



# Illinois Power Agency Energy Procurement

Bidder Practice Session

April 30, 2009

**LEVITAN & ASSOCIATES, INC.**  
MARKET DESIGN, ECONOMICS AND POWER SYSTEMS

# Agenda



- ◆ Bidder Registration
- ◆ Bid Submission
- ◆ Supplier Fee
- ◆ Bid Evaluation
- ◆ Bidder Notification
- ◆ Procurement Administrator Contact Information
- ◆ Questions?



# Bidder Registration

# Bidder Registration Materials



- ◆ All materials have been posted to and are available for download from:

<http://www.levitan.com/AIURFP/Energy/registration.html>

- Final contract documents (ISDA and Pre-Bid LOC)
  - Bidder Registration form
- ◆ Log-in information and bidder codes have been distributed to each bidder
    - If you have any difficulty accessing or using the site, please call Sara Pierce at 617-531-2818 x15

# Bidder Registration Page



**Ameren**  
Illinois Utilities
2009 Procurement

Home
Capacity RFP
Energy RFP
RECs RFP

**Energy Bidder Registration and Bid Submission**

**Final Energy Contract Documents**  
[ISDA Confirmation](#)  
[ISDA Confirmation - Redlined from Draft](#)  
[Pre-Bid Letter of Credit](#)  
No changes to the draft were accepted, therefore we have not posted a redline

**Bidder Registration**  
In order to register as a bidder for the AIU Energy Procurement the following items must be received by the Procurement Administrator by 5:00 pm CPT on Monday, May 4th:

**Bidder Registration Form**  
Mail OR Fax to:  
 Levitan & Associates, Inc.  
 Attn: Sara Pierce  
 100 Summer Street, Suite 3200  
 Boston, MA 02110  
 (617) 531-2826 (fax)  
 (617) 531-2818 x15 (phone)

**Irrevocable Pre-Bid Letter of Credit** - see link under Final Energy Contract Documents above  
Fax to:  
 Sara Pierce  
 Levitan & Associates, Inc.  
 (617) 531-2826 (fax)  
 (617) 531-2818 x15 (phone)

ALSO send original hard copy (for delivery on Tuesday 5/5/09) to:  
 Timothy Moloney  
 Managing Supervisor  
 Ameren Services  
 1901 Chateau Avenue, MC 960  
 St. Louis, MO 63103  
 (314) 613-9139 (phone)

Inquiries can be directed to the Procurement Administrator via:  
 Telephone: 617-531-2818  
 Fax: 617-531-2826  
 E-Mail: [aiurfp@levitan.com](mailto:aiurfp@levitan.com)  
 Website: [Submit a Question](#)

**Bidder Practice Session**  
The bidder practice session will be held as a webinar on Thursday, April 30th, at 2:00 pm CPT (3:00 EPT). Register for the webinar [here](#). The webinar invitation indicates that it will last an hour, but we do not anticipate it taking the entire reserved time. For bidders who are unable to attend the session, the presentation and any resultant Q&A will be posted to this page immediately following the session.

**Bid Submission**  
[Download Bid Submission Instructions](#)  
[Download Bid Form](#)  
**Submit Bid - Clicking link will open new window**  
Note: Any bids submitted before 7:00 AM CPT on May 5, 2009, will be evaluated for testing purposes only and will not be considered to be binding submissions.

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Pre-Bid LOC

Bidder Registration Form

**LEVITAN & ASSOCIATES, INC.**

# Bidder Registration Form



- ◆ Includes contact information and responsible officer certifications
  - ◆ Form must be submitted by 5:00 CPT on Monday, May 4<sup>th</sup>
    - Can be faxed to Sara Pierce at 617-531-2826
- OR
- Can be scanned and emailed to [aiurfp@levitan.com](mailto:aiurfp@levitan.com)
- OR
- Can be mailed to  
Levitan & Associates, Inc.  
Attn: Sara Pierce  
100 Summer Street, Suite 3200  
Boston, MA 02110

## Pre-Bid Letter of Credit



- ◆ Final Pre-Bid Letter of Credit is the same for all bidders
- ◆ Faxed copy must be received by 5:00 CPT on Monday, May 4<sup>th</sup> – send to Sara Pierce at 617-531-2826
  - Can alternatively be scanned and sent via email to [aiurfp@levitan.com](mailto:aiurfp@levitan.com)
- ◆ Original should be sent to (can arrive on Tuesday):
  - Timothy Moloney
  - Managing Supervisor
  - Ameren Services
  - 1901 Choteau Avenue, MC 960
  - St. Louis, MO 63103
  - (314) 613-9139 (phone)



# Bid Submission



# Bid Submission Materials



Illinois Power Agency
2009 Procurement

Home
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**Energy Bidder Registration and Bid Submission**

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 Website: [Submit a Question](#)

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[Download Bid Submission Instructions](#)  
[Download Bid Form](#)  
**Submit Bid - Clicking link will open new window**  
Note: Any bids submitted before 7:00 AM CPT on May 5, 2009, will be evaluated for testing purposes only and will not be considered to be binding submissions.

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[Contact Webmaster](#)

Download from Bidder Registration Page

LEVITAN & ASSOCIATES, INC.



# Bid Submission Instructions (1)

## 1. Download Bid Form: “EnergyBidForm.xlt”

**Bid Submission**

[Download Bid Submission Instructions](#)

[Download Bid Form](#) ←

[Submit Bid](#) - Clicking link will open new window

Note: Any bids submitted before 7:00 AM CPT on May 5, 2009, will be evaluated for testing purposes only and will not be considered to be binding submissions.

## 2. Fill in your Company name and Bidder Code

	A	B	C	D	E	F	G
1	<b>Bidder:</b> (Full legal name)						
2	<b>Bidder Code:</b> (4 characters)				<b>Code not defined</b>		

Bidder Code (looks like Exxx) was provided to you via email. If you did not receive your Bidder Code please contact Sara Pierce at 617-531-2818 x15

# Bid Submission Instructions (2)



3. For each Product, A through VV, enter the number of 50-MW blocks you are bidding at each price, and the price in \$/MWh

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
4	<b>Bids for 50-MW Blocks of Energy</b>															
5	<b>Products</b>															
6	Enter the number of 50-MW blocks offered and the price in \$/MWh for each group of 50-MW blocks for each product. Each bid is considered independently for each 50-MW block and each product. AIU may accept all, some, or none of the 50-MW blocks offered within a group. Prices will be rounded to the nearest \$0.01. The number of blocks for each group must be a positive integer.															
7																
8	<b>Product</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>									
9	Month	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09									
10	Time of Use	On-Peak	On-Peak	On-Peak	On-Peak	On-Peak	On-Peak									
11	Volume (MW)	1,000	1,450	1,400	850	700	650									
12	Days	30	31	30	30	31	30									
13	Energy, MWh	720,000	719,200	672,000	408,000	347,200	312,000									
14	Number of 50 MW blocks	20	29	28	17	14	13									
15																
16	Total blocks offered	0	0	0	0	0	0									
17	Total MW offered	0	0	0	0	0	0									
18																
19		Group	No of 50-MW Blocks	Price, \$/MWh	No of 50-MW Blocks	Price, \$/MWh	No of 50-MW Blocks	Price, \$/MWh	No of 50-MW Blocks	Price, \$/MWh	No of 50-MW Blocks	Price, \$/MWh	No of 50-MW Blocks	Price, \$/MWh	No of 50-MW Blocks	Price, \$/MWh
20		1														
21		2														
22		3														
23		4														
24		5														
25		6														
26		7														
27		8														
28		9														
29		10														
30		11														
31		12														
32		13														
33		14														

# Bid Submission Instructions (3)



4. Check your bid form for any errors, which will be flagged in red. Possible errors can include:
  - ◆ Too many blocks for a single Product are entered. Each Product is limited to the number of blocks shown in the column headers. If this error is not fixed, the blocks with the highest prices will be eliminated until the max number of blocks is reached.
  - ◆ The number of blocks bid at each price must be an integer. If a non-integer number of blocks is bid, the fractional block will be eliminated.
  - ◆ A price less than \$1.00/MWh or greater than \$1,000/MWh is bid. Blocks with prices outside this range will be assumed to be in error and will not be evaluated.
  - ◆ If no price or no number of blocks is entered in a row, that row is interpreted as a “no bid” and ignored. This also applies to any row where the number of blocks entered is  $\leq 0$

# Examples of Bid Form Errors (1)



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
8	<b>Product</b>			<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>		<b>E</b>		<b>F</b>	
9	Month			Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09						
10	Time of Use			On-Peak	On-Peak	On-Peak	On-Peak	On-Peak	On-Peak						
11	Volume (MW)			1,000	1,450	1,400	850	700	650						
12	Days			30	31	30	30	31	30						
13	Energy, MWh			720,000	719,200	672,000	408,000	347,200	312,000						
14	Number of 50 MW blocks			20	29	28	17	14	13						
15															
16	Total blocks offered			21	15.5	15	17	14	13						
17	Total MW offered			1050	775	750	850	700	650						
18															
19		Group		No of 50-MW Blocks	Price, \$/MWh	No of 50-MW Blocks	Price, \$/MWh	No of 50-MW Blocks	Price, \$/MWh	No of 50-MW Blocks	Price, \$/MWh	No of 50-MW Blocks	Price, \$/MWh	No of 50-MW Blocks	Price, \$/MWh
20		1		7	\$5.00	5	\$10.00		\$10.00	4	\$5.50	3	\$15.00	5	
21		2		7	\$10.00	5	\$15.00	5	\$20.00	4	\$10.50	3	\$20.00	5	\$10.00
22		3		7	\$15.00	5.5	\$20.00	5	\$30.00	4	\$15.50	3	\$0.25	3	\$15.00
23		4						5	\$40.00	4	\$2,050.00	3	\$30.00		
24		5								1	\$25.50	2	\$35.00		
25		6													
26		7													
27		8													
28		9													
29		10													
30		11													
31		12													
32		13													
33		14													

## Examples of Bid Form Errors (2)



1. Too many blocks are entered, one of the \$15 bids will be eliminated
2. A non-integer number of bids is entered, the number of blocks bid at \$20 will be rounded down to 5
3. No number of blocks is entered for the \$10 bid, therefore only the 5 blocks each at \$20, \$30 and \$40 will be evaluated
4. The \$2,050 bid is above the maximum price, therefore this bid will not be evaluated
5. The \$0.25 bid is below the minimum price, therefore this bid will not be evaluated
6. No price is entered for the first bid, therefore this bid will not be evaluated

# Examples of Bid Form Errors (3)



- ◆ A data check section at the bottom of the bid form validates bids, you can also review any errors there to get more details

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
53	Product			A	B	C	D	E	F						
54		Group													
55		1		OK	OK	OK	OK	No Bid	Extra Price	OK	OK	OK	OK	OK	< Min Bid
56		2		OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
57		3		Extra Blocks	OK	OK	OK	OK	OK	OK	OK	< Min Bid	OK	OK	OK
58		4		No Bid	No Bid	No Bid	No Bid	OK	OK	OK	> Max Bid	OK	OK	No Bid	No Bid
59		5		No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	OK	OK	OK	OK	No Bid	No Bid
60		6		No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
61		7		No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
62		8		No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
63		9		No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
64		10		No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
65		11		No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
66		12		No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
67		13		No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
68		14		No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
69		15		No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
70		16		No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
71		17		No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
72		18		No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
73		19		No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
74		20		No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
75		21				No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
76		22				No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
77		23				No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
78		24				No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
79		25				No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
80		26				No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
81		27				No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
82		28				No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
83		29				No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
84															



# Bid Submission Instructions (4)

5. After all errors are corrected, save the file. The default name will be EnergyBidForm1.xls, but you can add your company name or bidder number to the file if you wish – please do not use any special characters in the file name, as this may impair the evaluation process
6. On the Bidder Registration page, click on “Submit Bid” which will open a new window

**Bid Submission**

[Download Bid Submission Instructions](#)

[Download Bid Form](#)

[Submit Bid - Clicking link will open new window](#)



Note: Any bids submitted before 7:00 AM CPT on May 5, 2009, will be evaluated for testing purposes only and will not be considered to be binding submissions.



## Bid Submission Instructions (5)



7. Fill in all fields in the form in the new window, select the file containing your bid through the Browse button, and click the Submit button.

A screenshot of a Mozilla Firefox browser window displaying a web form titled "Energy Bid Submission". The browser's address bar shows the URL "https://www.logiforms.com/formdata/user\_forms/21493\_5029058/71195/". The form content includes a heading "Energy Bid Submission", a note to fill in all fields and contact Sara Pierce at 617-531-2818 x15, and a deadline notice: "Bids submitted prior to 7:00 am CPT on Tuesday, May 5, 2009, will be evaluated only as test bids and will not be binding." The form fields are: "Company" (text input), "Bidder Code" (text input), "Contact Name" (text input), "Phone Number" (text input), and "Bid File" (file selection input with a "Browse..." button). Below the "Bid File" field is the text "We will call this number to confirm successful bid receipt." At the bottom of the form are "Reset" and "Submit" buttons. The browser's status bar at the bottom shows "Done" and the website "www.logiforms.com".

8. After receiving your bid file, we will call the person listed in the Bid Submission form to confirm receipt

## Submitting Practice Bids



- ◆ The Bid Submission site is live now for Bidders to practice submitting bids
- ◆ Bids submitted before 7:00 AM CPT on Tuesday, May 5<sup>th</sup> will not be considered to be binding bids, and you will not be notified immediately by phone of received submissions
- ◆ If you have any questions, please call Sara Pierce at 617-531-2818 x15

## On Bid Day



- ◆ Final binding bids must be submitted by 12:00 noon, CPT on Tuesday, May 5<sup>th</sup>
- ◆ Bids will only be evaluated if Pre-Bid Letter of Credit and Bidder Registration Form have been received by 5:00 CPT on Monday, May 4<sup>th</sup>

## What If Something Goes Wrong?



- ◆ If you have any problems accessing or filling out the bid form, please call Sara Pierce at 617-531-2818 x15
  
- ◆ The backup submission method is via fax, if IT problems are encountered on Bid Day
  - Levitan & Associates, Inc.'s fax number is 617-531-2826



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# Supplier Fee

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# Supplier Fee



- ◆ Supplier Fee preliminarily estimated to be \$0.04/MWh from each Winning Bidder
- ◆ Will be paid as part of the settlement statement for each Product
- ◆ Separate email will go out to all bidders with information about the final Supplier Fee by Monday, May 4th



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# Bid Evaluation

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# Bid Evaluation



- ◆ Because there are no contingent or linked bids, bid evaluation is very straightforward
- ◆ After checking each bid for errors, the bids for each product are sorted by price, and the lowest-priced X 50-MW blocks for each product are selected, subject to price benchmarks, where X is the number of blocks for that product (as shown in the RFP and on the Bid Form)



## What Happens In Case of a Tie?



- ◆ If there are two or more blocks at the price (rounded to \$0.01/MWh) that clear the Product quantity requirement, the Procurement Administrator will select the required number of blocks at the clearing price in order to maximize the number of bidders in the award group



# Bidder Notification

# Schedule Following Bid Submission

- ◆ Procurement Administrator submits report with recommended winning bidders to ICC on Wednesday, May 6<sup>th</sup>
- ◆ ICC decision by Friday, May 8<sup>th</sup>
  - Special meetings to discuss the procurement results scheduled for 10:30 am CPT on Thursday, May 7<sup>th</sup> and Friday, May 8<sup>th</sup>
- ◆ Winning Bidders notified following ICC decision
- ◆ Contracts executed with Winning Bidders within three business days of ICC decision
  - ICC decision on May 7<sup>th</sup> → Contracts executed by May 12<sup>th</sup>
  - ICC decision on May 8<sup>th</sup> → Contracts executed by May 13<sup>th</sup>



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# Contact Information

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# Procurement Administrator Contact Information



- ◆ Procurement Web Site
  - <http://www.levitan.com/AIURFP>
- ◆ Mailing Address
  - Levitan & Associates, Inc.  
Attn: John Bitler or Sara Pierce  
100 Summer Street, Suite 3200  
Boston, MA 02110
- ◆ E-Mail
  - [aiurfp@levitan.com](mailto:aiurfp@levitan.com)
- ◆ Phone
  - 617-531-2818 (John Bitler x22 or Sara Pierce x15)
- ◆ Fax
  - 617-531-2826



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# Questions?

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