

INSTRUCTIONS FOR SUBMITTING BIDS

Proposal packages in response to the Commission's Request for Proposals for Energy Generation and Transmission Projects Under 35-A M.R.S. § 3210-I (Docket No. 2026-00033, formerly 2025-00361) must be filed using the Commission's Case Management System (CMS). The following instructions direct you to (1) Register as a User in the CMS, and (2) file your bid in the designated CMS project file.

Note: Proposals will be filed in a confidential "project file." **Do not submit your proposal in the above-referenced docket.** Your identity as a bidder and any documents that you file in the CMS project file in response to the Commission's RFP will not be able to be viewed by the public. Failure to file your proposal in the designated project file may result in the identity of the bidder or bid materials being accessible to the public.

STEP 1: Become a Registered User in the Commission's CMS:

If you are already a registered user in CMS, go to step 2.

1. Navigate to:

<https://mpuc-cms.maine.gov/CQM.Custom.WebUI/Registration/UserRegistrationForm.aspx>

2. 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)

3. The Representing Company/Organization field is for the company you represent.

- 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 (207) 287-3831 or email at maine.puc@maine.gov to request that your Company/Organization be added.

4. After submitting your registration, you will receive an email notification with a hyperlink and instructions. If you do not receive this email, please check your junk mail for an email from MPUC-CMSnotification@maine.gov. 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 CMS.

STEP 2: File Bids and Supporting Documents in the designated CMS project file:

1. Navigate to CMS and sign in:

<https://mpuc-cms.maine.gov/CQM.Custom.WebUI/UserLogin.aspx>

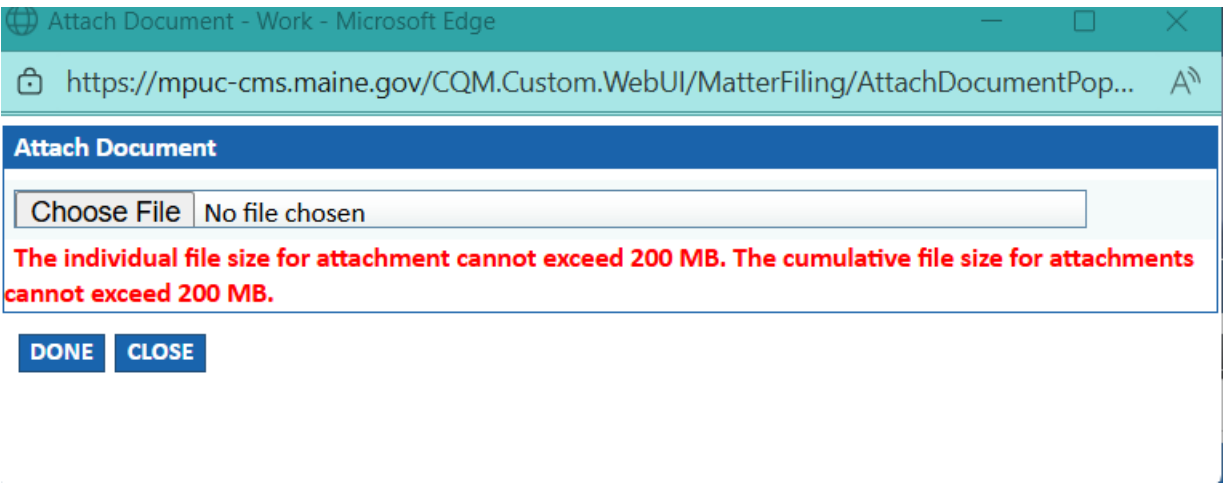
2. Hover over "Project/Report Files" in the left-hand navigation bar and select "Submit Project/Report"
 - Complete all fields marked with an asterisk.
 - Enter "[Insert Company Name] Bid Proposal in Response to RFP for Energy Generation and Transmission Projects Under 35-A M.R.S. S. 3210-I" as the "Title of Filing."
 - Select "CONFIDENTIAL PROPOSALS NORTHERN MAINE DEVELOPMENT PROGRAM" as the "Report/Project Type."
 - The "Report/Project Year" field may be left blank

The screenshot shows the 'Report/Project Submission' form. On the left is a navigation menu with 'Project/Report Files' highlighted. The form has a header with 'SUBMIT' and 'BACK' buttons. The main form area contains several fields: 'Utility/Industry Type' (dropdown), 'Utility/Industry Subtype' (dropdown), 'Utility/Company Names' (dropdown), 'Search Project Type By' (radio buttons for 'Project Description' and 'Project Code', with 'Project Description' selected), 'Report/Project Year' (text input), 'Report/Project Type' (dropdown menu showing 'CONFIDENTIAL PROPOSALS NORTHERN MAINE DEVE'), 'Title Of Filing' (text area with 'Bid Proposal in Response to RFP for Energy Generation and Transmission Projects Under 35-A M.R.S S. 3210-I' and 'Characters remaining: 144'), and 'Comments' (text area with 'Characters remaining: 250'). Below the form is an 'ATTACH DOCUMENT' button and another 'SUBMIT' and 'BACK' button.

3. Click on "Attach Documents"

- Click "Choose File" in the pop-up window and select the document you wish to submit. Click "open" then click "Done."

- Repeat this step for each document required by the Commission’s RFP, including without limitation, your proposal, the required affidavit and required proposal forms.
- Please be sure that each file submitted is named such that it can be easily identified and Staff can distinguish between files.
- You will see a list of all attached documents. You may delete any document prior to submission by clicking the red “x” next to the attachment.



4. After all documents have been attached, click “Submit.” Note that this is a confidential project file and submissions are only visible to Commission Staff.
5. You will receive a confirmation email from CMS that your submission has been made.
6. You may supplement your submission **prior to the submission deadline** by hovering over “Project/Report Files” on the left-hand navigation menu and selecting “Supplement Project/Report.” You will need the tracking number provided in the confirmation email.