information must be submitted via the Portal and may be actively screened for completeness in real-time, where possible, as the Bidder completes the individual steps of the web-based process. Bidders should not send, and the RFP Administrator will not accept, paper copies of proposal information, with the exception of responses to Appendix D or unless subsequently requested to clarify developmental proposals.

#### **3.1. Proposal Submission Process**

Bidders may submit a proposal for a single product, an additional proposal for each additional product, and alternate proposals for each product, by reviewing the applicable Term Sheets in Appendix C and submitting a proposal via the Portal in the Product Package that correspond to each product for which the Bidder desires to submit a proposal; however, each additional or alternate proposal must have been registered and will have been assessed a separate Proposal Fee. In the event that a Bidder wishes to provide multiple proposals for the same capacity, the Bidder must clarify in the “Special Considerations” section of the Portal, for each proposal, that such proposals are mutually exclusive and it is possible for only one of the proposals to be selected by ESI.

The basic framework for Proposal Submission can be found in the Portal Overview document, which is available on the RFP Website. Each Bidder is advised to read and understand the Portal Overview, as it illustrates the two-step Proposal Submission process:

- Step 1: Electronic Proposal Submission via the Portal
- Step 2: Completion and Submission of Appendix D

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There are numerous fields within the Portal that are required to be completed, and will be indicated as such during the submission process. Other information may be requested – but is not required – of Bidders. If a Bidder believes that a particular requested disclosure is not applicable to the Bidder’s proposal and the Bidder intends to omit that disclosure, then the Bidder should indicate “N/A” in the space provided for such disclosure and explain further as requested in the special considerations section of the Portal.

**Bidders who fail to submit all required information and/or complete both steps of Proposal Submission may be deemed as non-conforming. Proposal Fees will not be refunded for proposals that have been deemed non-conforming and rejected during the initial screening.**

### **3.1.1. Step 1: Electronic Proposal Submission via the Portal**

Appendix C includes separate product packages for each type of product for which ESI is seeking proposals. Each Bidder is encouraged to carefully review the relevant Term Sheet for each product the Bidder intends to offer and to use the terms sheets as their guide for providing the information being requested through the Portal. In addition, the Term Sheets establish certain key terms and requirements for each product and outline a significant portion of the information to be provided in any proposal.

Bidders must submit a proposal, via the Portal, for each product they choose to offer in response to the RFP. The Bidder must complete Proposal Submission, through the Portal, in its entirety. During Proposal Submission, Bidder will need their password, Bidder ID, Proposal ID, Resource ID and Signature ID (if requested) reference numbers, all of which will be issued and sent to Bidder via confirmation e-mails during Bidder Registration.

At the completion of Step 1, Bidders will be required to execute the Proposal Submission Agreement, which is posted on the 2010 Renewable RFP Website. Bidders that elected to receive a Signature ID during Bidder Registration will be given the opportunity to submit their designated Signature ID number through the Portal and execute the Proposal Submission Agreement electronically. Otherwise, if the Bidder did not select the electronic signature option during Bidder Registration, the Bidder must either fax or e-mail a .pdf version of the executed signature page (and only the signature page) of the Proposal Submission Agreement to the RFP Administrator, **however a submission by email or fax must be followed by an original, hard copy of the executed Proposal Submission Agreement to the RFP Administrator by no later than 5:00 p.m. CPT on February 3, 2011.**

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### 3.1.2. Step 2: Completion and Submission of Appendix D

As part of the RFP, ESI has posted Appendix D which contains a list of preliminary due diligence requests. ESI will require Bidders who intend to submit a proposal(s) to provide a comprehensive response to each question accordingly. Failure to provide such a response will result in an increased risk of a Bidder's proposal being deemed non-conforming and rejected from further consideration.

The Portal will not be used to collect the response to Appendix D. Bidders are required to submit their response to the questions in Appendix D in such a way that clearly identifies the question to which each response pertains. Bidders will be allowed to submit their response to Appendix D to the RFP Administrator by (1) e-mail; (2) by fax or; (3) in hard copy/electronic/digital media such as a CD by express delivery to the applicable contact information for the RFP Administrator provided in Section 4.3.

### 3.2. Completion of Proposal Submission

All proposals must be submitted in accordance with the information requested in the Product Packages in Appendix C and the information required in Appendix D, and must be signed (either electronically or by handwritten signature) by an officer (or similarly situated representative) of the Bidder duly authorized to act on behalf of the Bidder by the Bidder's board of directors (or similar governing body for an unincorporated Bidder). The failure of the Bidder to fully complete Steps 1 and 2 of Proposal Submission will be a cause for rejection of the proposal.

Each Bidder must complete both steps of Proposal Submission between 8:00 a.m. CPT on January 31, 2011 and 5:00 p.m. CPT on February 3, 2011. Bidder will also have the ability to modify certain Proposal Submission information up until the Proposal Submission deadline. **Bidders shall bear the risk of failing to submit the requisite Proposal Submission information via the Portal, Appendix D and the Proposal Submission Agreement by the specified deadline. Bidders who attempt to submit their proposal information within two hours of the specified deadline shall bear a substantial risk that, in the event of an error in their submission or a technical malfunction, they may not have enough time before the deadline to correct and resubmit an acceptable information. No Bidder will be provided access to the RFP Web Portal outside of these timeframes stated and ESI shall be under no obligation to Bidders to reopen the Proposal Submission process.**

### 3.3. Process for Proposal Withdrawal

If, during Proposal Submission, a Bidder desires to withdraw a proposal or desires to substitute a proposal which was confirmed as received, then such Bidder will be permitted to do so by simply accessing their account via the RFP Web Portal and selecting the proposal previously submitted from the list of submitted proposals and deleting it from the list. If a Bidder chooses

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to withdraw a proposal after the Proposal Submission deadline, Bidders are asked to complete the withdrawal form letter (the “Proposal Withdrawal Form”), which is posted on the 2010 Renewable RFP Website, and submit the same via facsimile transmission to the RFP Administrator at 281-297-5350.

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