**INSTRUCTIONS FOR SUBMITTING BIDS**

If you would like to submit a bid and associated documents in response to the Commission’s Request for Proposals for Standard Offer Providers, you must file your bid using the Commission’s new Case Management System (CMS). The following instructions direct you how to (1) Register as a User in the CMS, and (2) file your bid in the CMS.

Note: the Commission’s cases for standard offer proceedings are “Secured Cases.” Your identity as a bidder and any documents that you file in the CMS in response to the Commission’s RFP will not be able to be viewed by the public.

1. **Instructions for Bidders to Register in the Commission’s Case Management System (CMS):**

**[If you are already registered in the CMS, go to step 2.]**

• First, register as a User. Click on <https://mpuc-cms.maine.gov/CQM.Custom.WebUI/Registration/UserRegistrationForm.aspx>.

Fill in the fields, considering the following:

* Required fields are denoted by red asterisks.
* User IDs must be at least 8 characters long and cannot have spaces
* Passwords must be at least 8 characters long and must include numbers, at least one Upper Case Letter, and at least one special character
* The first Company/Organization field is the company you work for (which may not be the company you represent for PUC purposes)

• The Representing Company/Organization field is for the company you represent. This is not required, but it is advised.

* To populate your profile with the companies that you represent, click the “Add” hyperlink. The window allows you to add criteria to shorten the list to select from or you can jump to your company if you enter the first few letters of the company name. Check the box next to the company(ies) you wish to add and click on the select button.
* For companies that are not Maine jurisdictional utilities, choose “Other” and “Other” as the Industry Type and Subtype, and search for your organization. If it is not present, call the Commission at 287-3831 and ask that it be added.
* You may add more than one company or organization. You may return to the screen in the future to add more companies/organizations or to remove them.

• The Registration screen requires the use of SPAM proof software called reCAPTCHA, so you will have to enter the two odd words presented to you in order to complete the registration process. If you cannot read one or more of the words, click on the refresh icon on the top right to get a new pair of words until you can read both.

• After submitting your registration you will receive an email notification with a hyperlink and instructions. You must go to the hyperlinked page and confirm your registration. (if clicking on the hyperlink does not work in your email system, copy and paste it into your browser’s URL field to go to the confirmation screen. Once this is done you will be registered to submit documents into the new application.

1. **Instructions for Bidders to File Bids and Supporting Documents in the CMS:**

Once registered and logged in, to file in Docket No. 2012-00534, click on “Case File” in the menu on the left hand side of the screen. In the sub-menu, click on “Submit New Case or Filing” and type "2012-00534" in for the case number and click "Go".

Once the page for case no. 2012-00534 has loaded, fill out the “-Filing Information” section as follows: (Please note anything that is preceded by a red asterisk is mandatory)

Filing Information

Description of Filing: [Insert Company Name] Bid Proposal in Response to Standard Offer RFP

Utility/Company Name: Click on the “Add” button under and search for your entity and click on select in the toggle box in front of the entities name **.**

Attach Non-Confidential Document\*

 Document Type SO Initial Bid or SO Final Bid (as applicable)

 Document Sub/Type (automatically populates itself)

Document Title Response to Commission’s Standard Offer RFP

\*Note: this is a secured case, so the public will not be able to view the identity of the bidder/filer or the filings made by bidders, even though it says “attach non-confidential document.”

Click "Browse" to bring up a listing of attached documents – once you are done attaching all documents, click "Done." You will need to fill out the document Type and Title information for each document you attach. You may delete any document prior to submitting by clicking on the red x.

**You should attach all documents required by the Commission’s RFP, including, but not limited to, your standard offer bid prices (in excel form), the statement of commitment, bidder conditions (if any), and redlined versions of the standard form Standard Form Standard Offer Provider Service Agreement and the Guaranty (if you will be proposing changes to the standard forms). Please include these names in the “Document Title” field so that Staff can distinguish between attachments.**

Once you have added all documents, click Submit.

1. **Email Distribution of Bid Prices in Excel Format:**

As a last step, please email the bid prices in excel format to the following Commission Staff members:

Faith Huntington faith.huntington@maine.gov

Chris Cook christine.r.cook@maine.gov