

ILLINOIS POWER AGENCY
EARLY 2023 CAPACITY RFP
PROCUREMENT EVENTS
APPENDIX 3: PART 2 FORM (ILLUSTRATIVE)

Pursuant to the Illinois Power Agency Act, 20 ILCS 3855/1-5, et seq., and the Illinois Public Utilities Act, 220 ILCS 5/1-101, et seq., the Illinois Power Agency (“IPA”) filed a Procurement Plan, which provides for purchase of electric supply to serve certain customers of Ameren Illinois Company (“AIC”), Commonwealth Edison Company (“ComEd”), and MidAmerican Energy Company (“MEC”). Pursuant to the Procurement Plan, a procurement event will be held in early 2023 to procure capacity for AIC for the 2023-2024 Planning Year. This procurement event is called the “Early 2023 Capacity RFP”.

The Part 2 Proposal consists of the online Part 2 Form, attachments that are uploaded to the application website (or sent to the Procurement Administrator via email), and a Pre-Bid Letter of Credit for each procurement event for which the Bidder intends to submit Bids sent by electronic means to the applicable Company. Before completing the Part 2 Form for the Early 2023 Capacity RFP, please review the RFP Rules and the (AIC) Capacity Agreement so that you understand the conditions under which the Early 2023 Capacity RFP will be conducted. These documents are available on the procurement website, www.ipa-energyrfp.com.

Having submitted a Part 1 Proposal in response to the Early 2023 Capacity RFP, you have agreed to all the terms and conditions of the Early 2023 Capacity RFP.

Any information that you provide in this Part 2 Proposal is provided on a confidential basis to the Procurement Administrator, and may be provided on a confidential basis to the Procurement Monitor, to the Illinois Power Agency (“IPA”), or to the Staff of the Illinois Commerce Commission (“ICC”). AIC’s representatives receive, review, and evaluate any Pre-Bid Letter of Credit for the Company.

INSTRUCTIONS FOR PROPOSAL

Bidders use the online Part 2 Form and upload required documents to respond to the requirements of the Part 2 Proposal as detailed in the RFP Rules.

The Procurement Administrator evaluates Bids submitted in accordance with the RFP Rules for each Bidder that qualifies pursuant to a successful Part 1 Proposal and that submits a Part 2 Proposal that fulfills all the requirements of the RFP Rules.

Please complete all sections. If a section does not pertain to you, you will be required to check a box and move on to the next section.

I. Part 2 Proposal Submission

A Bidder must:

- Complete the online Part 2 Form in its entirety;
- Submit bid assurance collateral in the form of cash or a Pre-Bid Letter of Credit for the procurement event; and
- Submit **one (1) copy** of all other documents, including Inserts, required to support the online Part 2 Form by email to Illinois-RFP@nera.com or by upload to the application website. All Inserts are available on the procurement website.

All times are Central Prevailing Times (“CPT”) unless specifically noted.

The online Part 2 Form must be submitted no later than 12 PM (noon) CPT on

February 10, 2023 (the Part 2 Date).

Some of the documents required to support the Part 2 Form are “Inserts”. Each of these Inserts will be available as a separate form on the procurement website or from the Procurement Administrator.

A Bidder that is required to submit a particular Insert will complete this form and upload the form to the application website (or send the form by email). An Insert may be:

- Completed by printing and signing the Insert or using an electronic signature (such as a picture of a signature). In this case, the Insert must be sent by email by the signatory or with the signatory on copy.
or
- Submitted with a digital signature and a document or information verifying the identity of the signatory.

For illustrative purposes, the Inserts are shown throughout this Part 2 Form in pink boxes. The format and exact content of the Inserts may differ from the illustrative Inserts provided throughout this Part 2 Form. **Fields for upload of other documents are designated by a paperclip.**

Inquiries may be directed to the Procurement Administrator through the “Ask a Question” page on the procurement website at www.ipa-energyrfp.com.

II. Part 2 Proposal Processing

Notifications

Any notification or other written communication from the Procurement Administrator to a Bidder will be sent to the email address provided for the Representative and the Nominees. Any such notification or communication will be deemed received by the Bidder at the time of delivery or transmission, provided that when delivery or transmission occurs after 6 PM on a business day or occurs on a day that is not a business day, receipt will be deemed to occur at 9 AM on the following business day. Any email from the Bidder to the Procurement Administrator should be addressed to Illinois-RFP@nera.com to ensure a prompt reply.

Acknowledgment of Receipt

The exclusive method of responding to the requirements of the Part 2 Proposal is the use of the online Part 2 Form together with the use of Inserts to the Part 2 Form available as separate forms on the procurement website or from the Procurement Administrator. The bid assurance collateral for the procurement event must be submitted to AIC according to the instructions provided to the Bidder by the Procurement Administrator. Other documents (supporting documents and Inserts) may be uploaded to the application website or sent to the Procurement Administrator via email.

Deadlines

A Bidder must submit its Part 2 Proposal, excluding Bids, to the Procurement Administrator by 12 PM (noon) on the Part 2 Date. Bid assurance collateral is due on or before 12 PM (noon) on the Part 2 Date. Bids must be received before the close of the pre-specified Bid Window on the Bid Date.

Timing of Part 2 Proposal Review

If the Part 2 Proposal (excluding Bids) is received before 12 PM (noon) on any business day during the Part 2 Window, the Procurement Administrator acknowledges receipt by email on the day the Part 2 Proposal is received with the results of an initial review. If a Part 2 Proposal (excluding Bids) is received after 12 PM (noon) on any day during the Part 2 Window prior to the Part 2 Date, the Procurement Administrator acknowledges receipt by email along with the initial review by 12 PM (noon) of the next business day. The initial review states either that the Part 2 Proposal is complete and is being considered, or the initial review lists items of the Part 2 Proposal that are incomplete or require clarification.

Deficiencies

If the Part 2 Proposal (excluding Bids) is incomplete or requires clarification, the Procurement Administrator sends a deficiency notice to the Bidder. If a Bidder receives a first deficiency notice from the Procurement Administrator regarding any item of the Part 2 Proposal except for matters related to bid assurance collateral, the Bidder must respond by 12 PM (noon) on the Part 2 Date, or by 6 PM on the business day following the business day during which that first deficiency notice is sent to the Bidder, whichever comes later. If a Bidder receives a first deficiency notice from the Procurement Administrator regarding bid assurance collateral, the Bidder has until 12 PM (noon) on the deadline for submission of this bid assurance collateral for the procurement event, or until 6 PM on the second business day following the business day during which that first deficiency notice is sent, whichever comes later, to respond. If the Bidder responds to a deficiency notice within the time allowed but the response does not correct all deficiencies, the Bidder will, to the extent feasible, receive a further deficiency notice from the Procurement Administrator with additional time to respond. Such additional time to respond to a further deficiency notice will be no longer than (and may be shorter than) the time allowed under a first deficiency notice and, furthermore, in no event will the deadline to respond to a deficiency notice be after 12 PM (noon) on the Bid Date. If the Bidder does not correct or adequately explain the deficiency within the time allowed, the Part 2 Proposal will be rejected. If the Part 2 Proposal (excluding Bids) is complete, the Procurement Administrator sends a notice that the Part 2 Proposal (excluding Bids) is complete and is being considered.

Late Part 2 Proposals

No late Part 2 Proposals will be accepted under any circumstances.

Bidders Under Agency Agreements

To ensure that all Bidders are treated on a fair and equal basis, an entity submitting a Proposal under an Agency Agreement is required to provide additional information.

PART 2 FORM

1. Contact Information

First Item: Contact Information for the Bidder

THE BIDDER MUST REVIEW THE ADDRESS FOR THE BIDDER AND THE CONTACT INFORMATION OF INDIVIDUALS NAMED IN THE PART 1 FORM. THE BIDDER MUST UPDATE THIS INFORMATION AS NECESSARY.

Does the information provided in the Part 1 Proposal in regards to the address for the Bidder and the contact information for the individuals named in the Part 1 Proposal (the Officer of the Bidder, the Representative, and the Nominees) remain valid?

Yes No

If YES, please proceed to the next section.

If NO, you must provide all updates in the fields below.

Address of the Bidder

Street Address

City

State

Zip Code

Contact Information for the Officer of the Bidder

Title of Officer of the Bidder

Street Address

City

State

Zip Code

Business Telephone No.

Mobile Telephone No.

Email Address

Contact Information for the Representative

Street Address

City

State

Zip Code

Business Telephone No.

Mobile Telephone No.

Email Address

IF THE CONTACT INFORMATION FOR ONE OR MORE OF THE NOMINEE(S) IS NO LONGER VALID, THE OFFICER OF THE BIDDER OR THE REPRESENTATIVE MUST UPDATE THIS INFORMATION BY FULLY COMPLETING THE NOMINEE INSERT (ALSO LABELLED INSERT #P1-2). The Bidder provides updates to the Nominee Insert by email or by upload to the application website.

Name of Bidder

THE PROCUREMENT ADMINISTRATOR IS ACCEPTING DIGITALLY SIGNED INSERTS.

This Insert may be completed as follows:

- ***Submitted with a digital signature (using commercially available software such as DocuSign) with an accompanying document or information verifying the identity of the signatory.***

If completed with a digital signature, this Insert and accompanying document or information may be uploaded to the online Part 1 Form or may be sent by email to the Procurement Administrator at Illinois-RFP@nera.com.

This Insert may also be completed as follows:

- ***Submitted with a scanned wet signature;***

or

- ***Submitted with an electronic signature (such as an image of a signature).***

If completed with a scanned or electronic signature, this Insert must be sent by email to the Procurement Administrator at Illinois-RFP@nera.com by the signatory or with the signatory on copy.

NOMINEE INSERT (#P1-2)

_____ (the Officer of the Bidder or the Representative) authorizes the individual(s) whose contact information is immediately below to receive all correspondence from the Procurement Administrator.

Signature of Officer or Representative

Date

Contact Information for Nominee #1

Given Name(s)

Last Name

Title

Business Telephone No.

Mobile Telephone No.

Email Address

Contact Information for Nominee #2		
<i>Given Name(s)</i>	<i>Last Name</i>	
<input type="text"/>	<input type="text"/>	
<i>Title</i>		
<input type="text"/>		
<i>Business Telephone No.</i>	<i>Mobile Telephone No.</i>	<i>Email Address</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Information for Nominee #3		
<i>Given Name(s)</i>	<i>Last Name</i>	
<input type="text"/>	<input type="text"/>	
<i>Title</i>		
<input type="text"/>		
<i>Business Telephone No.</i>	<i>Mobile Telephone No.</i>	<i>Email Address</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Second Item: Advisors

A Bidder may use an Advisor in the preparation of its Proposal or its Bids. An “Advisor” is an entity or an individual that will be advising or assisting a Bidder with the completion of a Proposal, bidding strategy, estimation of the value of the Product(s), or estimation of the risks associated with becoming a supplier.

Have you retained an Advisor for purposes or preparing your Proposal or your Bids under this RFP?

Yes **No**

If NO, please proceed to the next section.

If YES, please provide the information required by this section.

THE OFFICER OF THE BIDDER MUST MAKE A NUMBER OF CERTIFICATIONS. THE OFFICER OF THE BIDDER MAKES SUCH CERTIFICATIONS AND ACKNOWLEDGMENTS BY COMPLETING THE ADVISOR INSERT PREPARED FOR THIS PURPOSE. THE BIDDER PROVIDES THE ADVISOR INSERT BY EMAIL OR BY UPLOAD TO THE APPLICATION WEBSITE. The Advisor Insert is available on the procurement website. The Advisor Insert is also labelled INSERT #P2-1.

<p>_____ <i>Name of Bidder</i></p>
<p>THE PROCUREMENT ADMINISTRATOR IS ACCEPTING DIGITALLY SIGNED INSERTS.</p> <p>This Insert may be completed as follows:</p> <ul style="list-style-type: none">• <i>Submitted with a digital signature (using commercially available software such as DocuSign) with an accompanying document or information verifying the identity of the signatory.</i>

If completed with a digital signature, this Insert and accompanying document or information may be uploaded to the online Part 2 Form or may be sent by email to the Procurement Administrator at Illinois-RFP@nera.com.

This Insert may also be completed as follows:

- ***Submitted with a scanned wet signature;***

or

- ***Submitted with an electronic signature (such as an image of a signature).***

If completed with a scanned or electronic signature, this Insert must be sent by email to the Procurement Administrator at Illinois-RFP@nera.com by the signatory or with the signatory on copy.

ADVISOR INSERT (#P2-1)

IF THE BIDDER HAS MULTIPLE ADVISORS, THE BIDDER SHOULD COMPLETE ONE (1) ADVISOR INSERT (#P2-1) FOR EACH ADVISOR.

PLEASE NAME THE ADVISOR.

Company Name

Name and title of individuals assisting the Bidder (e.g., Joe Smith, analyst)

THE OFFICER OF THE BIDDER MUST MAKE THE FOLLOWING REPRESENTATIONS.

I certify that, to the best of my knowledge and belief:

- 1) Any individual from the Advisor providing advice to the Bidder or otherwise assisting the Bidder with the Proposal is not performing a similar function for another Bidder; and
- 2) The Bidder has put in place all protections that the Bidder deems necessary (such as confidentiality agreements) so that all individuals involved in the Proposal, including all individuals from the Advisor, maintain the confidentiality of the Proposal including the Bids.

Signature of Officer of the Bidder

Date

Printed Name

2. Bid Assurance Collateral and Certifications

First Item: Election of Cash or Pre-Bid Letter of Credit

PLEASE INDICATE WHETHER YOU ARE PROVIDING CASH OR WHETHER YOU ARE PROVIDING A PRE-BID LETTER OF CREDIT AS BID ASSURANCE COLLATERAL FOR AIC CAPACITY PRODUCTS.

AIC CAPACITY PRODUCTS Cash Letter of Credit

THE BIDDER MUST PROVIDE BID ASSURANCE COLLATERAL IN AN AMOUNT OF \$200,000. THE AMOUNT OF BID ASSURANCE COLLATERAL MAY EXCEED \$200,000.

Second Item: Cash Certification

IF THIS ITEM DOES NOT APPLY TO YOU BECAUSE YOU ARE SUBMITTING A PRE-BID LETTER OF CREDIT FOR AIC CAPACITY PRODUCTS, PLEASE PROCEED TO THE NEXT ITEM.

Each Bidder providing cash as bid assurance collateral for AIC Capacity Products must acknowledge the conditions under which cash may be drawn by AIC. THE BIDDER SUBMITS THE ACKNOWLEDGMENT BY FULLY COMPLETING THE AIC CAPACITY CASH INSERT PREPARED FOR THIS PURPOSE. THE BIDDER PROVIDES THE AIC CAPACITY CASH INSERT BY EMAIL OR BY UPLOAD TO THE APPLICATION WEBSITE. THIS INSERT IS AVAILABLE ON THE PROCUREMENT WEBSITE. The AIC Capacity Cash Insert is labelled INSERT #P2-2.

Name of Bidder

THE PROCUREMENT ADMINISTRATOR IS ACCEPTING DIGITALLY SIGNED INSERTS.

This Insert may be completed as follows:

- ***Submitted with a digital signature (using commercially available software such as DocuSign) with an accompanying document or information verifying the identity of the signatory.***

If completed with a digital signature, this Insert and accompanying document or information may be uploaded to the online Part 2 Form or may be sent by email to the Procurement Administrator at Illinois-RFP@nera.com.

This Insert may also be completed as follows:

- ***Submitted with a scanned wet signature;***

or

- ***Submitted with an electronic signature (such as an image of a signature).***

If completed with a scanned or electronic signature, this Insert must be sent by email to the Procurement Administrator at Illinois-RFP@nera.com by the signatory or with the signatory on copy.

AIC CAPACITY CASH INSERT (#P2-2)

I, _____ [the Officer of the Bidder], acknowledge that Ameren Illinois Company may draw upon the cash submitted as bid assurance collateral if the:

1. Bidder has disclosed information relating to its Proposal publicly or to any other party (excluding disclosures required by a federal, state, or local agency, or by a court of competent jurisdiction) before the Illinois Commerce Commission has rendered its decision on the results of the procurement event; or
2. Bidder has made a material omission or misrepresentation in the Part 1 Proposal or the Part 2 Proposal submitted in connection with the procurement event; or
3. Bidder has failed to execute the supplier contract or has failed to meet the creditworthiness requirements of the supplier contract within three (3) business days of being notified that the Illinois Commerce Commission has approved the Bidder's winning Bids; or
4. Bidder has failed to pay the Supplier Fees to the Illinois Power Agency within seven (7) business days of being notified that the Illinois Commerce Commission has approved the Bidder's winning Bids.

Furthermore, I acknowledge that no interest will be paid for cash submitted as bid assurance collateral to Ameren Illinois Company and that Ameren Illinois Company may co-mingle any cash submitted with other funds.

Signature of Officer of the Bidder

Date

Third Item: Return of Bid Assurance Collateral Provided in the Form of Cash

PLEASE NAME THE ENTITY TO WHICH CASH TENDERED AS BID ASSURANCE COLLATERAL WILL BE RETURNED.

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For such entity to which cash tendered as bid assurance collateral will be returned, the Bidder must provide a draft request, on the entity's letterhead, for the return of the cash. The request for return of cash must:

- provide the name of the Bidder for identification purposes;
- include wire instructions;
- include the name and title of the signatory; and
- include a valid email address for the signatory or for another duly authorized representative of the entity to which the cash is to be returned.

The request is a "draft" in that it may leave all amounts blank and may be unsigned. However, such request should otherwise be in the exact format that the Bidder intends to use for return of bid assurance collateral, including being on the appropriate entity's letterhead. A fully executed request for return of cash is acceptable.

A sample request for return of cash is available in Appendix 7 to the RFP Rules. **A DRAFT REQUEST MUST BE PROVIDED FOR AIC.**



Fourth Item: Letter of Credit as Bid Assurance Collateral

IF THIS ITEM DOES NOT APPLY TO YOU BECAUSE YOU ARE SUBMITTING CASH FOR AIC CAPACITY PRODUCTS, PLEASE PROCEED TO THE NEXT ITEM.

A Bidder providing a letter of credit as bid assurance collateral for AIC Capacity Products must either use the Standard Pre-Bid Letter of Credit for AIC Capacity Products provided as Appendix 6 to the RFP Rules, or the Bidder must submit a Pre-Bid Letter of Credit that incorporates only those modifications to the Standard Pre-Bid Letter of Credit for AIC Capacity Products approved by AIC and posted to the procurement website.

THE EXECUTED PRE-BID LETTER OF CREDIT FOR AIC CAPACITY PRODUCTS, DRAWN FOR THE ACCOUNT OF THE BIDDER, MUST BE SUBMITTED FROM THE ISSUING BANK TO AIC AND THE PROCUREMENT ADMINISTRATOR AS AN ELECTRONIC PDF FILE VIA ELECTRONIC MEANS ONLY. THE EXECUTED PRE-BID LETTER OF CREDIT FOR AIC CAPACITY PRODUCTS MUST BE SUBMITTED TO ALL OF: TIM MOLONEY AT TMOLONEY@AMEREN.COM, AARON WALDECK AT AWALDECK@AMEREN.COM, AND THE PROCUREMENT ADMINISTRATOR AT ILLINOIS-RFP@NERA.COM.

The conditions under which payment can be demanded by AIC under the Pre-Bid Letter of Credit for AIC Capacity Products are specified in the RFP Rules.

Fifth Item: Certifications

THE OFFICER OF THE BIDDER MUST MAKE A NUMBER OF CERTIFICATIONS AND ACKNOWLEDGMENTS. THE OFFICER OF THE BIDDER MAKES SUCH CERTIFICATIONS AND ACKNOWLEDGMENTS BY COMPLETING THE AIC CAPACITY P2 CERTIFICATIONS INSERT PREPARED FOR THIS PURPOSE. THE BIDDER PROVIDES THE AIC CAPACITY P2 CERTIFICATIONS INSERT BY EMAIL OR BY UPLOAD TO THE APPLICATION WEBSITE. The AIC Capacity P2 Certifications Insert is available on the procurement website. The AIC Capacity P2 Certifications Insert is also labelled INSERT #P2-3.

Name of Bidder

THE PROCUREMENT ADMINISTRATOR IS ACCEPTING DIGITALLY SIGNED INSERTS.

This Insert may be completed as follows:

- ***Submitted with a digital signature (using commercially available software such as DocuSign) with an accompanying document or information verifying the identity of the signatory.***

If completed with a digital signature, this Insert and accompanying document or information may be uploaded to the online Part 2 Form or may be sent by email to the Procurement Administrator at Illinois-RFP@nera.com.

This Insert may also be completed as follows:

- ***Submitted with a scanned wet signature;***

or

- ***Submitted with an electronic signature (such as an image of a signature).***

If completed with a scanned or electronic signature, this Insert must be sent by email to the Procurement Administrator at Illinois-RFP@nera.com by the signatory or with the signatory on copy.

AIC CAPACITY P2 CERTIFICATIONS INSERT (#P2-3)

THE BID DATE BELOW IS FEBRUARY 16, 2023.

I certify that:

- (1) The Part 2 Proposal will remain in full force and effect until nine (9) business days after the Bid Date;
- (2) To the best of my knowledge and belief, all information provided in the Part 2 Proposal is true and accurate;
- (3) The Bidder is bidding independently and has no knowledge of any Proposal being submitted for this procurement event by another Bidder in response to the RFP;
- (4) The Bidder has maintained and will continue to maintain the confidentiality of its Proposal during the preparation of the Proposal;
- (5) The Bidder has taken all necessary care to uphold the confidentiality of its Proposal in its communications with its financial institution for the purpose of arranging for bid assurance collateral or in its communications with Advisors, if any;
- (6) With the exceptions of communications with the Bidder's financial institution for the purpose of arranging for bid assurance collateral or communications with Advisors (if any), the Bidder has not disclosed, and will not otherwise disclose, publicly or to any other party (excluding disclosures required by a federal, state, or local agency, or by a court of competent jurisdiction) any information relating to its Proposal, which could have an effect on whether another party submits a Proposal to the procurement event, or on the contents of such Proposal that another Bidder would be willing to submit. Such information is defined in the RFP Rules. I acknowledge that this certification must hold until the ICC has rendered its decision on the results of the procurement event;
- (7) Any Bid submitted in response to this procurement event is binding until nine (9) business days after the Bid Date. Each Bid constitutes a binding and irrevocable offer to deliver for a given Season of a Planning Year the quantity of ZRCs specified for that Season and Planning Year, from the Source Zone provided, at the price included in the Bid and under the terms of the (AIC) Capacity Agreement. All Bids together constitute a binding and irrevocable offer to deliver for a given Season of a Planning Year, under the terms of the (AIC) Capacity Agreement, the number of ZRCs approved for the Season of a Planning Year, from the Source Zone specified, and at the stated prices; and
- (8) A binding and enforceable obligation arises under the terms of the (AIC) Capacity Agreement to execute the (AIC) Capacity Agreement and related documents to deliver ZRCs to AIC for which the Bidder's Bids are approved by the ICC. The price paid to the Bidder for a given Season of a Planning Year and for a given Source Zone is the average of the prices included in the Bidder's own winning Bids that are approved by the Commission, subject to a payment adjustment for ZRCs from a Source Zone other than the AIC Compliance Zone as specified under the (AIC) Capacity Agreement.

I acknowledge that, if the ICC approves some or all of the Bidder's Bids for AIC Capacity Products:

- (9) The Bidder will sign a partially executed electronic copy of the (AIC) Capacity Agreement and any other related documents and send such fully executed signature pages to AIC electronically by 12 PM CPT on the third business day after the ICC decision;
- (10) The Bidder will submit, if applicable, a fully executed Guaranty to AIC electronically by 12 PM CPT on the third business day after the ICC decision; and

(11) The Bidder will complete payment of the Supplier Fees due to the IPA by the seventh business day after the ICC decision.

Signature of Officer of the Bidder

Date

Printed Name

3. Additional Required Documents for Bidders Providing Cash as Bid Assurance Collateral

Are you submitting cash as bid assurance collateral for the procurement event?

Yes No

If NO, please proceed to the next section. The requirements of this section apply only to Bidders submitting cash as bid assurance collateral; other Bidders are not subject to the requirements of this section.

If YES, please provide the information required by this section.

First Item: W-9

The Bidder must provide a W-9 for the entity to which cash tendered as bid assurance collateral will be returned.

	W-9
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Second Item: AIC Supplier Request Form

Are you submitting cash as bid assurance collateral for the procurement event?

Yes No

If NO, please proceed to the next item.

If YES, please provide the information required by this item.

A BIDDER PROVIDING CASH TO AIC MAY PROVIDE AIC'S SUPPLIER REQUEST FORM WITH ITS PART 2 PROPOSAL. To be duly completed, all information required by Section 2 and 3 (including the certification on page 2) of the Supplier Request Form must be provided. If a Bidder fails to submit AIC's Supplier Request Form, then the Procurement Administrator will require AIC's Supplier Request Form to be provided by 12 PM (noon) on the day after the Bid Date.

	AIC Supplier Request Form (optional)
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4. Bidders Applying Under Agency Agreements

The additional requirements of this section apply only to Bidders submitting a Proposal under an Agency Agreement.

Are you submitting a Proposal under an Agency Agreement?

Yes

No

If NO, please proceed to the next section.

If YES, PLEASE PROVIDE THE AGENCY P2 INSERT PREPARED FOR THIS PURPOSE. THE BIDDER PROVIDES THE AGENCY P2 INSERT BY EMAIL OR BY UPLOAD TO THE APPLICATION WEBSITE. The Agency P2 Insert is available on the procurement website. The Agency P2 Insert is also labelled INSERT #P2-4.

Name of Bidder

AGENCY P2 INSERT (#P2-4)

First Item: Officers' Certificate

If the Bidder is applying under an Agency Agreement, the Bidder must provide an Officers' Certificate, substantially in the form of Appendix 8 of the RFP Rules prepared for this purpose and signed by an officer of each Principal. Information regarding the requirements for the Officers' Certificate can be found in the RFP Rules. **THE BIDDER MUST SUBMIT ONE (1) COPY OF THE OFFICERS' CERTIFICATE TO THE PROCUREMENT ADMINISTRATOR BY EMAIL OR BY UPLOAD TO THE APPLICATION WEBSITE.**

Second Item: Representative of the Principal

Is the Officer of the Bidder authorized to execute the supplier contract documents on behalf of the Principals?

Yes

No

If YES, this Insert is complete.

If NO, please provide all information required below to name a representative of the Principal who is so authorized. This individual is expected to execute the supplier contract on the second business day after the ICC decision.

Given Name(s) of Representative

Last Name

Telephone No. of Representative

Alternate Telephone No.

Email Address of Representative

5. Bids

REMINDER: Each Bidder submits its Bids electronically. The Procurement Administrator provides electronically to each Bidder qualified pursuant to a successful Part 1 Proposal the Bid Form as well as a set of instructions. These instructions guide the Bidder for completion of the Bid Form, for optional encryption of the Bid Form, for submission of the completed Bid Form to the Procurement Administrator via a secure file transfer interface, as well as instructions for email submission of Bids in case of technical difficulties with the electronic transfer.

IMPORTANT! The Procurement Administrator also provides electronically to each Bidder qualified pursuant to a successful Part 1 Proposal information required for the submission of Bids, including a username, password, and a security code. This information is unique to each Bidder and allows the Procurement Administrator to authenticate the Bids received. The Bidder must either confirm that all such information and documents were received or the Bidder must request that such information and documents be re-issued.

PLEASE PROVIDE THIS CONFIRMATION BELOW.

I confirm receipt of the Bid Form, instructions, and confidential information for the submission of Bids.

OR

I request that such information and documents be re-issued.

6. Justification of Omissions

IF YOU ARE UNABLE TO PROVIDE ANY OF THE DOCUMENTS OR INFORMATION REQUIRED IN THE PART 2 PROPOSAL, PLEASE JUSTIFY FULLY ANY OMISSIONS IN THE SPACE PROVIDED BELOW. IF YOU WANT TO PROVIDE ADDITIONAL INFORMATION, PLEASE DO SO BELOW.

IF YOU NEED TO PROVIDE ADDITIONAL DOCUMENTS PLEASE PROVIDE THESE BY EMAIL OR BY UPLOAD TO THE APPLICATION WEBSITE (BELOW).

	
	
	
	
	
	

End of Part 2 Form