

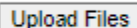
2022 Rhode Island Request for Proposal for Offshore Wind

Bid Submission Directions

Attention: Bidders shall provide all bid documents utilizing the RIE Files2U transfer tool. Documents and other supporting information should not be submitted using portals from prior RFPs, nor sent via email. Please follow the process below and reach out to the RIE OSW RFP team should you have any questions or need any support.

Instructions

1. Access the PPL-RIE Files2U tool: <http://files2u.pplweb.com/>
2. Select the “Upload Files” button at the bottom of the page.



3. Complete each of the following fields in the upload screen:
 - First Name: [submitter's first name]
 - Last Name: [submitter's last name]
 - Email Address: [email address of submitter OR group mailbox of bidding firm, as appropriate]
 - Phone Number: [phone number that the RIE OSW team can contact the bidder]
 - Recipient's Email: RIEOSWRFP@pplweb.com; CleanEnergyRFP@nationalgrid.com

Please note: 1) multiple email addresses can be added to the “recipient's email”. Separate each email address with a semicolon “;” and 2) bidders must include both RIEOSWRFP@pplweb.com and CleanEnergyRFP@nationalgrid.com email addresses in the recipient's email line.

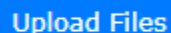
4. From the “Do you agree to the...” drop-down on the upload screen, select “Yes, I agree”

Do you agree to the
Terms and Conditions?

Please choose one



5. DO NOT create a “Download Password”
6. Once all necessary fields are completed, select the “Upload Files”




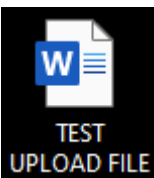
- On the File Transfer Screen, drag or “choose” the files your firm is looking to transfer

[Help](#) [FAQ](#) [Logout](#)

For files larger than 15GB use TransferAgent, otherwise use Choose Files(Basic uploader).

Drop files here!

No file chosen
☐ Add more files after this transfer is complete

Progress	Filename	Rate (KB/sec)	Time Remaining	Status	Action
<div style="width: 100%; height: 10px; background: linear-gradient(to right, #007bff, #6c757d);"></div>	TEST UPLOAD FILE.docx				

No file chosen

☐ Add more files after this transfer is complete

- Once all files have been added to the queue, select “Start Upload” to begin the transfer process.

Start Upload

- When file upload and transfer process is completed, a Job # and Tracking # are provided. An email will be sent to both the recipient AND the email address of the sender.

Job Submitted

Thank you for your order. Please quote **Job# 258127 Tracking #543842KNDF8IIN1D** in any subsequent communications with us.

- The RIE OSW team will contact each submitter to confirm receipt the documents submitted.

Bid Fees & Final Comments

- 1) If submitters have any issues with the submission process detailed above, please contact the RIE OSW team at RIEOSWRFP@pplweb.com, providing a summary of the issue and contact information (phone number). A member of the RIE OSW team will reach out to help resolve the issue.
- 2) All bids must be accompanied by the associated bid fees, as detailed in Section 2.2.4 of the RFP. Please contact the RIE OSW team (at RIEOSWRFP@pplweb.com) for Wire Transfer Instructions.
 - a. Wire Transfer Instructions will only be distributed to parties that actively request them from the Company (i.e. not posted on the RIE OSW website).
 - b. In addition to providing the RIE Wire Transfer Instructions, the RIE team will also provide a Bid Fee Form, which participating bidders must complete detailing the fees provided (to enable RIE to correlate the fees wired to the Company relative to bid(s) provided).
- 3) Upon receipt of the wired collateral, the RIE Team will contact bidders to confirm receipt of transferred monies, confirm the transfer amount (\$), and confirm the values and allocations provided in the Bid Fee Form.

IMPORTANT:

Please direct all communications to the RIE OSW Team at: RIEOSWRFP@pplweb.com.