

## **Energy Bid Submission Instructions**

1. Download Bid Form “EnergyBidForm.xls” from the procurement website.  
Note: You will only be able to make changes to the yellow shaded cells.
2. Fill in the full legal name of the bidding entity at the top of the page.
3. Enter your Maximum Willingness to Supply for each month with a non-zero target volume, by number of 50-MW blocks, both on-peak and off-peak, in the yellow-shaded cells in row 11 of the spreadsheet. The cells are prefilled with the target number of blocks.
4. For each Product Month with a non-zero target volume, Jun-12 through May-13, both on-peak and off-peak, enter the number of 50-MW blocks you are bidding at each price, and the price in \$/MWh.
5. For each Monthly Combination Product, enter the number of 50-MW blocks you are bidding at each price, and the price in \$/MWh.
6. Check your bid form for any errors. Errors will be indicated by red- or blue-shaded cells on the form, and may include:
  - a. A Maximum Willingness to Supply higher than the maximum number of blocks for a given month was entered.
  - b. Too many blocks for a single Product were entered. The maximum number of blocks for each Product is shown at the top of the columns for that Product. If this error is not fixed, the bids will be sorted by price, and the highest bids will be eliminated until the appropriate number of blocks is reached.
  - c. Bids with a fractional number of 50-MW blocks. These bid rows will be rounded down to an integer value for the number of blocks.
  - d. Bid rows with a number of blocks or price that is zero, negative, or blank. These bid rows will not be evaluated.
  - e. There is a conflict between the bids entered and the Maximum Willingness to Supply entered for a particular product. You can bid up to your Maximum Willingness to Supply in each of the Single Month and Monthly Combination Products, but within each product the number of bids must be less than the Maximum Willingness to Supply. These errors will be shaded blue.
7. Save the file. You can add your company name or bidder code to the file name if you wish, but no special characters, *e.g.* #, ?, *etc.*, can be used in the file name.
8. On the procurement website, click on “Submit Bid Form” which will open a new window with the secure submission form. The bidding password is distributed with notice of pre-qualification – please contact Sara Wilmer at 617-531-2818 x15 with any questions
9. Fill in all the fields, then select the saved Bid File with the Browse button, and click Submit.
10. After receiving your bid, we will call the person whose phone number is submitted with the form to confirm receipt.

If you have any difficulties submitting your bid, please contact Sara Wilmer at 617-531-2818 ext. 15.

Backup bid submission will be via fax to 617-531-2826. If you are experiencing difficulties that necessitate using the backup submission method, please contact Sara Wilmer at 617-531-2818 ext. 15.