



***Appendix B-2***

***Detailed Instructions***  
***For***  
***Proposal Submission***

***For***

***2011 Western Region***  
***Request For Proposals***  
***For***  
***Long-Term Supply-Side Resources***

***DRAFT***

Entergy Services, Inc.  
September 30, 2011

The statements contained in this RFP are made subject to the Reservation of Rights set forth in Appendix D of this RFP and the terms and acknowledgements set forth in the Proposal Submission Agreement.

**APPENDIX B-2**  
**DETAILED INSTRUCTIONS FOR PROPOSAL SUBMISSION**

**1. BACKGROUND**

**1.1 OBJECTIVES**

This Appendix B-2 contains detailed instructions to Bidders for submitting proposals in response to this RFP. Prior to developing their proposals, Bidders are requested to carefully read the RFP, including the instructions in this Appendix B-2, in its entirety.

ESI's principal objectives in designing the procedures that its employees and agents will follow in conducting the RFP process are to preserve, to the maximum extent practicable, the confidentiality of any commercially sensitive proposal information, including, but not limited to, Bidder identity, proposal pricing, and any other confidential terms and conditions, and to help ensure that all proposals are treated in a consistent fashion and that no undue preference is provided to any Bidder.

To support these objectives, ESI will use an automated RFP Web Portal ("RFP Web Portal") for submission of RFP proposals by Bidders ("Proposal Submission"). The RFP Web Portal is designed explicitly for the purposes of enabling the electronic submission of proposal information by all Bidders in a way that allows ESI to track and evaluate information tied to a proposal.

Each Bidder must submit its proposal(s) and other information and documentation in accordance with this Appendix B-2 in order for the proposal(s) to be available for evaluation by ESI.

**1.2 RFP Hotline**

ESI will have a dedicated phone line ("RFP Hotline") available throughout the Proposal Submission Period (and the Bidder Registration Period) from 8:00 a.m. to 5:00 p.m. CPT. The purpose of the RFP Hotline is to assist Bidders only with respect to technical questions regarding the Proposal Submission Process (and, as provided in Appendix B-1, the Bidder Registration Process). The number for the RFP Hotline is 281-297-3758.

**2. PROPOSAL SUBMISSION**

The Proposal Submission Process will be open to Bidders via the RFP Web Portal only from 8:00 a.m. CPT on the date specified in the applicable RFP Schedule through 5:00 p.m. CPT on the date specified in the applicable RFP Schedule (the "Proposal Submission Period"). (The Proposal Submission Period in the current, representative schedule begins on February 27, 2012 and ends on March 1, 2012.)

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#### 2.1. Proposal Submission Process

Subject to Section 5.3 of the Main Body and Appendix B-1, Bidders may submit a proposal for a single Product, an additional proposal for each additional Product, and alternate proposals for each Product. In the event that Bidder wishes to provide multiple proposals for the same Capacity from the same resource, Bidder must clarify in the applicable “Special Considerations” section of the RFP Web Portal that such proposals are mutually exclusive and ESI is limited to selecting only one of the specified proposals. Any Bidder that desires to submit a proposal contingent on a prior sale or other commitment involving the resource (for example, another company’s request for proposals) must specify each such contingency and reason(s) in the “Special Considerations” section of the RFP Web Portal with respect to such proposal.

The basic framework for Proposal Submission can be found in the Web Portal Overview (“Portal Overview”), a document that will be available on the Western RFP Website prior to Proposal Submission. Each Bidder is advised to read and understand the Portal Overview, as it illustrates the three-step Proposal Submission Process:

- Step 1: Electronic Proposal Submission via the RFP Web Portal
- Step 2: Submission of Proposal Submission Agreement
- Step 3: Completion and Submission of responses to Appendices H, I-1, and I-2 (as applicable).

#### Electronic Proposal Submission

Proposals must be submitted via the RFP Web Portal (except for responses to Appendices H, I-1, and I-2). Numerous fields within the RFP Web Portal are required to be completed (and will be so indicated during the submission process) as part of the Proposal Submission Process for a proposal to be considered conforming. Proposals that do not contain all required information will be incapable of being submitted until all required information has been provided. Other information may be requested – but is not required – of Bidders in the RFP Web Portal in the Proposal Submission Process. If Bidder believes that a particular requested disclosure is not applicable to its proposal and Bidder intends to omit that disclosure, then Bidder should indicate “N/A” in the space provided for such disclosure and explain further as requested in the “Special Considerations” section of the RFP Web Portal.

#### Proposal Submission Agreement

As part of the Proposal Submission Process, Bidders are required to execute and deliver to ESI the Proposal Submission Agreement by the Required Proposal Submission Time. The Proposal Submission Agreement may be executed either by electronic signature, via the RFP Web Portal, or handwritten signature, which must be by an officer or other representative of Bidder who is duly authorized to sign the Proposal Submission Agreement and tender the submitted proposal(s) on behalf of Bidder. A hand-signed Proposal Submission Agreement (including hand-signed signature page) may be delivered to the RFP Administrator via courier,

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telefacsimile, or electronic mail (as a .pdf attachment). If delivery is made by telefacsimile or electronic mail, Bidder must subsequently deliver delivered to the RFP Administrator an original of the duly executed Bidder Proposal Submission Agreement (including hand-signed signature page) by 5:00 p.m. CPT within three (3) business days after the Required Proposal Submission Time.

#### Bidder Responses

Bidders are also required to deliver to ESI by the Required Proposal Submission Time complete responses to due diligence requests for this RFP (see Appendices H, I-1, and I-2). ESI will not accept responses via the RFP Web Portal. Bidders must deliver responses through (i) files attached to electronic mail or other electronic/digital media acceptable to ESI or (ii) digital form acceptable to ESI (*e.g.*, a CD) delivered to the RFP Administrator by courier. The Entergy electronic communications network generally will not accept “zip” (or similar) files or electronic mail with file attachments containing, individually or collectively, approximately ten (10) megabytes or more of data or information. Bidders who submit proposal information that is either (i) not accepted by the Entergy electronic communications network or (ii) not properly addressed to and not timely received by the RFP Administrator will be considered not to have delivered the information to ESI. Proposals from Bidders that fail to deliver complete responses and clarifications as required herein are non-conforming.

#### **2.2. Completion of Proposal Submission**

Each Bidder must complete all three steps of Proposal Submission. Bidders will have the ability to modify proposal information through the Proposal Submission Period. No proposal may be modified after the Required Proposal Submission Time without ESI’s prior written consent, which may be granted or denied by ESI in its sole discretion.

**Bidders will bear the risk of failing to submit the requisite Proposal Submission information and documentation as required herein by the Required Proposal Submission Time. Bidders who attempt to submit their proposal information within two (2) hours of the Required Proposal Submission Time run a substantial risk of having insufficient time before the deadline to correct and resubmit the proposal(s) in the event of a submission error or a technical malfunction. No Bidder will be provided access to the RFP Web Portal outside of the Proposal Submission Period, and ESI will be under no obligation to any Bidder to re-open the Proposal Submission Process after the Required Proposal Submission Time.**

**Proposals for which Bidder did not submit all required information and material and/or complete all three steps of Proposal Submission as required herein are non-conforming.**

#### **2.3. Process for Proposal Withdrawal**

If, during the Proposal Submission Period, Bidder desires to withdraw a proposal or edit or otherwise modify (within the limitations of the terms of the registered proposal registered to

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be edited) a proposal that was confirmed as received, Bidder may do so by accessing their account via the RFP Web Portal, selecting the proposal desired to be withdrawn or replaced from the list of submitted proposals, and deleting it from the list. Bidders may not edit or otherwise modify proposals after the Required Proposal Submission Time. If Bidder seeks to withdraw a proposal after the Proposal Submission Period, Bidders must contact the RFP Administrator (see Section 1.5 of the Main Body for facsimile and other RFP Administrator contact information).

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