

**Illinois Power Agency**  
**Capacity Procurement**  
**Phase 2: July 2011 – May 2012**  
**for Ameren Illinois Company**

**Bidder Practice Session**  
**May 9, 2011**

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

# Agenda



- ◆ Bidder Registration
- ◆ Supplier Fee
- ◆ Bid Submission
- ◆ 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/capacity.html#docs>

## Documents - July 2011 to May 2012 RFP

**Note: Documents for the June 2011 Capacity RFP have been moved to the [Documents](#) page**  
**[Request for Proposals](#)** (Posted 4/19/11)

**[Draft Confirmation Agreement](#)** (Posted 4/19/11)

**[Draft Redline Against Final Confirmation Agreement for June 2011](#)**

**[Final Confirmation Agreement](#)** (Posted 5/3/11)

**[Redline Against Draft Confirmation Agreement](#)** (Posted 5/3/11)

**[Form of Pre-Bid Letter of Credit](#)** (Posted 4/19/11)

**[Acceptable Modifications to Capacity Form of Pre-Bid Letter of Credit](#)** (Posted 4/28/11)

**[Pre-Qualification Application](#)** (Posted 4/15/11)

Submission deadline: 12:00 noon CPT on April 29, 2011 by email ([aiurfp@levitan.com](mailto:aiurfp@levitan.com)) or fax (617-531-2826)

**[Bid Participation Fee Payment Instructions](#)** (Posted 4/15/11)

Payment deadline: 12:00 noon CPT on April 29, 2011

**[Bidder Registration Form](#)** (Posted 4/26/11)

The Bidder Registration deadline is 12:00 noon CPT on Tuesday, May 10, 2011

**[Register for the Bidder Practice Session](#)** (Posted 4/26/11)

The Bidder Practice Session will be held as a webinar on Monday, May 9, 2011 at 3pm EPT / 2pm CPT. Materials from the webinar will be posted here following the session. Participation is not mandatory.

### Supplier Fee Details

The amount of the Supplier Fee charged to winning Capacity RFP bidders will be \$1.25/PRC (Posted 4/26/11)

**[Supplier Fee Binding Agreement](#)** (Posted 4/27/11)

Supplier Fee Binding Agreements will be completed with winning bidders following the ICC's ruling

**[Capacity Bid Form](#)** (Posted 5/2/11)

**[Capacity Bid Form Instructions](#)** (Posted 5/2/11)

**[Submit Bid Form](#)** (Posted 5/9/11) **Clicking link will open new window**

The password to access the bid submission page will be sent by email and given in the Bidder Practice Session, if you would like to submit a practice bid and have not yet received the password, please call Sara Wilmer at 617-531-2818 x15

Bids submitted before 10:00 am CPT on Wednesday, May 11, 2011, will be reviewed only as practice bids

# Bidder Registration Form



- ◆ Includes contact information and responsible officer certifications
  - ◆ Form must be submitted by 12:00 noon CPT on Tuesday, May 10<sup>th</sup>
    - Can be faxed to Sara Wilmer 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 Wilmer  
100 Summer Street, Suite 3200  
Boston, MA 02110



## Pre-Bid Letter of Credit

- ◆ Acceptable Modifications (as posted on the website) to the Pre-Bid Letter of Credit can be used by all bidders
- ◆ Faxed copy must be received by 12:00 noon CPT on Tuesday, May 10<sup>th</sup> – email to [aiurfp@levitan.com](mailto:aiurfp@levitan.com) or fax to 617-531-2826
- ◆ Original should be sent to (can arrive on Wednesday):
  - Timothy Moloney
  - Managing Supervisor
  - Ameren Services
  - 1901 Choteau Avenue, MC 960
  - St. Louis, MO 63103
  - (314) 613-9139 (phone)



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# Supplier Fee

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# Supplier Fee

- ◆ Supplier Fee Agreement process changing from last year
- ◆ Winning bidders will receive partially executed Supplier Fee Agreements from the Procurement Administrator on the day following the ICC ruling
  - Must be signed and returned to the Procurement Administrator by email, with hard copies sent by overnight mail
  - Detailed instructions included in Supplier Fee Agreement
- ◆ Supplier Fee will be \$1.25/PRC from each Winning Bidder
- ◆ Will be paid directly to the Illinois Power Agency, by check or ACH
- ◆ Payment due within 7 business days of ICC ruling





# Bid Submission

# Bid Submission Materials



## Documents - July 2011 to May 2012 RFP

**Note: Documents for the June 2011 Capacity RFP have been moved to the [Documents](#) page**

[Request for Proposals](#) (Posted 4/19/11)

[Draft Confirmation Agreement](#) (Posted 4/19/11)

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[Capacity Bid Form](#) (Posted 5/2/11) ←

[Capacity Bid Form Instructions](#) (Posted 5/2/11)

[Submit Bid Form](#) (Posted 5/9/11) **Clicking link will open new window**

The password to access the bid submission page will be sent by email and given in the Bidder Practice Session, if you would like to submit a practice bid and have not yet received the password, please call Sara Wilmer at 617-531-2818 x15

Bids submitted before 10:00 am CPT on Wednesday, May 11, 2011, will be reviewed only as practice bids



# Bid Submission Instructions (1)

## 1. Download Bid Form: “CapacityBidForm.xls”

[Capacity Bid Form](#) (Posted 5/2/11) ←

[Capacity Bid Form Instructions](#) (Posted 5/2/11)

[Submit Bid Form](#) (Posted 5/9/11) **Clicking link will open new window**

The password to access the bid submission page will be sent by email and given in the Bidder Practice Session, if you would like to submit a practice bid and have not yet received the password, please call Sara Wilmer at 617-531-2818 x15

Bids submitted before 10:00 am CPT on Wednesday, May 11, 2011, will be reviewed only as practice bids

## 2. Fill in your Company name

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Bidder:</b> (Full legal name)										
2											



# Bid Submission Instructions (2)

3. For each Product, Jul-11 through May-12, enter the number of 10-PRC blocks you are bidding at each price, and the price in \$/PRC (MW-month)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	<b>Bidder:</b> (Full legal name)															
2																
3														Minimum valid bid price, \$/PRC		\$1.00
4														Maximum valid bid price, \$/PRC		\$75,000.00
5																
6				Enter the number of 10-PRC blocks offered and the price in \$/PRC-month for each block. Each bid is considered independently for each 10-PRC block. The Procurement Administrator may accept all, some, or none of the 10-PRC blocks offered within a group. Prices will be rounded to the nearest \$0.01.												
7																
8				1	2	3	4	5	6							
9	<b>Product</b>			<b>Jul-11</b>	<b>Aug-11</b>	<b>Sep-11</b>	<b>Oct-11</b>	<b>Nov-11</b>	<b>Dec-11</b>							
10	PRC Quantity (MW)			1,170	1,250	1,360	1,100	770	760							
11	Days in Month			31	31	30	31	30	31							
12	Number of 10-PRC Blocks			117	125	136	110	77	76							
13																
14	Number of groups offered			0	0	0	0	0	0							
15	Total blocks offered			0	0	0	0	0	0							
16	Total PRCs offered			0	0	0	0	0	0							
17																
18			Group	No of 10-PRC Blocks	Price, \$/PRC	No of 10-PRC Blocks	Price, \$/PRC	No of 10-PRC Blocks	Price, \$/PRC	No of 10-PRC Blocks	Price, \$/PRC	No of 10-PRC Blocks	Price, \$/PRC	No of 10-PRC Blocks	Price, \$/PRC	
19			1													
20			2													
21			3													
22			4													
23			5													
24			6													
25			7													
26			8													
27			9													
28			10													
29			11													
30			12													
31			13													
32			14													
33			15													
34			16													
35			17													
36			18													
37			..													



## Bid Submission Instructions (3)



4. Check your bid form for any errors, which will be flagged by red-shaded cells. 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.
  - ◆ A price less than \$1.00/PRC or greater than \$75,000/PRC is bid. Blocks with prices outside this range will be assumed to be in error and will not be evaluated.
  - ◆ 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 discarded (*i.e.* the number of blocks will be rounded down to the nearest integer).
  - ◆ 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
1	<b>Bidder:</b> (Full legal name)														
2															
3												Minimum valid bid price, \$/PRC		\$1.00	
4												Maximum valid bid price, \$/PRC		\$75,000.00	
5															
6	Enter the number of 10-PRC blocks offered and the price in \$/PRC-month for each block. Each bid is considered independently for each 10-PRC block. The Procurement Administrator may accept all, some, or none of the 10-PRC blocks offered within a group. Prices will be rounded to the nearest \$0.01.														
7															
8															
9	<b>Product</b>			<b>Jul-11</b>	<b>Aug-11</b>	<b>Sep-11</b>	<b>Oct-11</b>	<b>Nov-11</b>	<b>Dec-11</b>						
10	PRC Quantity (MW)			1,170	1,250	1,360	1,100	770	760						
11	Days in Month			31	31	30	31	30	31						
12	Number of 10-PRC Blocks	1		117	125	136	110	77	76						
13	Number of groups offered			6	3	1	4	4	3						
15	Total blocks offered			120	32	50	80	40	60						
16	Total PRCs offered			1,200	315	500	800	400	600						
17															
18		Group		No of 10-PRC Blocks	Price, \$/PRC	No of 10-PRC Blocks	Price, \$/PRC	No of 10-PRC Blocks	Price, \$/PRC	No of 10-PRC Blocks	Price, \$/PRC	No of 10-PRC Blocks	Price, \$/PRC	No of 10-PRC Blocks	Price, \$/PRC
19		1		20	\$10.00	10	\$10.00	20	\$20,000.00	10	\$20.00	20	\$10.00		
20		2		20	\$20.00	1.5	\$20.00	50	\$20.00	20	\$40,000.00	10	\$25.00	20	\$20.00
21		3		20	\$30.00	20	\$30.00			20	\$60,000.00	10	\$0.30	20	
22		4		20	\$40.00					20	\$80,000.00	10	\$35.00		
23		5		20	\$50.00										
24		6		20	\$60.00										
25		7													
26		8													
27		9													



## Examples of Bid Form Errors (2)

1. Too many blocks are entered, three of the \$60 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 1
3. No number of blocks is entered for the \$10 bid, therefore only the 50 blocks at \$20 will be evaluated
4. The \$80,000 bid is above the maximum price, therefore this bid will not be evaluated
5. The \$0.30 bid is below the minimum price, therefore this bid will not be evaluated
6. No price is entered for the last 20-block bid, therefore this bid will not be evaluated



# Examples of Bid Form Errors (3)

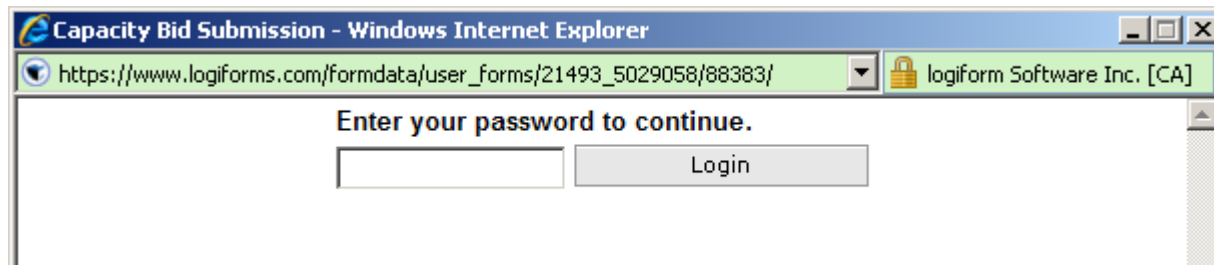
- ◆ A data check section at the bottom of the bid form validates bids, you can also review any errors there to get more details

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	<b>Bidder:</b> (Full legal name)														
2															
3												Minimum valid bid price, \$/PRC		\$1.00	
4												Maximum valid bid price, \$/PRC		\$75,000.00	
5															
6	Enter the number of 10-PRC blocks offered and the price in \$/PRC-month for each block. Each bid is considered independently for each 10-PRC block. The Procurement Administrator may accept all, some, or none of the 10-PRC blocks offered within a group. Prices will be rounded to the nearest \$0.01.														
7															
8															
9	<b>Product</b>			<b>Jul-11</b>	<b>Aug-11</b>	<b>Sep-11</b>	<b>Oct-11</b>	<b>Nov-11</b>	<b>Dec-11</b>						
10	PRC Quantity (MW)			1,170	1,250	1,360	1,100	770	760						
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12	Number of 10-PRC Blocks			117	125	136	110	77	76						
13															
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15	Total blocks offered			120	32	50	80	40	60						
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17															
18		Group		No of 10-PRC Blocks	Price, \$/PRC	No of 10-PRC Blocks	Price, \$/PRC	No of 10-PRC Blocks	Price, \$/PRC	No of 10-PRC Blocks	Price, \$/PRC	No of 10-PRC Blocks	Price, \$/PRC	No of 10-PRC Blocks	Price, \$/PRC
162		1		OK	OK	OK	OK	No Bid	Extra Price	OK	OK	OK	OK	OK	OK
163		2		OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
164		3		OK	OK	OK	OK	No Bid	No Bid	OK	OK	OK	< Min Bid	OK	< Min Bid
165		4		OK	OK	No Bid	No Bid	No Bid	No Bid	OK	> Max Bid	OK	OK	No Bid	No Bid
166		5		OK	OK	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
167		6		Extra Blocks	OK	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
168		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



## Bid Submission Instructions (4)

5. After all errors are corrected, save the file. You can add your company name or other identifier to the file name if you wish. Please do not use any special characters (*e.g.* #, ?, %, *etc.*) in the file name, as this may impair the evaluation process
6. On the procurement website, click on “Submit Bid Form” which will open a new window with a password prompt





# Bid Submission Instructions (5)

- 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.

Capacity Bid Submission - Windows Internet Explorer  
 https://www.logiforms.com/external\_requesthandler.lf  
 logiform Software Inc. [CA]

**Bid Submission - Capacity RFP**  
 Please fill in all fields. Call Sara Wilmer at 617-531-2818 x15 with any questions.

The submission window for binding bids will open at 10:00 am CPT on Wednesday, May 11, 2011. Bids submitted before that time will be considered to be practice bids and will not be evaluated.

Company   
 Contact Name   
 Phone Number

We will call this number to confirm successful bid receipt.

Confirmation Agreement Section 20 (b) is:  Applicable  Not Applicable

20(b) [If applicable] The Product provided under this Confirmation Agreement is provided pursuant to Seller's Market Based Rate Authority under

Bid File  Browse...  
 Reset Submit

Market Based Rate Authority information is optional

## Bid Submission Instructions (7)



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

Receipt of practice bids will be confirmed by email.



## Other Key Points

- ◆ Each bid is considered independently for each 10-PRC block and each product (month)
  - No contingencies will be considered
- ◆ The Procurement Administrator can recommend that the ICC accept all, some, or none of the 10-PRC blocks offered within a group
- ◆ Bid prices will be rounded to the nearest \$0.01
  
- ◆ The window for submitting final bids is 10:00 am to 12:00 noon CPT on Wednesday, May 11<sup>th</sup>
- ◆ Final binding bids must be submitted by 12:00 noon, CPT (1:00 pm EPT) on Wednesday, May 11<sup>th</sup>



## Submitting Practice Bids

- ◆ The Bid Submission site is live now for Bidders to practice submitting bids
- ◆ Bids submitted before 10:00 AM CPT on Wednesday, May 11<sup>th</sup> will not be considered to be binding bids, and you will not be notified immediately by phone of received submissions, but we will email to let you know that your bid was received and if there are any problems
- ◆ Each bidder can submit as many practice bids as they want
- ◆ If you have any questions, please call Sara Wilmer at 617-531-2818 x15

## What If Something Goes Wrong?



- ◆ If you have any problems accessing or filling out the bid form, please call Sara Wilmer 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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# 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 sheet for errors, the bids for each product are sorted by price, any bids over the benchmark are eliminated, and the lowest-priced X 10-PRC blocks for each product will be recommended for acceptance, where X is the number of blocks being solicited 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 bid at the same price (rounded to \$0.01/PRC) that together exceed the Product quantity requirement, the Procurement Administrator will select the required number of blocks at the bid price that will 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 Thursday, May 12<sup>th</sup>
- ◆ ICC accepts or rejects recommendation by Monday, May 16<sup>th</sup>
  - Special Open Meeting currently scheduled for Friday, May 13<sup>th</sup>
- ◆ Preliminary notifications to bidders will occur following transmission of bidding report to ICC
- ◆ Final notifications to bidders will occur following ICC ruling
- ◆ Contracts executed with Winning Bidders within three business days of ICC ruling



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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: Sara Wilmer  
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 Wilmer x15)
- ◆ Fax
  - 617-531-2826



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Questions?

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