

2011 Capacity Bid Submission Instructions

1. Download Bid Form “CapacityBidForm.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. For each Product Month, Jul-11 through May-12, enter the number of 10-PRC blocks you are bidding at each price, and the price in \$/PRC.
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/PRC or greater than \$75,000.00/PRC is entered for one or more 10-PRC 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/PRC bid row and will not be evaluated.
 - c. Bids with a fractional number of 10-PRC 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. You can add your company name or other identifier to the file name if you wish, but no special characters, *e.g.* #, ?, *etc.*, can be used in the file name.
6. On the Capacity RFP page, click on “Submit Bid Form” which will open a new window with a password prompt. Entering the password will open the secure submission form. If you have not received the bidding password please contact Sara Wilmer at 617-531-2818 x15.
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 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.