

**2026 Rhode Island Request for Proposal for Long-Term Contracting
Bid Submittal Instructions**

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

Instructions

1. Please send an email to: CleanEnergyContracts@pplweb.com
 - With the Subject line: 2026 LTCS RFP – Bid Submittal (*Project Name*)
2. Within the body of the email: “We are interested in participating in the 2026 LTCS RFP and are requesting a secure link to provide our official bid documents”
3. An email will be sent out to the bidder with a secure link that they can use to upload and send all Bid Documents to Rhode Island Energy. Please note: the link and the files sent will have a one-week expiration.

To view and reply to this request [click here](#).
This link will expire on 5/20/2026 5:43:21 PM.

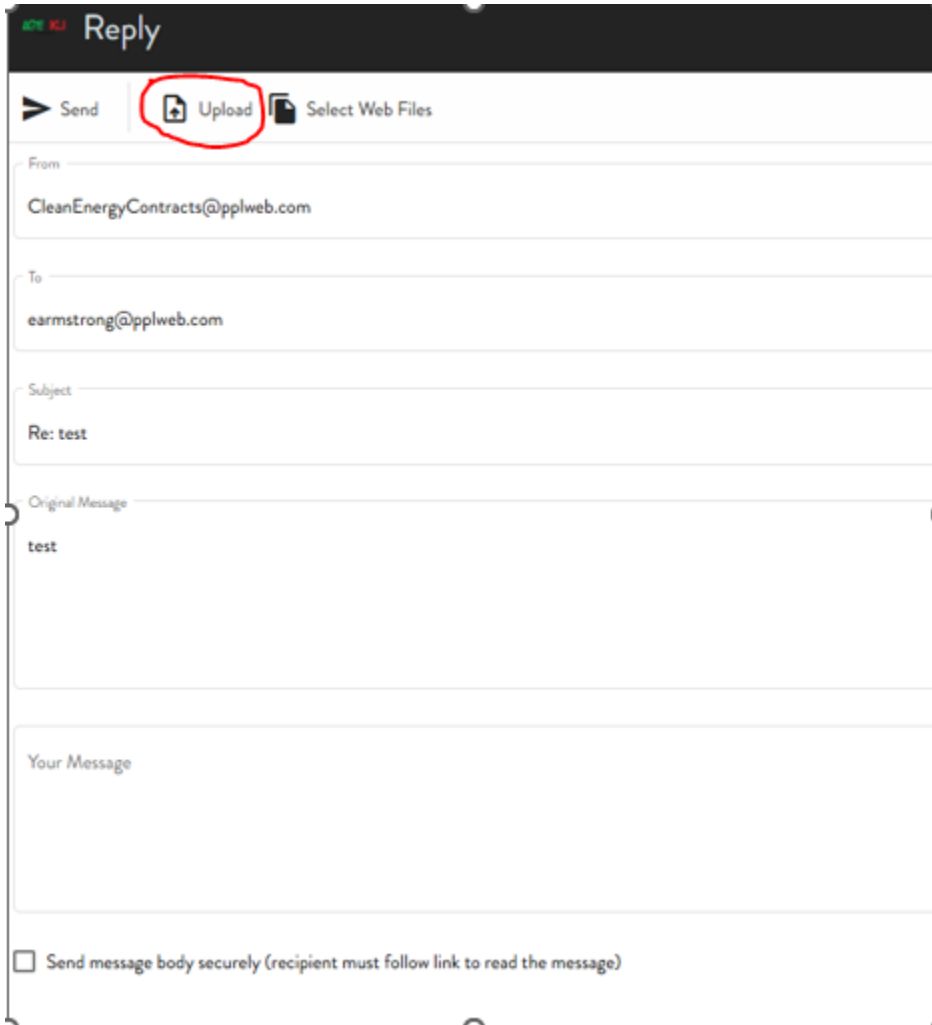
4. After clicking on the link, there will be a prompt to create an account.
5. Once an account is created, click Reply and then there will be a page that looks like this:

The image shows a screenshot of an email reply interface. At the top, there is a dark header with the word "Reply" in white. Below the header, there are three buttons: "Send", "Upload", and "Select Web Files". The form contains several fields: "From" with the value "CleanEnergyContracts@pplweb.com", "To" with "earmstrong@pplweb.com", and "Subject" with "Re: test". Below these is a section for "Original Message" containing the text "test". The "Your Message" field is highlighted with a red circle. At the bottom, there is a checkbox labeled "Send message body securely (recipient must follow link to read the message)".

6. In the “Your Message” portion, please provide the following:

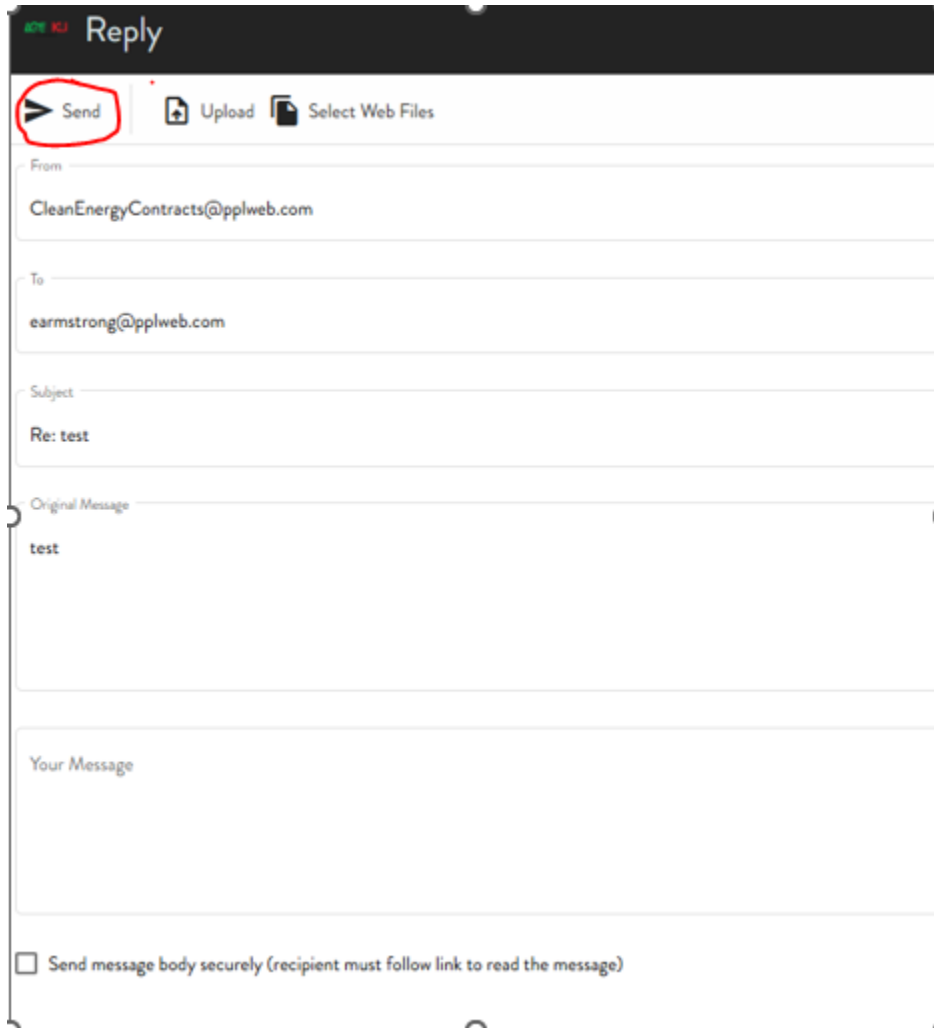
- First Name: [submitter’s first name]
- Last Name: [submitter’s last name]
- Email Address: [email address of submitter OR group mailbox of bidding firm, as appropriate]
- Phone Number: [phone number that the RIE LTCS Team can contact the bidder]

7. On the top of the webpage, click the “Upload Button” and upload all Bid documents



The image shows a screenshot of an email client's 'Reply' form. At the top, there is a dark header with the word 'Reply' in white. Below the header, there are three buttons: 'Send', 'Upload', and 'Select Web Files'. The 'Upload' button, which features a document icon, is circled in red. The form fields are as follows: 'From' is 'CleanEnergyContracts@pplweb.com', 'To' is 'earmstrong@pplweb.com', and 'Subject' is 'Re: test'. Below these fields is a section for the 'Original Message' containing the text 'test'. At the bottom of the form is a large text area labeled 'Your Message' and a checkbox labeled 'Send message body securely (recipient must follow link to read the message)'.

8. Once the files have been uploaded, click send
 - The files will then be sent securely to Rhode Island Energy's Procurement team



The screenshot shows an email client interface for replying to a message. At the top, there is a dark header with the word "Reply" in white. Below the header, there is a toolbar with three buttons: "Send" (with a right-pointing arrow icon), "Upload" (with a document icon), and "Select Web Files" (with a folder icon). The "Send" button is circled in red. Below the toolbar, there are several input fields: "From" (containing "CleanEnergyContracts@pplweb.com"), "To" (containing "earmstrong@pplweb.com"), and "Subject" (containing "Re: test"). Below these fields, there is a section labeled "Original Message" containing the text "test". At the bottom, there is a large text area labeled "Your Message" and a checkbox labeled "Send message body securely (recipient must follow link to read the message)".

9. Once received, a member of the team will confirm receipt of the bid submission.

Bid Fees & Final Comments

- 1) If submitters have any issues with the submission process detailed above, please contact the RIE LTCS Team at CleanEnergyContracts@pplweb.com, with the subject line “2026 LTCS RFP,” providing a summary of the issue and contact information (phone number). A member of the RIE LTCS Team will reach out to help resolve the issue.
- 2) All bids must be accompanied by the associated bid fees, as detailed in Section 2.2.4.4 of the RFP and Part III(b) of the CPPD form. Please contact the RIE LTCS Team (at CleanEnergyContracts@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 LTCS website).
 - b. Bidders are strongly encouraged to confirm that their proposals and supporting documentation meet all RFP requirements prior to submission.
- 3) Upon receipt of the wired collateral, the RIE LTCS 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 LTCS Team at: CleanEnergyContracts@pplweb.com with the subject line “2026 LTCS RFP.”