

## 2009 Energy Bid Submission Instructions

1. Download Bid Form “EnergyBidForm.xls” from the Bidder Registration page.  
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 and your bidder code, as provided by the Procurement Administrator, at the top of the page.
3. For each Product Month, Jun-09 through May-11, enter the number of 50-MW blocks you are bidding at each price, and the price in \$/MWh.
4. Check your bid form for any errors. Errors will be indicated by red-shaded cells on the form, and may include:
  - a. 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.
  - b. A price less than \$1.00/MWh or greater than \$1,000.00/MWh is entered for one or more 50-MW blocks. In this case, the bid row is assumed to be in error and will not be evaluated. If a number of blocks is entered without a corresponding price, this will be registered as a \$0.00/MWh bid row and will not be evaluated.
  - 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.
5. Save the file. The default name will show up as “EnergyBidForm1.xls.” 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.
6. On the Bidder Registration and Bid Submission page, click on “Submit Bid” which will open a new window with the secure submission form.
7. Fill in all the fields, then select the saved Bid File with the Browse button, and click Submit.
8. 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 Pierce 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 Pierce at 617-531-2818 ext. 15.