D. AUCTION SOFTWARE MANUAL

The disclaimer provided as Section A of this January Bidder Information Packet applies to all sections, including this section. Bidders bear full responsibility for reviewing all governing documents and for complying with any additional instructions from the Auction Manager during the Auction Process.

This manual contains sample screenshots for illustrative purposes. Wording for warnings and messages, headings, product names, current phase requests, and price levels during an Auction may differ from what is displayed in this manual. This manual does not display all possible circumstances that a bidder may encounter using the Auction Software. Further, please note that all of the sample screenshots are for the BGS-RSCP Auction.

D.1. Introduction

Bids in the Auctions are submitted online through the Auction Software *SimulCommerce*^{TM}. *SimulCommerce*^{TM} is part of a proprietary system developed by Optimal Auctions, Inc. and has been modified to meet the requirements of the BGS-RSCP and the BGS-CIEP Auction Rules.

This manual explains how to use the Auction Software to submit bids and view Auction results for the BGS-RSCP Auction and the BGS-CIEP Auction. In the event that a bidder encounters technical difficulties using the Auction Software, the bidder should contact the Auction Manager at (973) 297-0880. Section F of this January Bidder Information Packet explains the backup bidding procedure that may be used in case of technical difficulties to submit a bid by phone. The Trial Auctions provide all bidders an opportunity to practice submitting bids online using the Auction Software as well as submitting bids using the backup bidding procedure.

D.2. Getting Started: System Requirements

The system requirements needed to submit bids online using a desktop or laptop computer are as follows:

- A standard PC-compatible computer running Windows 7 or later, or MacOS 10.7 or later;
- An Internet connection; and
- A supported web browser.

The following web browsers are supported by the Auction Software: Microsoft Internet Explorer version 11 or later, as well as the most recent versions of Mozilla Firefox, Apple Safari, and Google Chrome.

Please use the following instructions to check the version number of the web browsers currently installed on the computer that you will use for bidding in the Auctions:

- Microsoft Internet Explorer: Open Internet Explorer, select "Help" or the "?" icon and then select "About Internet Explorer." A dialog box will open that will indicate the version installed on your computer. You can use the link below to check the most recent version currently available for download. If the version installed on your computer is not Internet Explorer 11 or later, please download the most recent version to your computer:
  http://windows.microsoft.com/en-us/internet-explorer/download-ie
- Mozilla Firefox: Open Mozilla Firefox, select the menu icon in the upper right-hand corner of the browser window, then select the "?" icon in the bottom right of the drop-down menu. A new menu will appear, select "About Firefox" from the bottom of the list. A dialog box will open that will indicate the version installed on your computer. You can use the link below to check the most recent version currently available for download. If the version installed on your computer is not the most recent version, please download the most recent version to your computer:
  http://www.mozilla.org/en-US/firefox/new/
- Apple Safari: Open Safari, select "Safari" and then select "About Safari." A dialog box will open that will indicate the version installed on your computer. You can use the link below to check the most recent version currently available for download. If the version installed on your computer is not the most recent version, please download the most recent version to your computer:
  http://support.apple.com/downloads/#safari
- Google Chrome: Open Chrome, select the three grey dots and in the drop-down list, select "Help", and then select "About Google Chrome." A new tab will open that will indicate the version installed on your computer. You can use the link below to check the most recent version currently available for download. If the version installed on your computer is not the most recent version, please download the most recent version to your computer: *http://www.google.com/chrome/*

Note that the instructions above may vary based on the version of a web browser currently on your computer.

If you use an operating system or web browser that is not supported by the Auction Software, the Auction Software may not function properly.

Logging In

The Auction Software contains security measures that prevent access from unauthorized users. All information needed for logging in to the Auction Software is provided in the confidential information sent via secure file transfer to each Bidder Team. To log in, please follow these steps:

Step 1

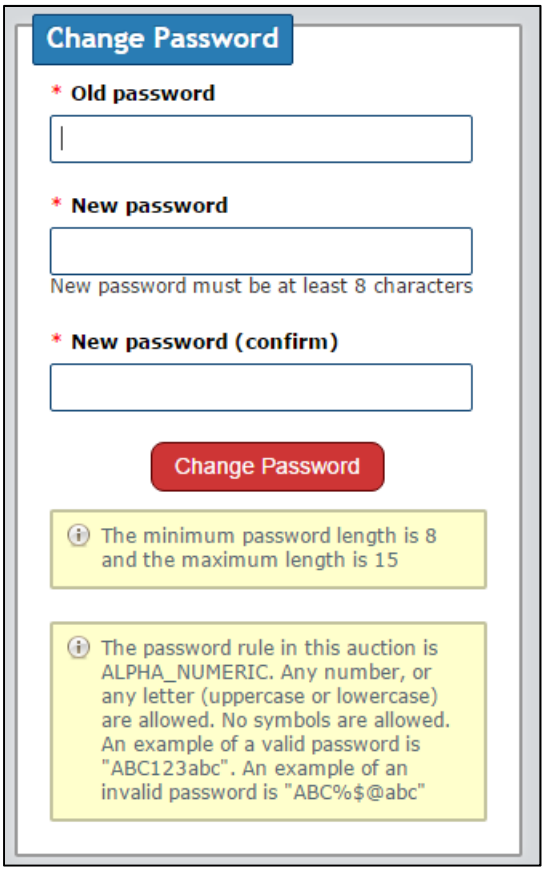
- While connected to the Internet, open your web browser.
- In the address bar of the browser, type the web address provided to access bidding in the BGS-RSCP Auction or in the BGS-CIEP Auction (available on the login credentials page of the Confidential Information Packet provided to you via secure file transfer).
- There will be a separate web address and separate login credentials for each Auction.

Step 2

- The bidder is then prompted by a Security Alert.
- Choose "Yes".
- The system then asks for a Login ID and a password. The *Login* screen is shown below.
- The first time a bidder logs in to the system, the bidder has to enter the Login ID and initial password provided by the Auction Manager.
- Please note that ***passwords are case-sensitive***. Login IDs are not case-sensitive.

Step 3

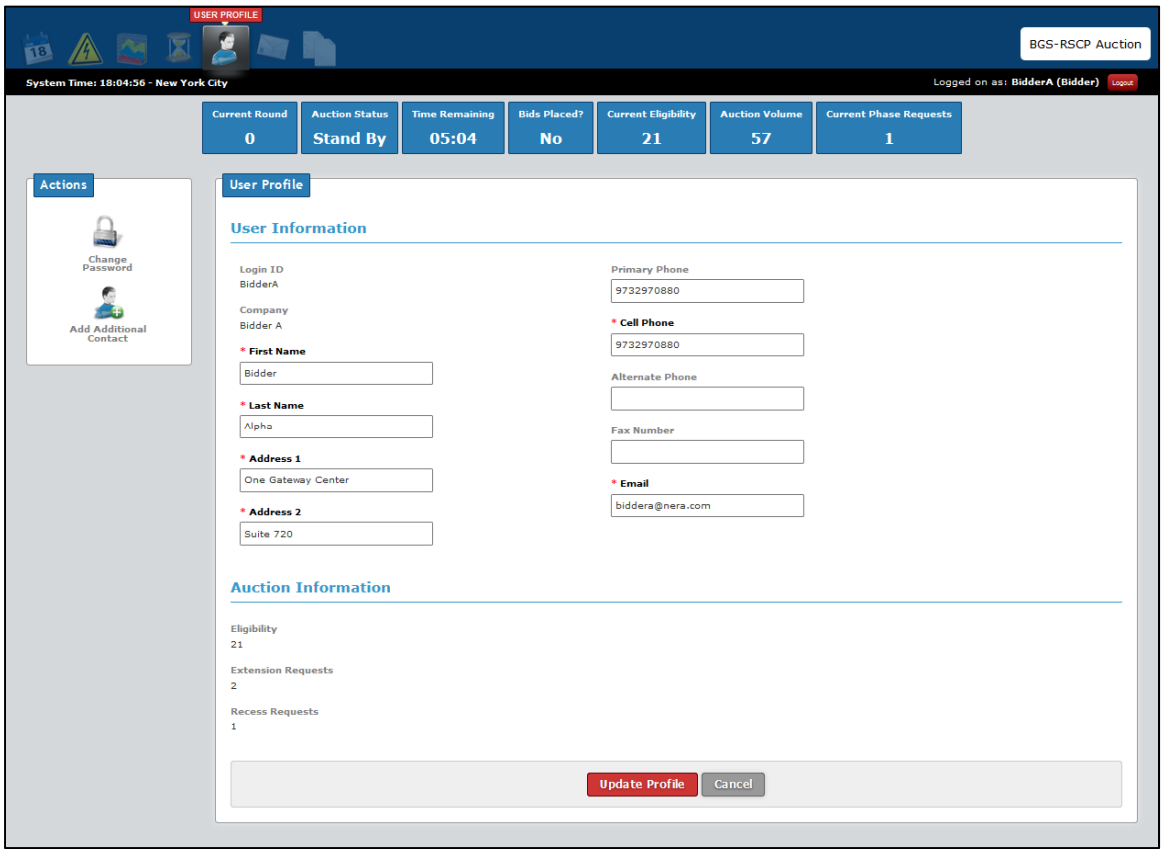
- After clicking **Login**,
- The bidder is prompted to accept the "Terms and Conditions". Please see sub-section D.12 of this manual for these terms and conditions.
- A bidder is required to change its initial password. The bidder is prompted to change its initial password to something of its own choosing. Ideally, the password should be easy to remember, but not easy to guess by others. ***Passwords cannot begin with a number, must be at least 8 characters long, but cannot be longer than 15 characters, and must only contain alphanumeric characters.*** We recommend passwords consisting of lower and upper-case letters and numbers for additional security.
- Re-enter the old password, and enter the new password twice so that the Auction Software confirms the change.
- As stated above, passwords are case-sensitive.



Step 4

After a bidder successfully changes the initial password:

- The bidder should first click the **USER PROFILE** icon on the Primary Navigation Bar.
- The bidder should enter the contact name and phone number where the Auction Manager can contact the bidder for the bidding day. Please include a cell phone number. The bidder can update this information as often as needed during the Auction.
- The bidder will be able to enter contact information for more than one person.



If at any time the phone numbers need to be updated, please modify the information in the User Profile window.

There are fields in the User Profile window that the bidder cannot edit, including:

- Login ID
- Company
- Eligibility
- Extension Requests, Recess Requests

A bidder must click the **Update Profile** button after any changes are made or the changes will be lost.

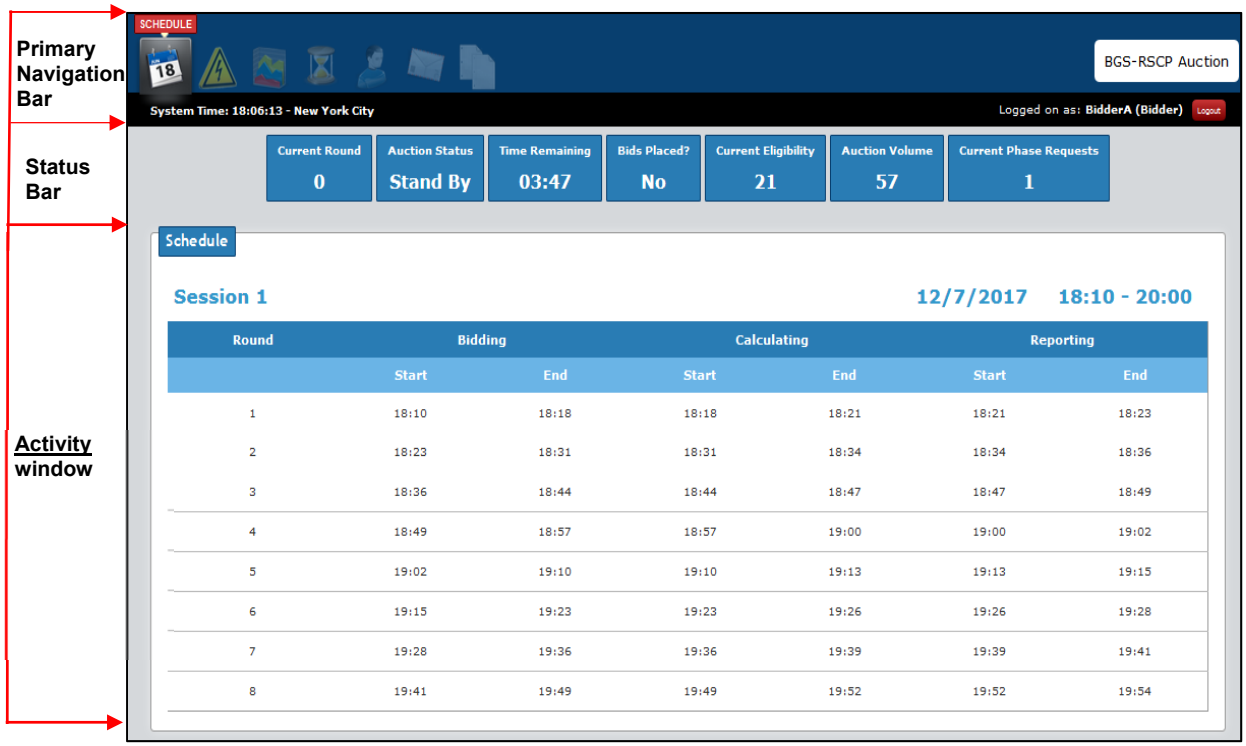
The Authorized Representative for each bidder is responsible for keeping all login information confidential. The same Login ID and password will be shared by all individuals authorized to submit bids for a bidder. During the Auction, more than one individual can be logged in at the same time using a viewer login. However, having more than one individual logged in at the same time in a given Auction using a bidder login is not recommended as it may hinder the proper functioning of the Auction Software.

After a bidder can no longer be a winner at the Auction, the bidder will lose access to the Auction Software.

D.3. The Auction Software Interface

The following is a brief description of the web page structure and the items that appear on every page. The basic areas of the page are:

- Primary Navigation Bar
- Status Bar
- Activity window



Participating in Both Auctions

Please note that bidders participating in both Auctions will need to log in separately to each Auction. Bidders will be reminded of the Auction to which they are logged in through the color scheme of the screen, blue for RSCP and orange for CIEP.

Multiple Logins

We recommend that bidders ***avoid*** logging in both as a viewer and as a bidder from a single computer as this may result in the Auction Software not properly processing bids. Bidders that ***must*** be logged in both as a viewer and as a bidder from a single computer should use two different web browsers (for example, using Internet Explorer to log in as a viewer and Firefox to log in as a bidder).

Primary Navigation Bar

On the Primary Navigation Bar is the system time and **MESSAGES** icon that indicates the number of unread messages in a bidder's mailbox. The bidder's Login ID and a **Logout** button are also displayed. To the left of the Primary Navigation Bar, the following icons can be found:

- Schedule
- Bid Entry
- Reports
- Requests
- User Profile
- Messages
- Documents

Clicking an icon on the Primary Navigation Bar changes the content of the Activity window.

Status Bar

Just below the Primary Navigation Bar is the Status Bar. The Status Bar contains basic information about the status of the Auction as follows:

- Current Round – This shows what round the Auction is in.
- Auction Status – This shows what phase of the round the Auction is in.
- Time Remaining – This indicates the time remaining for the current phase of the round.
- Bids Placed? – This indicates whether a bid has been verified by the bidder and processed by the Auction Software.
- Current Eligibility – The maximum number of tranches across all New Jersey Electric Distribution Companies ("EDCs")[1] that the bidder can bid.
- Auction Volume – The total number of tranches to be procured in the Auction.

[1] The EDCs are Public Service Electric and Gas Company ("PSE&G"), Jersey Central Power & Light Company ("JCP&L"), Atlantic City Electric Company ("ACE"), and Rockland Electric Company ("RECO").

- Current Phase Requests – Remaining number of opportunities to request an extension during the bidding phase or to request a recess during the calculating and reporting phases.

Activity Window

The large middle window is the Activity window. Clicking an icon on the Primary Navigation Bar changes the content of the Activity window. The Activity window is where the auction information is displayed. A description of the icons on the Primary Navigation Bar and the information that appears in the Activity window is found in subsequent sub-sections.

D.4. Schedule

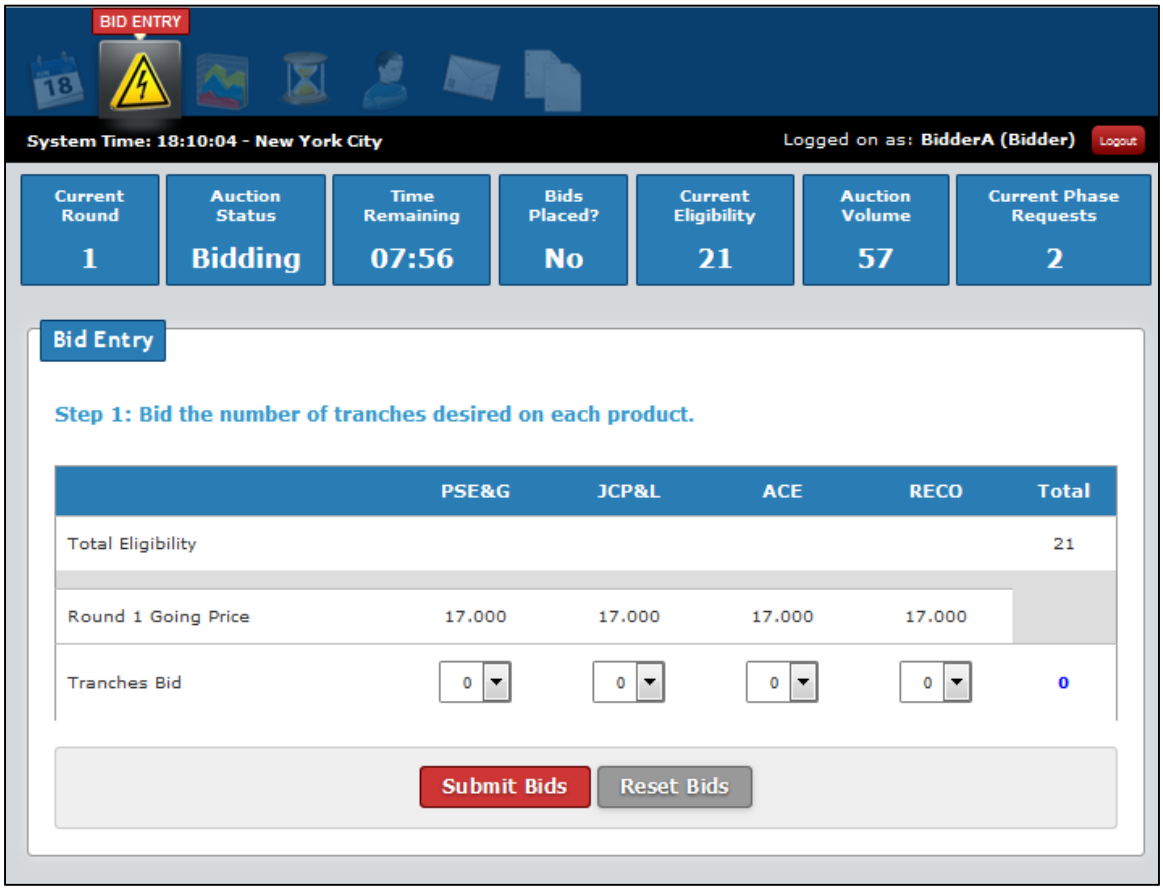
If a bidder clicks the **SCHEDULE** icon on the Primary Navigation Bar:

- A bidder is able to view the auction schedule (this screen is shown in sub-section D.3 of this manual).
- A bidder always sees the auction schedule first upon login.
- The schedule specifies start and end times for the bidding, calculating and reporting phases of the current round and of future rounds.

Bidders should continuously monitor the Schedule window for updates. The Auction Manager ensures that the schedule is up-to-date. If at any time a bidder does not see the schedule, this means that it is being updated. ***Please note that the schedule uses a 24-hour clock and the Eastern Time Zone.***

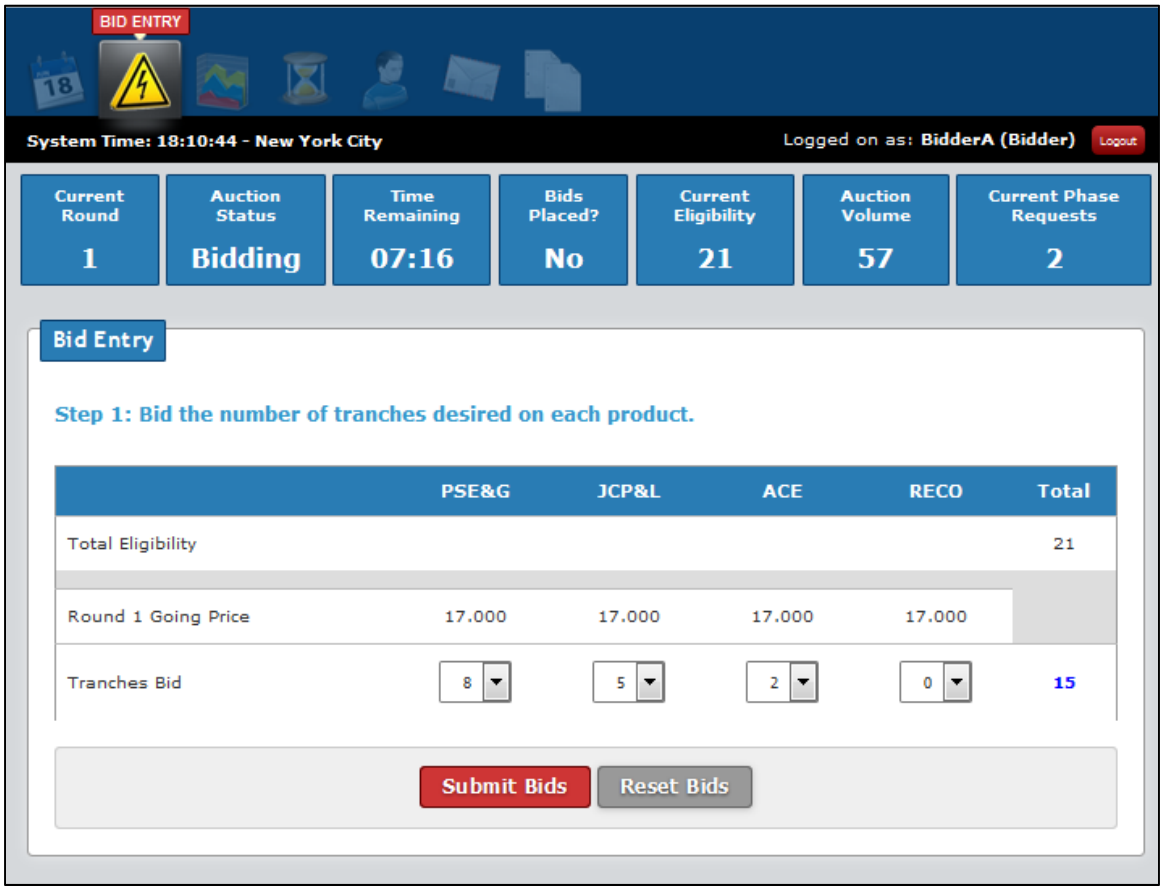
D.5. Bidding in Round 1

To submit its bid in round 1, a bidder first clicks the **BID ENTRY** icon on the Primary Navigation Bar to display the bid entry table in the Activity window as shown in the illustration below.



The bidder is then asked to enter its bid in a series of steps. The bidder sees the time remaining in the bidding phase of the round. The bidder should allow sufficient time to complete all the steps of the bid entry process during the bidding phase.

Step 1: Enter the Bid



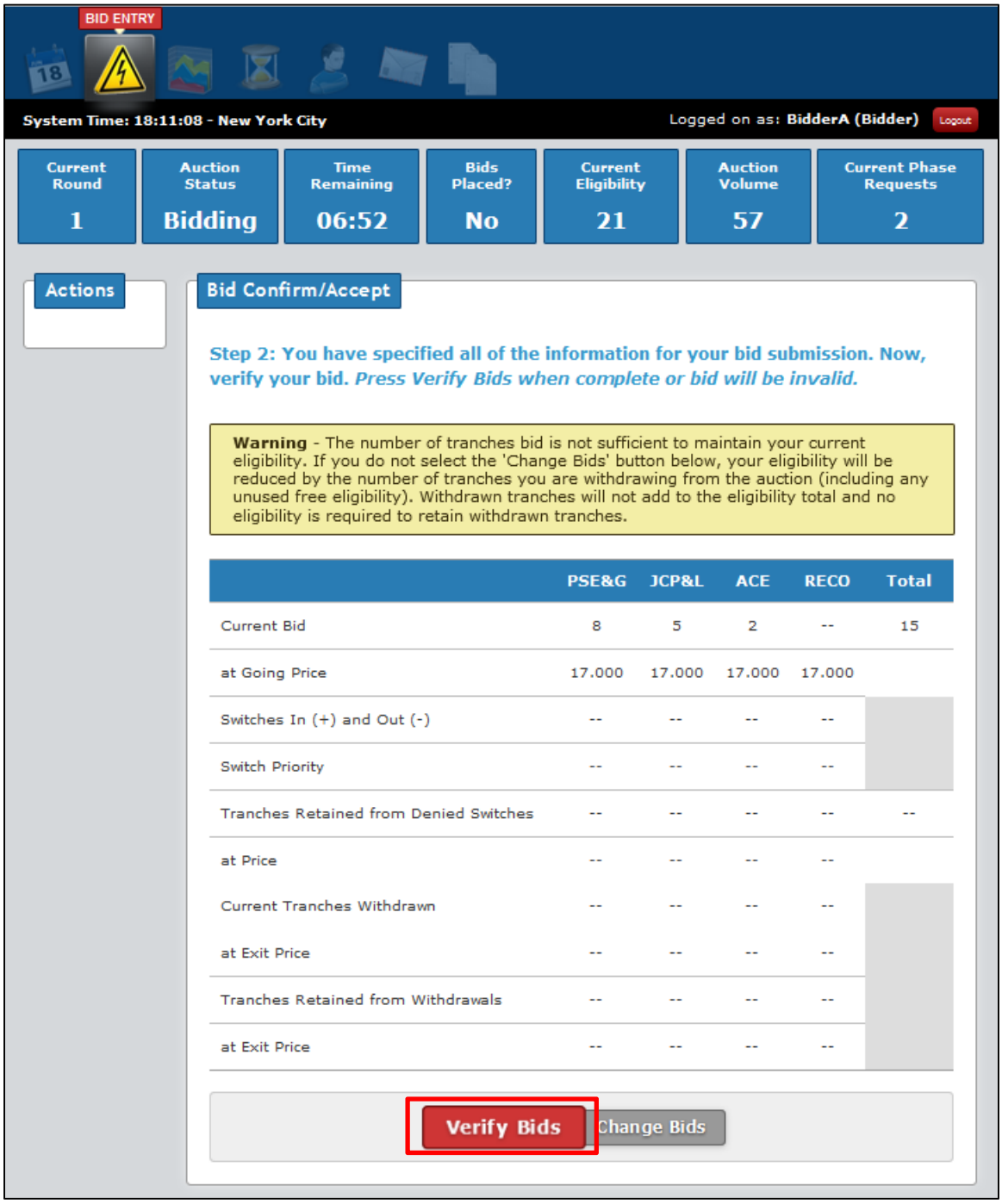
The cells in the row labeled "Tranches Bid" are pull-down menus. The bidder selects the number of tranches that the bidder wants to bid for each of the EDCs. As the number of tranches bid for each EDC is selected, the "Total" on the bottom right automatically updates. This total is equal to the bidder's eligibility in the next round. Above, the bidder has selected:

- PSE&G – 8 tranches
- JCP&L – 5 tranches
- ACE – 2 tranches
- RECO – 0 tranches

If the number of tranches specified in the pull-down menus is satisfactory, then click **Submit Bids**. If the selection is not satisfactory, changes can be made to the number of tranches bid for any EDC or **Reset Bids** can be clicked. By clicking **Reset Bids** in round 1, all selections are set to 0. In subsequent rounds, by clicking **Reset Bids**, all selections are returned to the values in effect when the window was last loaded.

Step 2: Verify the Bid

The bidder must verify the bid to complete the bid entry process by clicking the **Verify Bids** button at the bottom of the *Verification* page as shown in the illustration below.



Please note: The bidder ***must*** click **Verify Bids** because the Auction Software receives the bid only after the bid is verified.

Important points regarding this example:

- Because this is a bid for round 1, there is no switching or withdrawing. Switching and withdrawing are not possible until round 2.
- Unless you click **Verify Bids**, your bid is not received and processed by the Auction Software and the "Bids Placed?" box on the Status Bar will indicate "No".
- Because the bid shown (15 tranches total) is less than the current eligibility (in this case 21 tranches, as indicated in the "Current Eligibility" box on the Status Bar), a warning appears in the Activity window to advise the bidder of the impending reduction in eligibility.

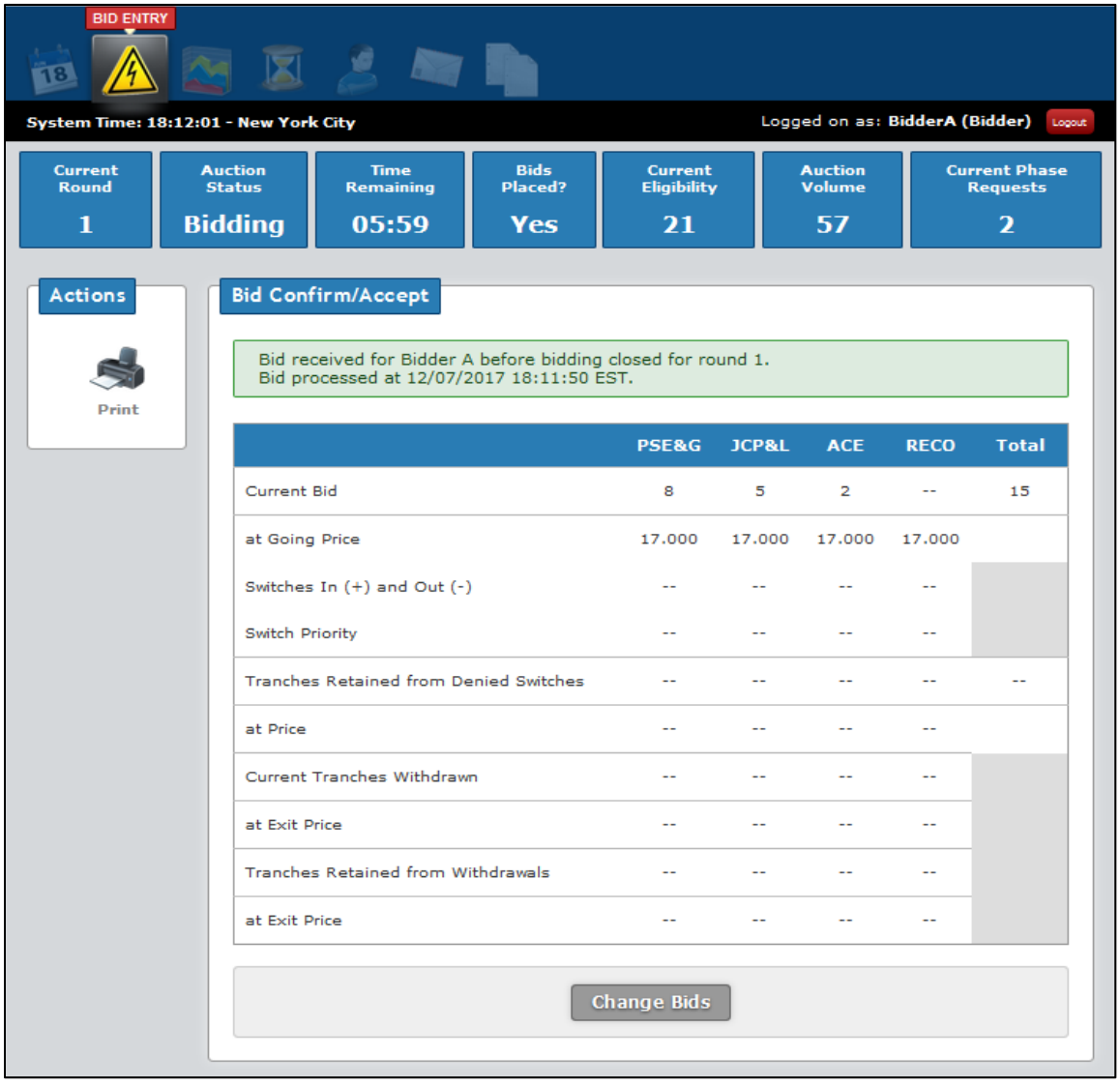
If the bidder is not satisfied with the bid entry:

- The bid can be changed by clicking **Change Bids**.
- Clicking **Change Bids** returns the bidder to the bid entry table.
- From this page, the bidder selects the number of tranches that the bidder wants to bid for each of the EDCs.

During a bidding phase, bids can be changed even after verifying a bid and using other functions of the system; bidders can also log out, log back in during the bidding phase, and change their bids if they wish. Bids cannot be changed after the end of the bidding phase.

Step 3: Print the Bid

- After the bidder clicks **Verify Bids**, and after the bid is received and processed by the Auction Software, the *Bid Received* page is displayed. Print the bid receipt for your records by clicking the **PRINT** icon in the "Actions" box on the left.
- The bid can be changed (i.e., overwritten) from this point as well by clicking **Change Bids**.
- At this stage, your bid is received and processed by the Auction Software and the "Bids Placed?" box on the Status Bar will indicate "Yes".



D.6. Bidding in Round 2 and All Subsequent Rounds

This sub-section provides a number of examples for submitting bids in round 2. The process for submitting bids in all subsequent rounds is the same. The examples include:

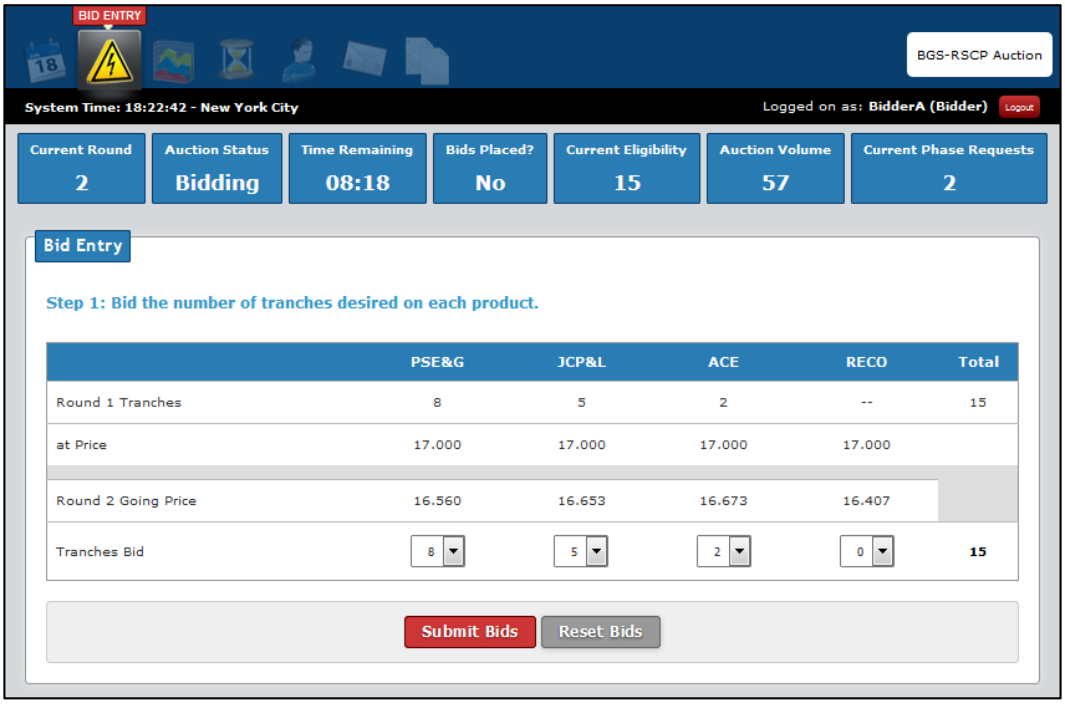
- Submitting the same bid as in the previous round (in this case, round 1).
- Submitting a bid with one switch.
- Submitting a bid that involves withdrawing tranches.
- Submitting a bid with multiple switches.
- Submitting a bid with multiple switches and withdrawals.

In each case, the bidder is asked to enter its bid in a series of steps. Subsequent to the initial selection of the number of tranches bid for each EDC, each step thereafter is a function of the choices made in prior steps.

Submitting the Same Bid as in the Previous Round

Step 1: Enter the Bid

After clicking the **BID ENTRY** icon in the Primary Navigation Bar, the bidder sees the following:

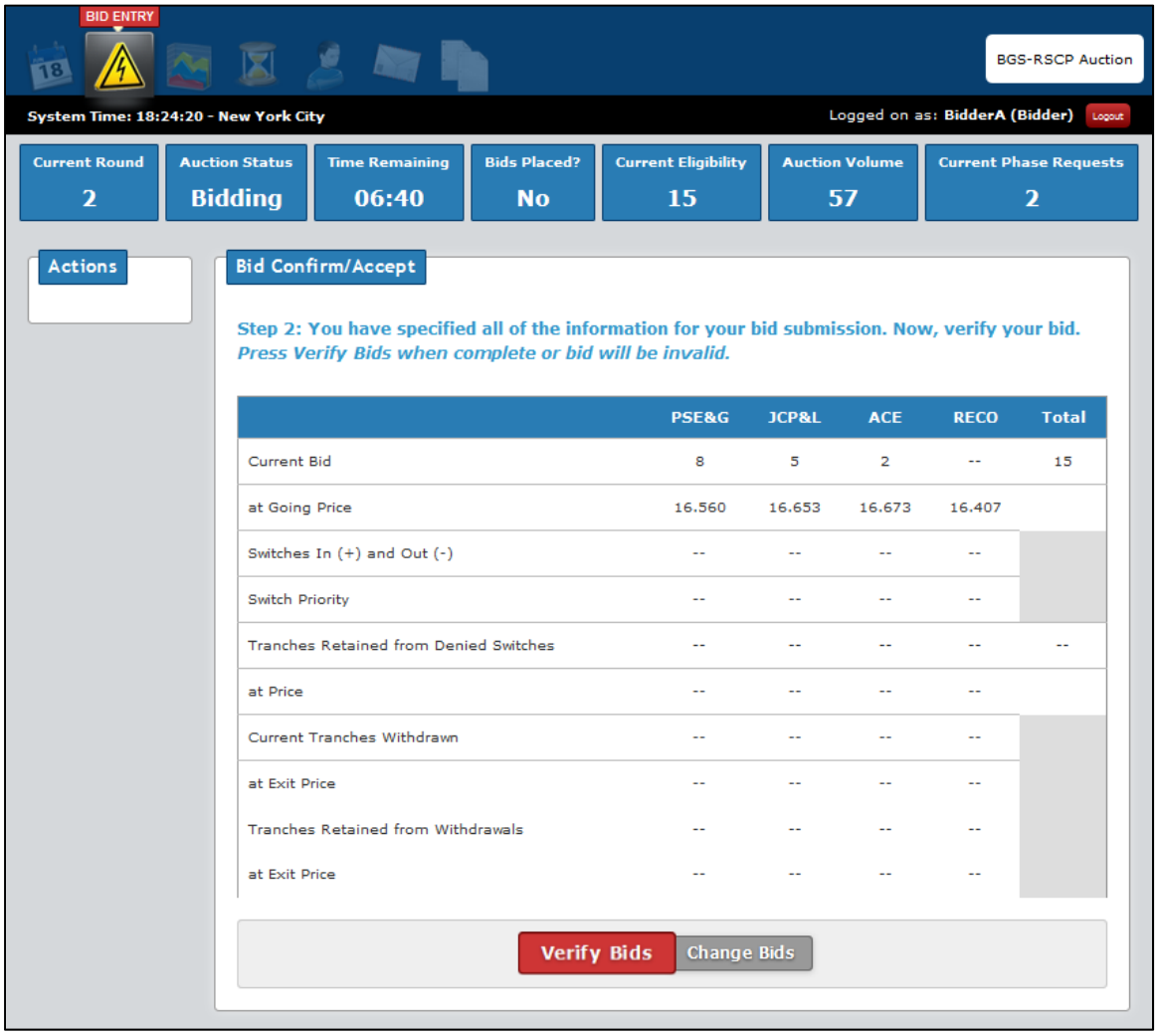


- The bid from the previous round is displayed as a starting point, along with the new prices for round 2.
- To enter the same bid in round 2 that was entered in round 1, the bidder can click **Submit Bids** without needing to select the number of tranches bid from the pull-down menus.

The starting point for the pull-down menus is the previous round bid for bidder convenience only. To submit the same bid in the current round as in the previous round, the bidder must proceed through the steps described here. If a bidder fails to submit a bid in a round, the bidder will be assigned a default bid as defined in the Auction Rules.

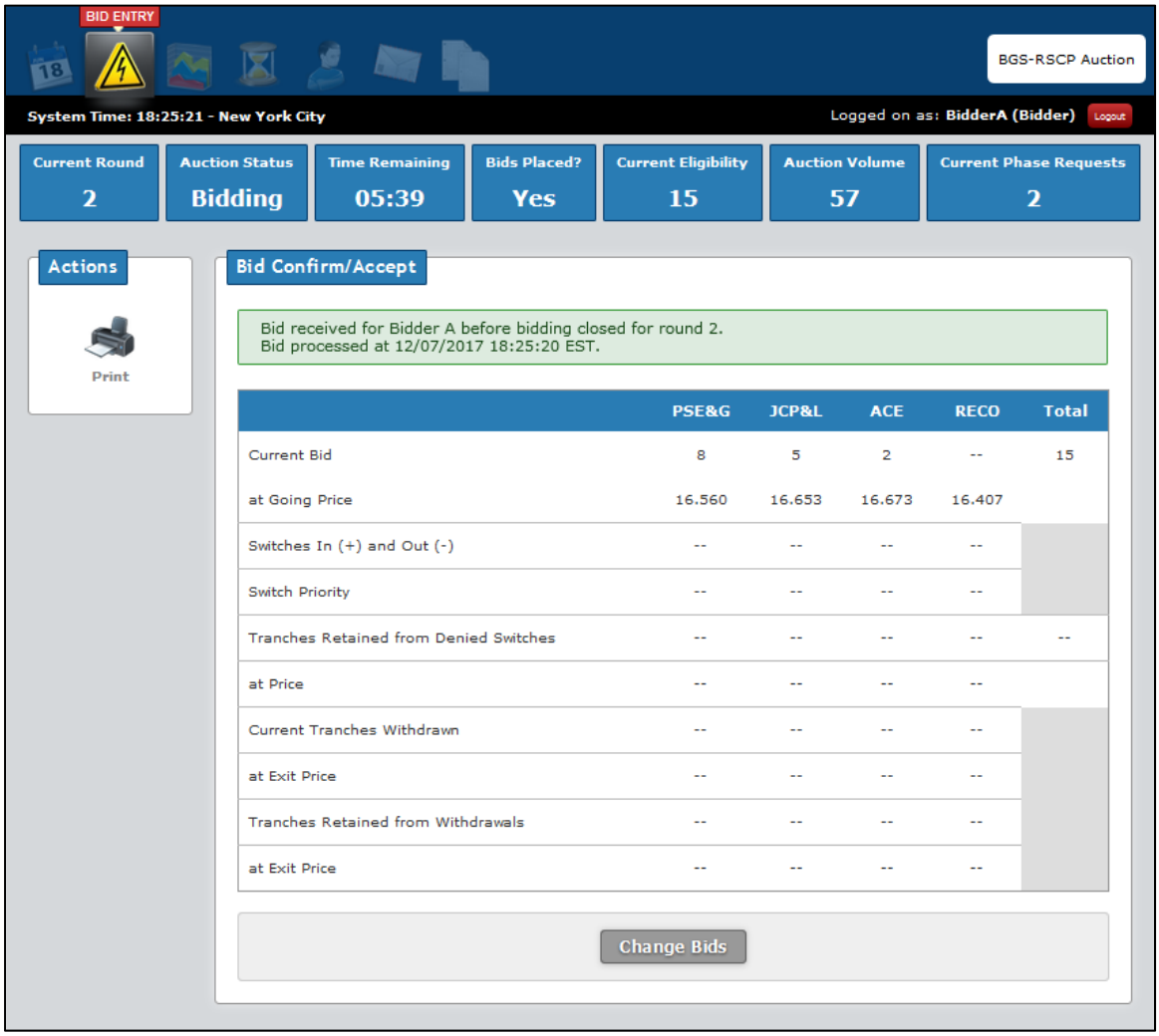
Step 2: Verify the Bid

Before proceeding, it is necessary to verify that the bid entered is correct. The bidder ***must*** confirm the bid by clicking **Verify Bids**.



Step 3: Print the Bid

After the bidder clicks **Verify Bids**, and after the bid is received and processed by the Auction Software, the *Bid Received* page is displayed. Print the bid receipt for your records by clicking the **PRINT** icon in the "Actions" box on the left. At this stage, your bid is received and processed by the Auction Software and the "Bids Placed?" box on the Status Bar will indicate "Yes".



Submitting a Bid with a Switch

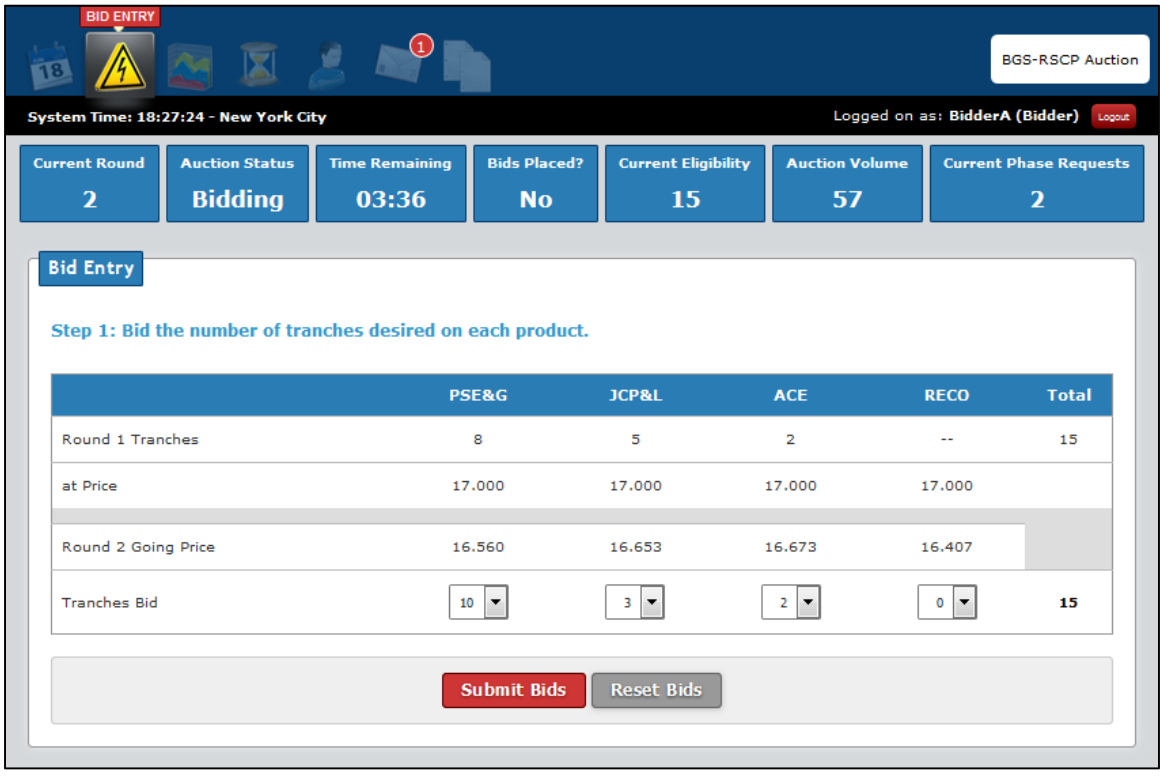
Step 1: Enter the Bid

To switch tranches between any two EDCs, reduce the number of tranches in the corresponding pull-down menu for one EDC, while increasing the number of tranches in the pull-down menu for the other EDC.

In this example, the bidder increases the number of tranches bid on PSE&G from 8 to 10, while reducing the number of tranches bid on JCP&L from 5 to 3. The bidder bids the same number of tranches as in the previous round for the other EDCs.

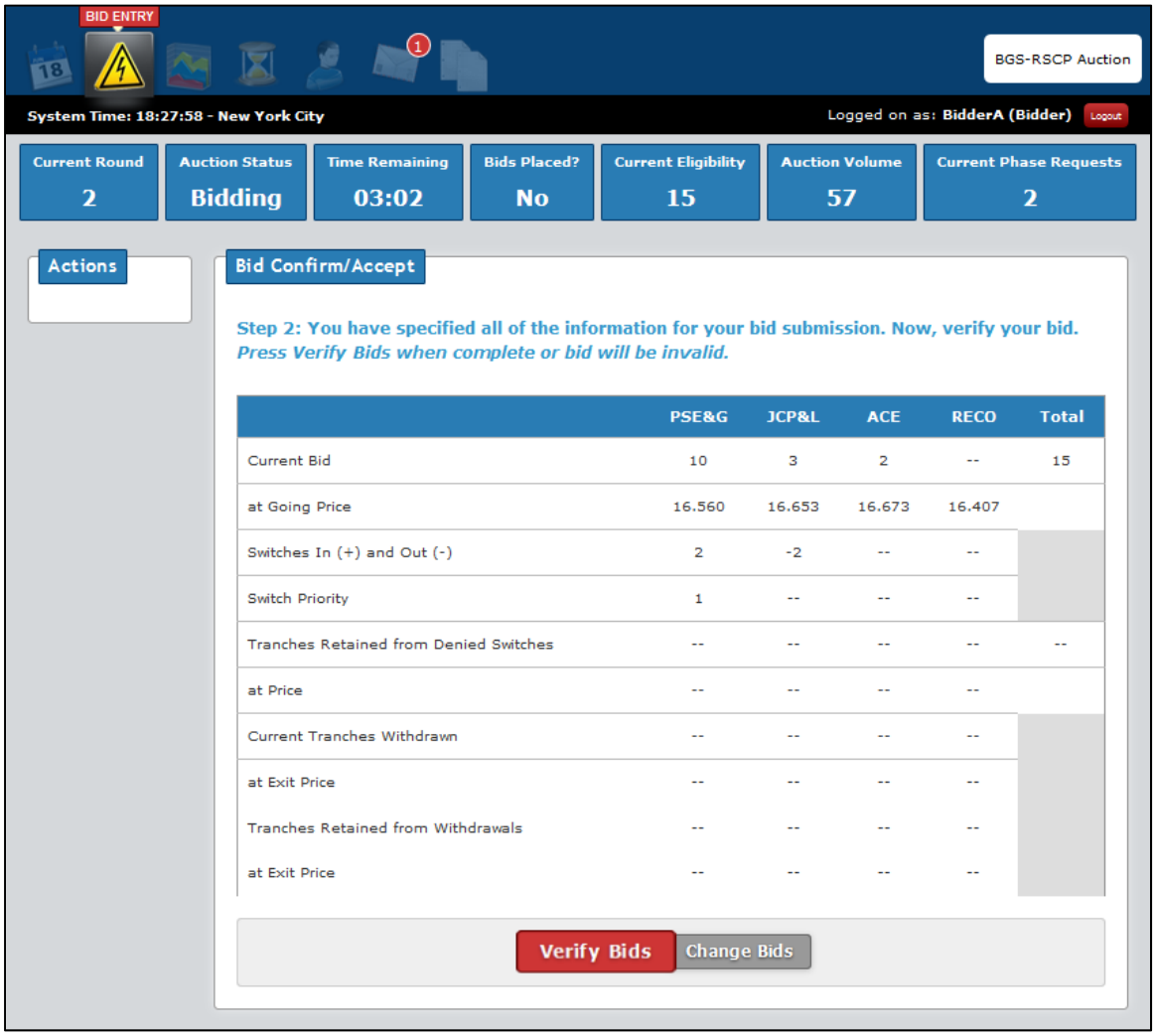
For all EDCs combined, 15 tranches were bid in the last round, and 15 tranches are also bid in the current round. No tranches are withdrawn; the bidder is only switching.

- If the bid selection made is not satisfactory, changes can be made to this bid.
- Clicking **Reset Bids** returns the starting point to this page, which at this point is the previous bid.
- When the number of tranches specified in each pull-down menu is satisfactory, click **Submit Bids**.



Step 2: Verify the Bid

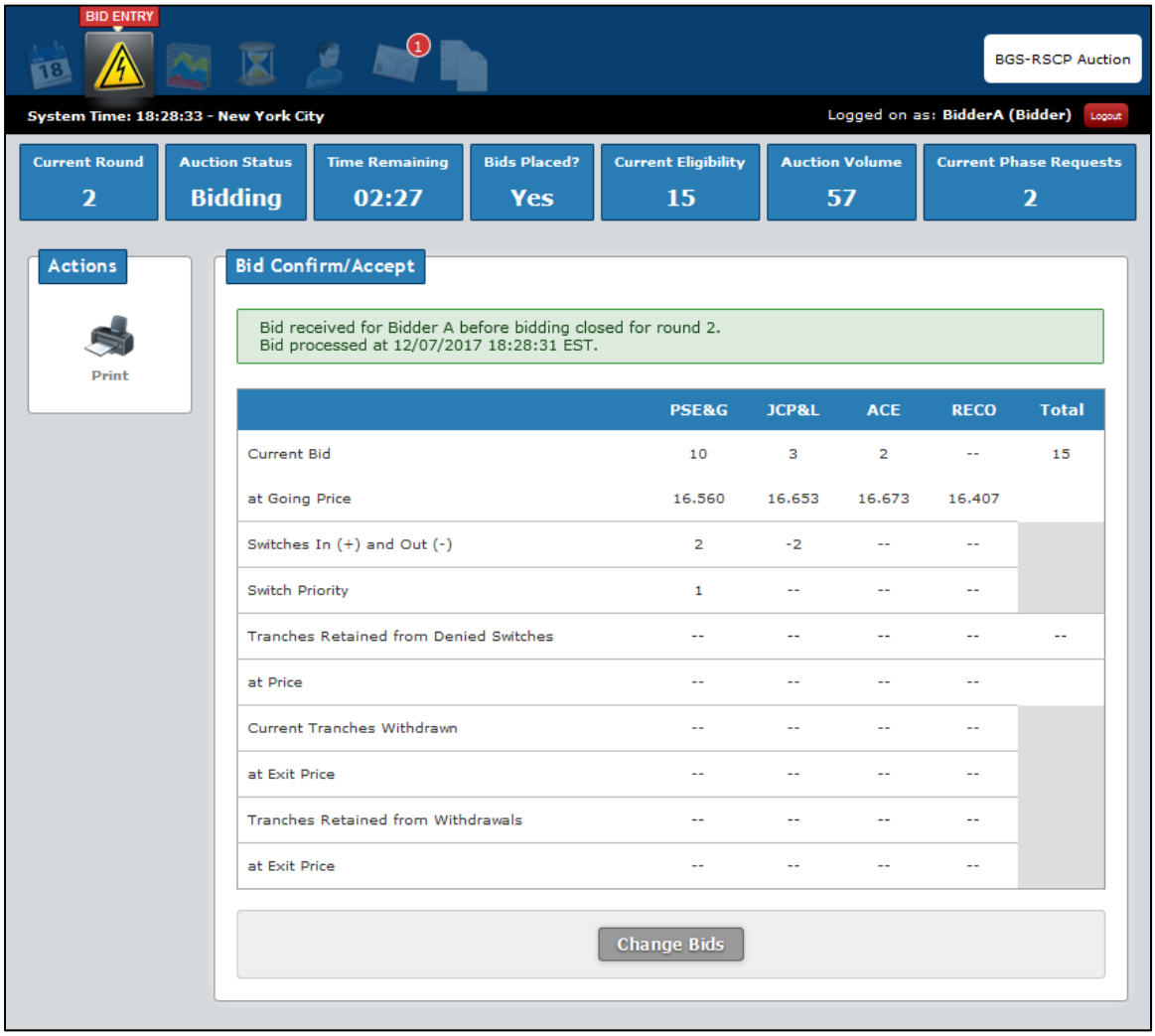
Before proceeding, it is necessary to verify that the bid entered is correct. The bidder ***must*** confirm the bid by clicking **Verify Bids**.



Note that the switches are indicated on the *Verification* page. Switches preceded by the minus (-) sign indicate a decrease in the number of tranches bid on an EDC.

Step 3: Print the Bid

After the bidder clicks **Verify Bids**, and after the bid is received and processed by the Auction Software, the *Bid Received* page is displayed. Print the bid receipt for your records by clicking the **PRINT** icon in the "Actions" box on the left. At this stage, your bid is received and processed by the Auction Software and the "Bids Placed?" box on the Status Bar will indicate "Yes".



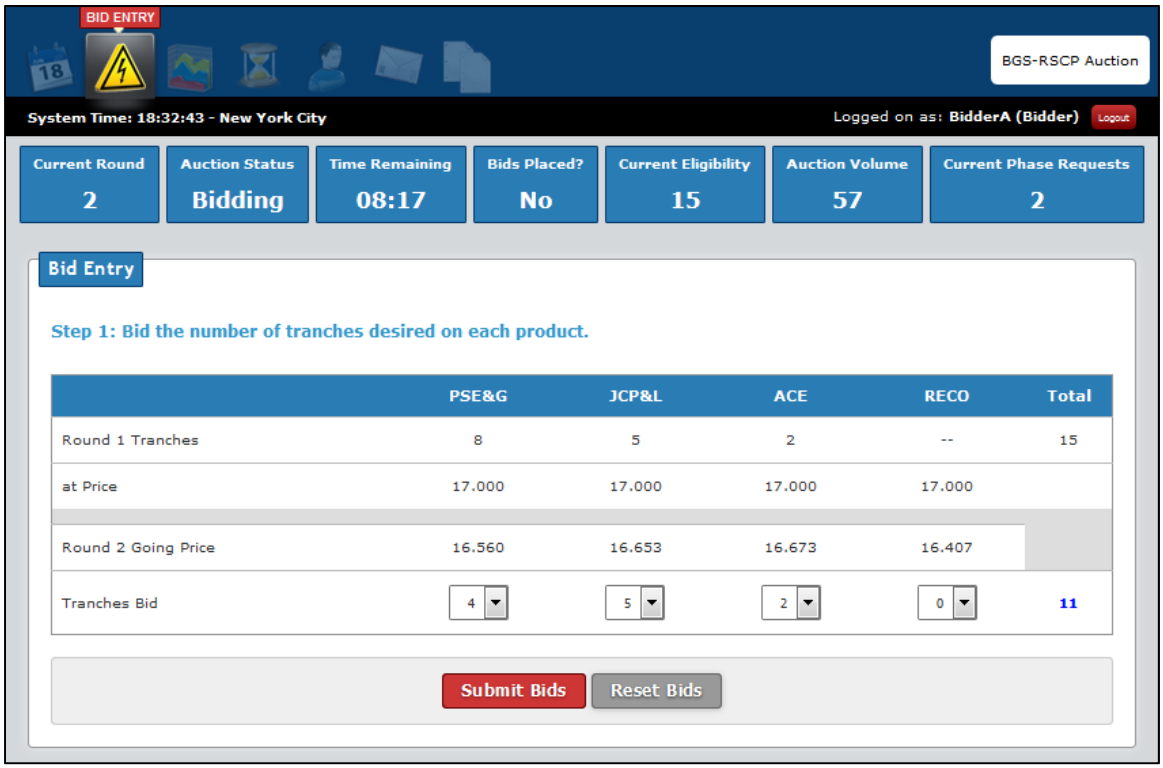
Submitting a Bid with Withdrawn Tranches

Step 1: Enter the Bid

To reduce the number of tranches bid for an EDC, simply reduce the number of tranches in the corresponding pull-down menu for the EDC. This will be possible as long as the price for the EDC in question has been reduced from the previous round. For example, the number of tranches bid on PSE&G below is reduced from 8 to 4 tranches, after the price has decreased from 17.000¢/kWh to 16.560¢/kWh.

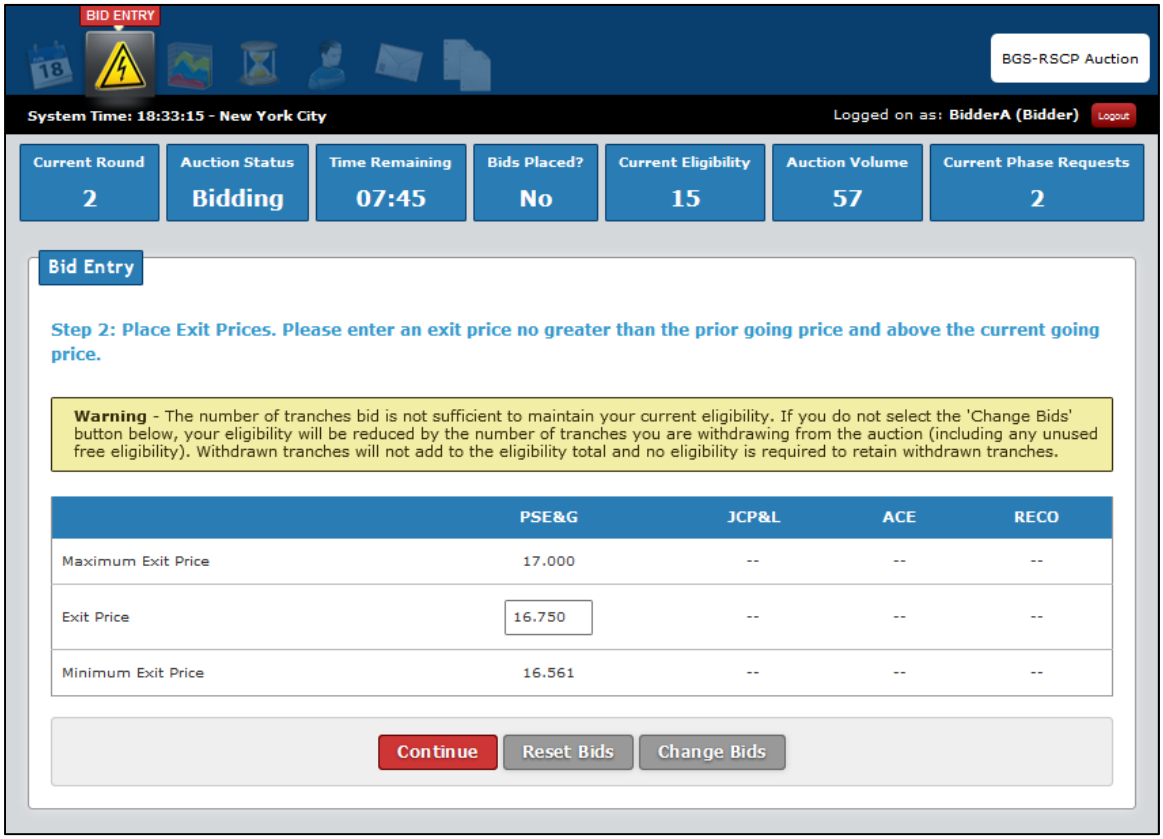
For all EDCs combined, 15 tranches were bid in the previous round and 11 tranches are bid in this round. Four tranches are withdrawn from PSE&G.

When the number of tranches specified in the pull-down menus is satisfactory, click **Submit Bids**.



Step 2: Name an Exit Price

When a bidder withdraws tranches from an EDC, an exit price must be specified. This exit price must be greater than the going price for that EDC, but the exit price can be no more than the previous price. The Auction Software indicates the lowest and highest acceptable exit prices for any tranches that are withdrawn by the bidder.

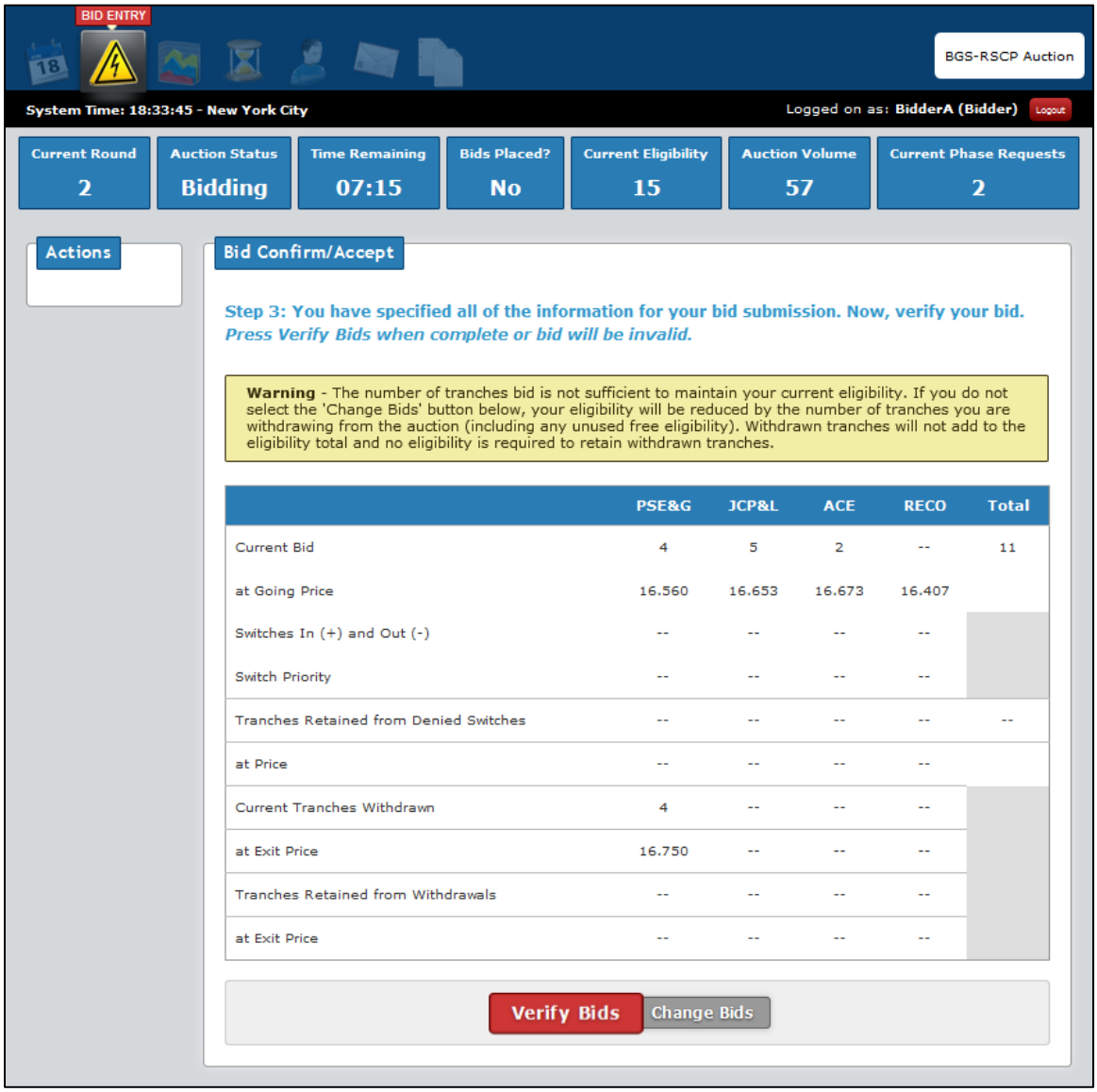


In the example above, an exit price of 16.750¢/kWh is submitted (which is greater than the going price of 16.560¢/kWh but no more than the previous price of 17.000¢/kWh). By withdrawing tranches, a bidder will reduce its eligibility in all future rounds. Note that a warning appears to in the Activity window to advise the bidder of the impending reduction in eligibility whenever the bidder withdraws tranches.

Click **Continue** to go to the *Verification* page.

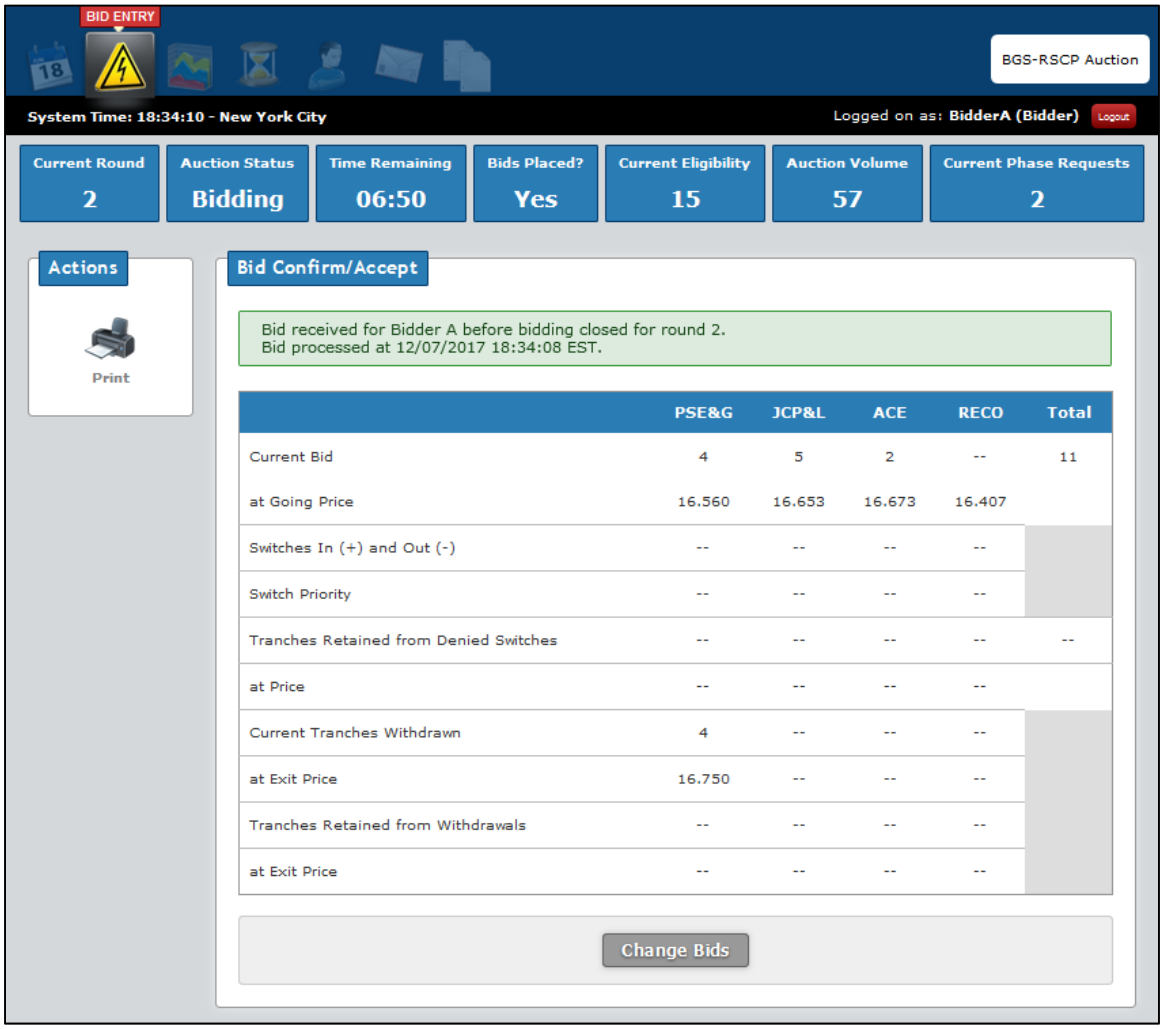
Step 3: Verify the Bid

Before proceeding, it is necessary to verify that the bid entered is correct. The bidder ***must*** confirm the bid by clicking **Verify Bids**.



Step 4: Print the Bid

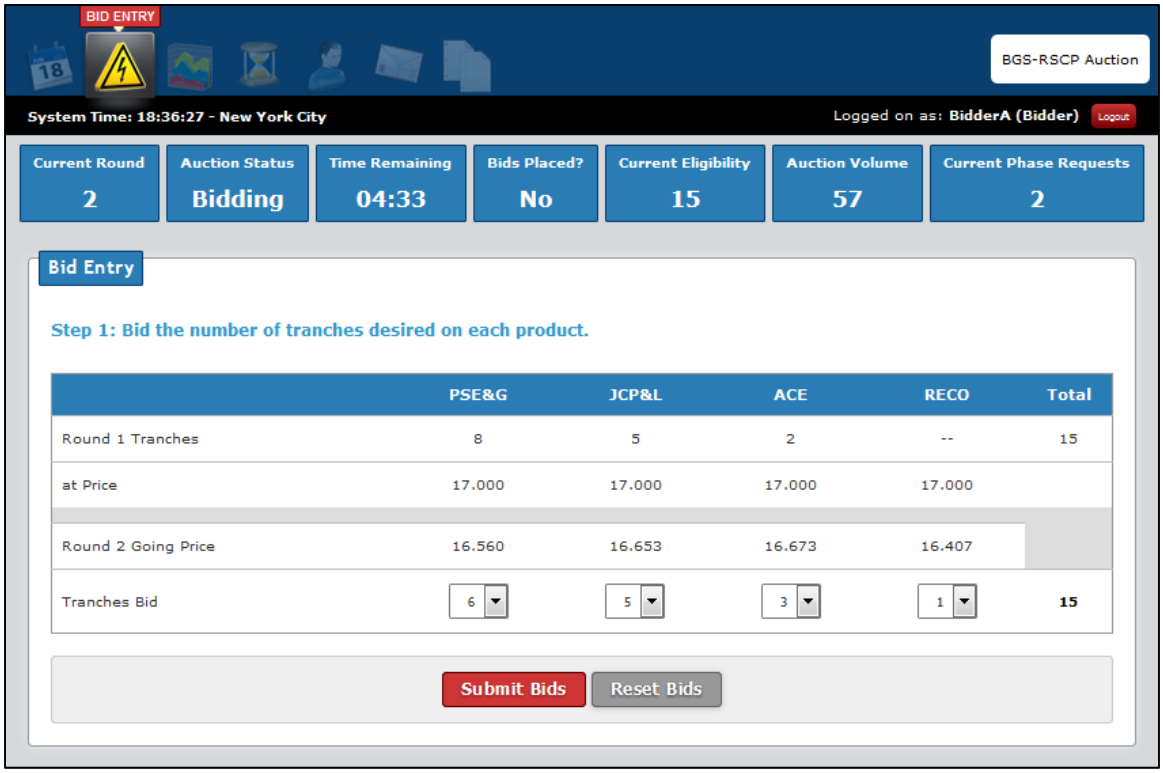
After the bidder clicks **Verify Bids**, and after the bid is received and processed by the Auction Software, the *Bid Received* page is displayed. Print the bid receipt for your records by clicking the **PRINT** icon in the "Actions" box on the left. At this stage, your bid is received and processed by the Auction Software and the "Bids Placed?" box on the Status Bar will indicate "Yes".



Submitting a Bid with Multiple Switches and Switching Priorities

Step 1: Enter the Bid

A bidder can enter switches so that there are increases or decreases in the tranches bid for multiple EDCs in the same round. For example, a bidder can reduce the number of tranches bid on PSE&G by 2, while increasing the number of tranches bid on ACE and RECO by 1 tranche each:



For all EDCs combined, 15 tranches were bid in the last round and 15 tranches are also bid in the current round. No tranches are withdrawn; the bidder is only switching.

- The number of tranches bid on one EDC is decreased.
- The number of tranches bid on two different EDCs is increased.
- The bidder must designate priorities among the EDCs for which the number of tranches is increased.
- The priorities allow evaluation of the bidder's preferences in the event that not all switches can be accommodated.

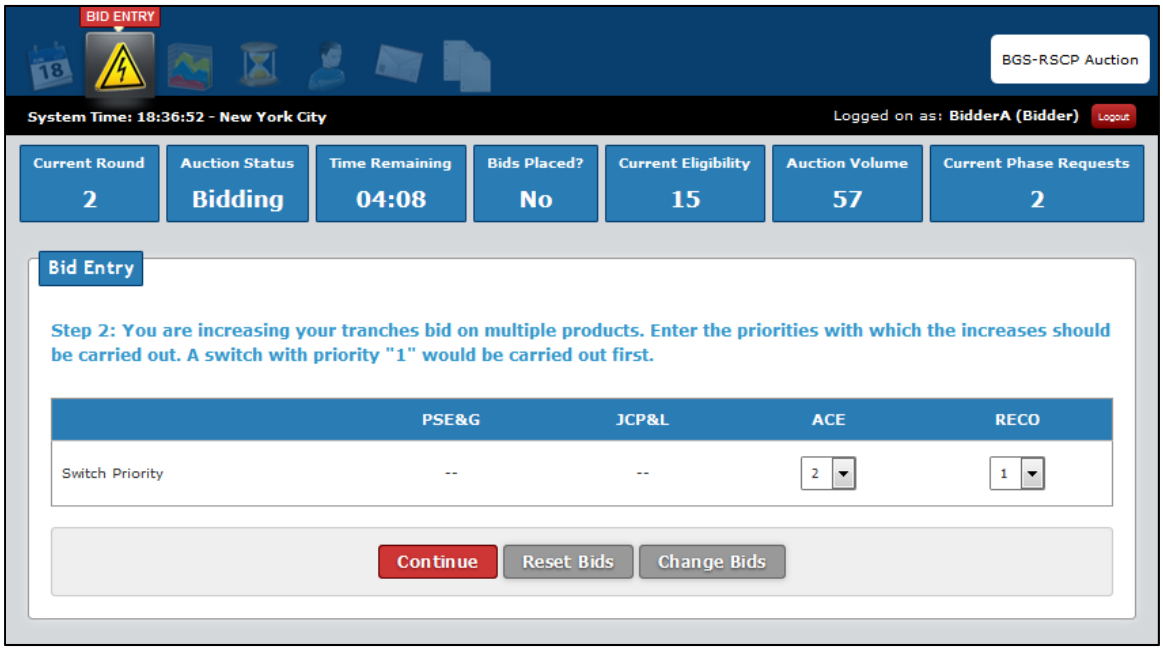
When satisfied with the number of tranches specified on the pull-down menus, click **Submit Bids**.

Step 2: Designate Switching Priorities

When the bidder clicks **Submit Bids**, a page to enter switching priorities is displayed.

When submitting switching priorities:

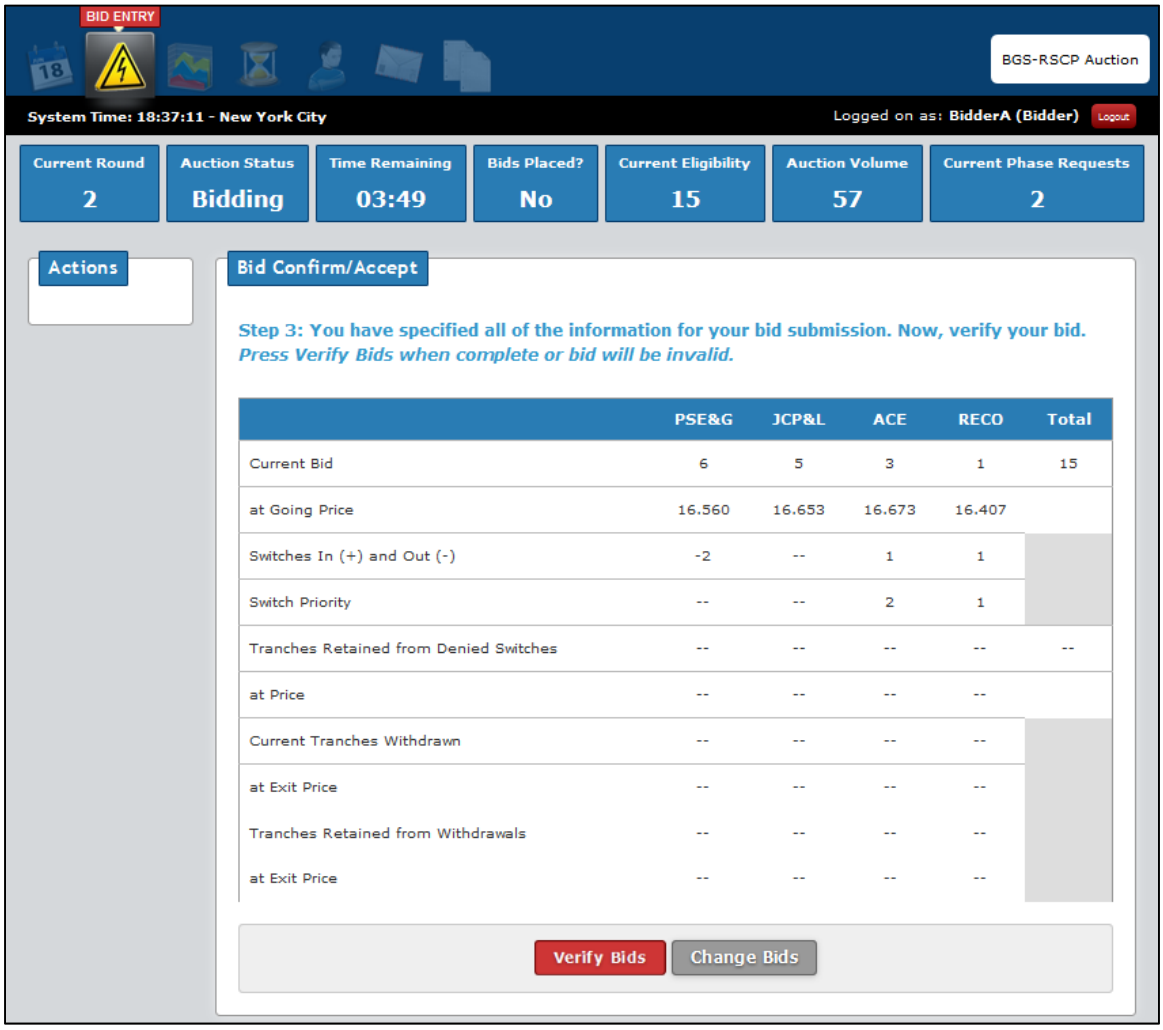
- The bidder prioritizes the switches only for those EDCs with an increased number of tranches bid.
- The bidder enters a different switching priority for each EDC that has an increased number of tranches bid.
- "1" is the highest priority; if not all tranches can be switched, tranches will be switched first into the EDC(s) with the highest priority (priorities).



Click **Continue** to go to the *Verification* page.

Step 3: Verify the Bid

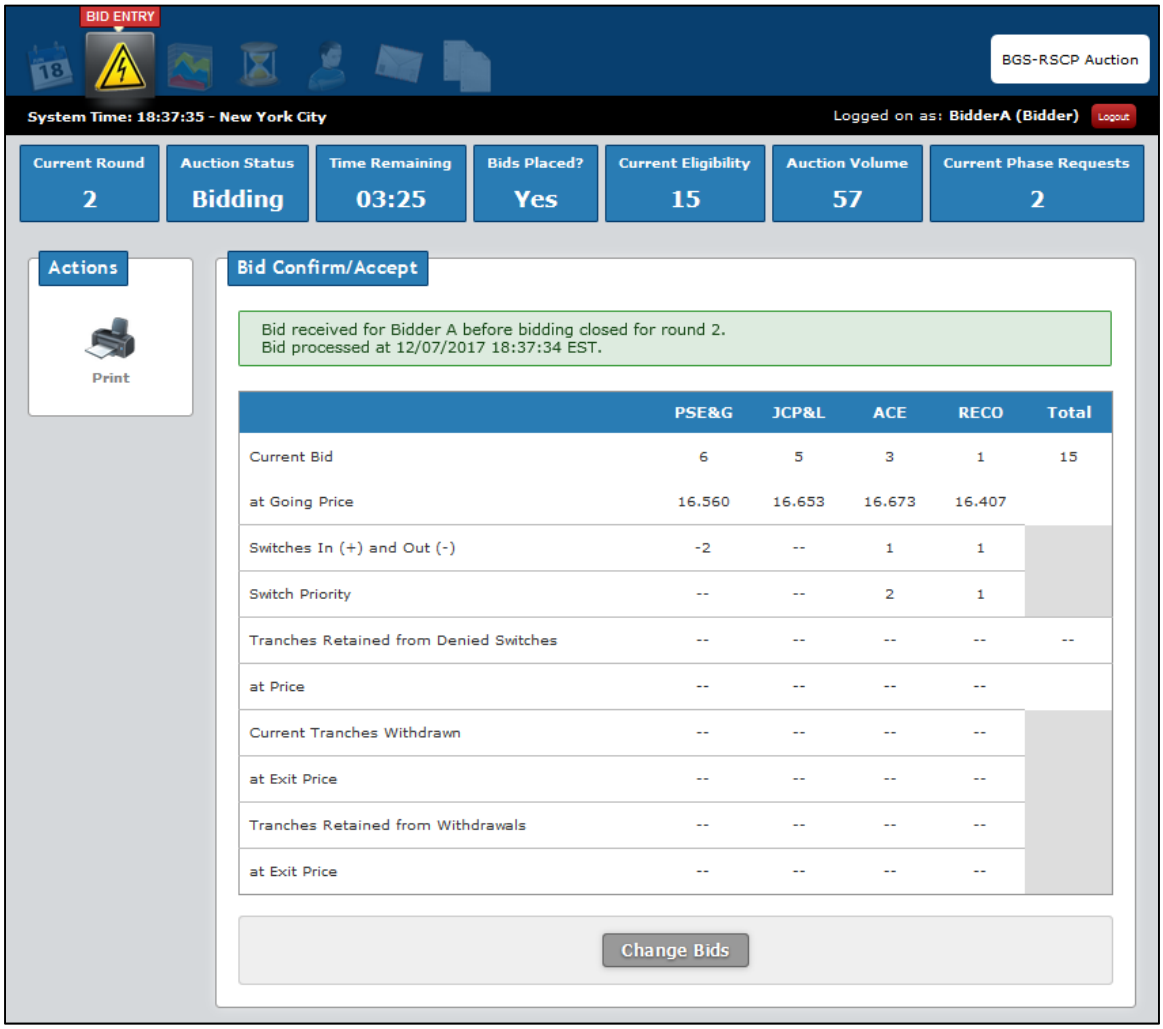
Before proceeding, it is necessary to verify that the bid entered is correct. The bidder ***must*** confirm the bid by clicking **Verify Bids**.



Note that the switches are automatically calculated and that the switching priorities appear.

Step 4: Print the Bid

After the bidder clicks **Verify Bids**, and after the bid is received and processed by the Auction Software, the *Bid Received* page is displayed. Print the bid receipt for your records by clicking the **PRINT** icon in the "Actions" box on the left. At this stage, your bid is received and processed by the Auction Software and the "Bids Placed?" box on the Status Bar will indicate "Yes".

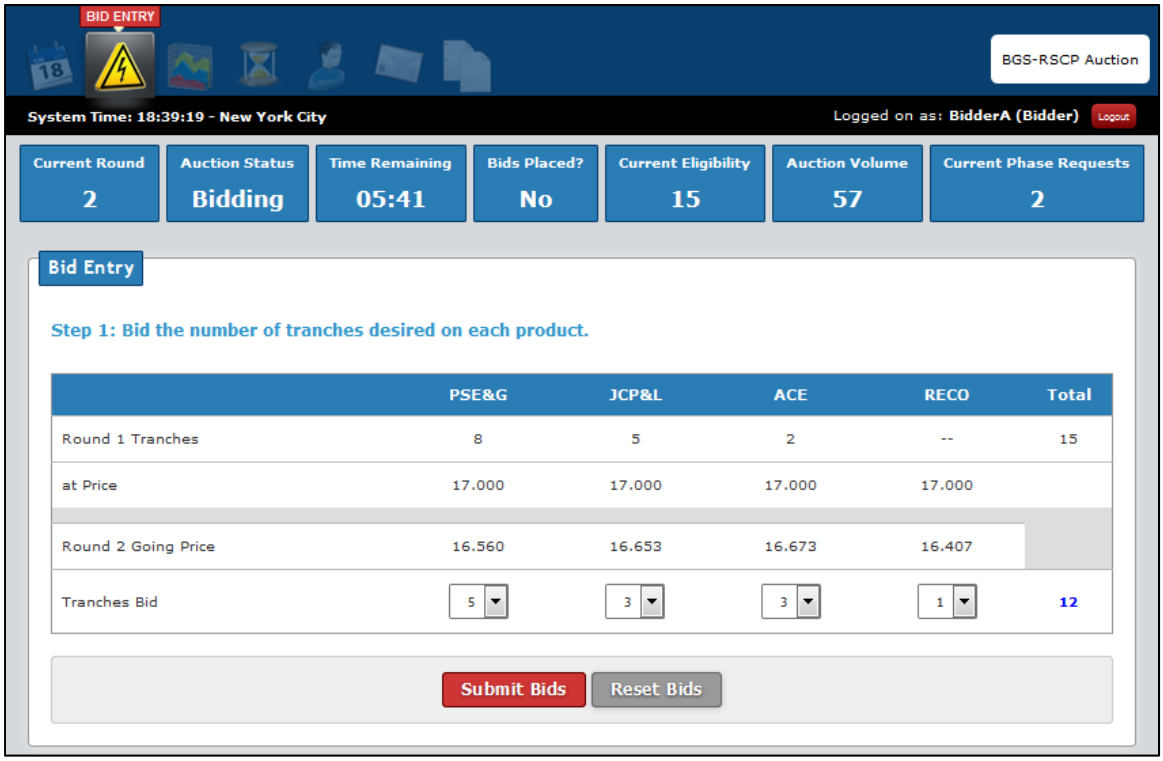


Submitting a Bid with Withdrawals and Switches

Step 1: Enter the Bid

A bidder can decrease the number of tranches bid in total, but increase the number of tranches bid on some EDCs. If the bidder is reducing the number of tranches bid on more than one EDC, the bidder will be asked by the Auction Software to provide additional information.

For example, the bidder can decrease the number of tranches bid on PSE&G from 8 to 5 tranches, decrease the number of tranches bid on JCP&L from 5 to 3 tranches, increase the number of tranches bid on ACE from 2 to 3 tranches and increase the number of tranches bid on RECO from 0 to 1 tranche.

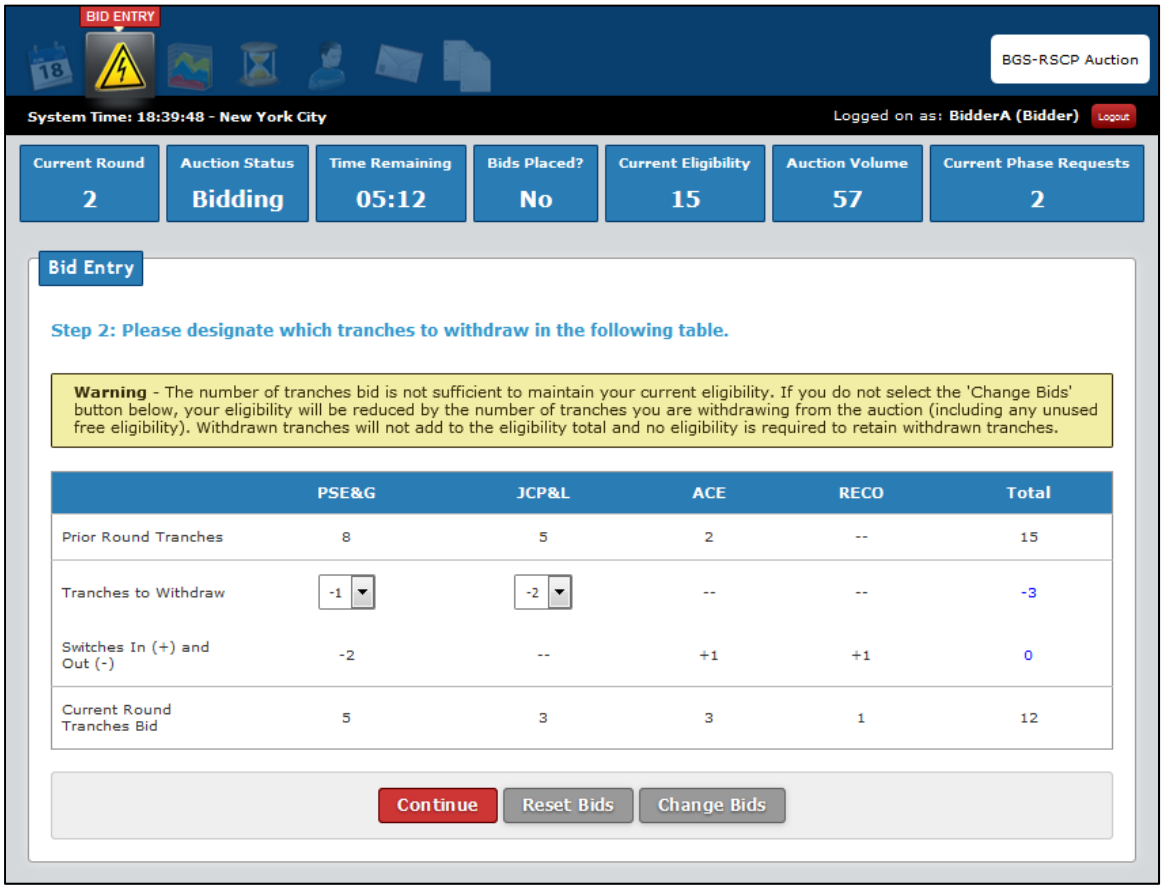


For all EDCs combined, 15 tranches were bid in the previous round and 12 tranches are bid in the current round. Three tranches are withdrawn. There are also switches, since the numbers of tranches bid on ACE and RECO increase.

When satisfied with the number of tranches specified in the pull-down menus, click **Submit Bids**.

Step 2: Designate Switches and Withdrawals

When the bidder clicks **Submit Bids**, a page for the bidder to designate which tranches are withdrawn (and therefore which ones are being switched) is displayed:



The bidder is asked to designate whether the tranches that are withdrawn come from PSE&G and/or JCP&L. To indicate that the bidder is withdrawing 1 tranche from PSE&G and 2 tranches from JCP&L, the bidder selects -1 from the PSE&G pull-down menu and -2 from the JCP&L pull down menu. The total number of "Tranches to Withdraw" will update as the bidder is making its selections. This number should be -3 as the bidder is reducing the total number of tranches bid by three.

- Once the number of tranches withdrawn is entered for each EDC, the number of switches is automatically calculated.
- The Auction Software will not allow the bidder to proceed until the number of tranches withdrawn is correct (three tranches in this example).

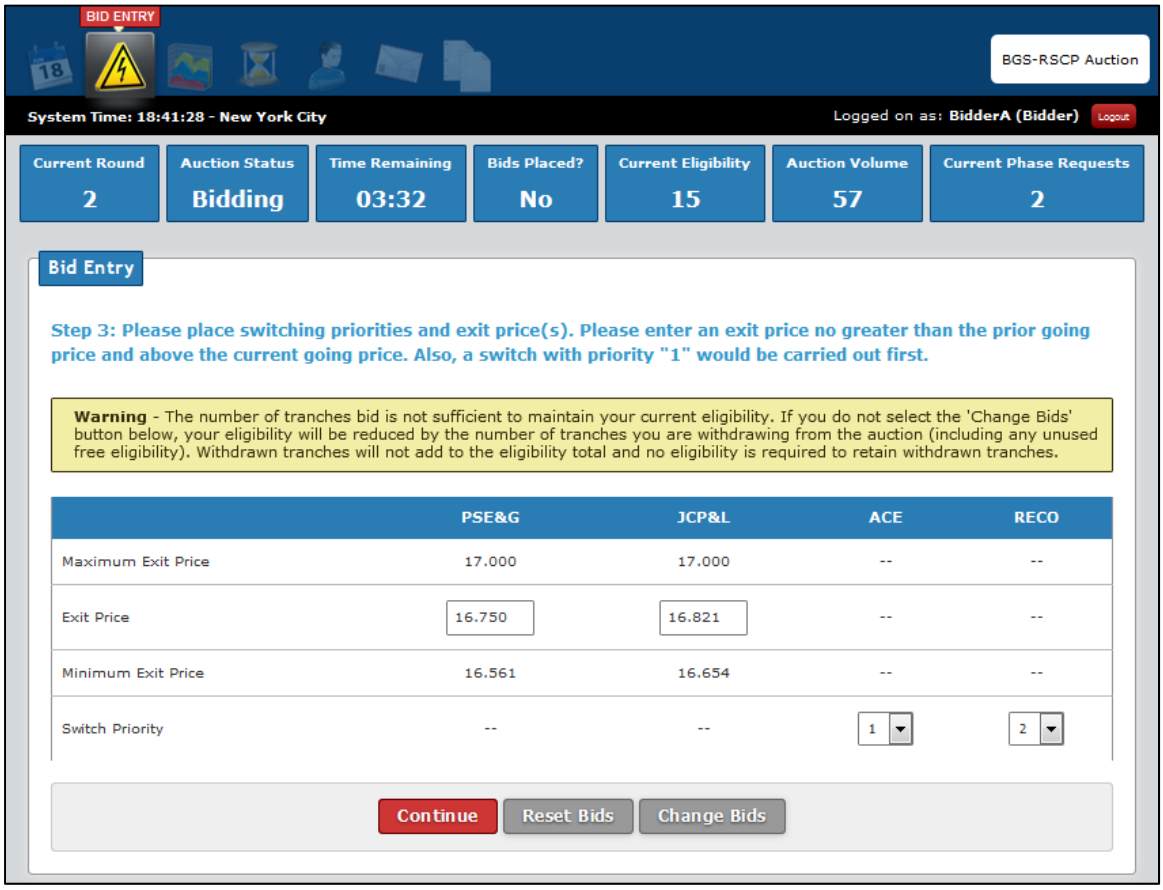
If the designation of switches and withdrawals is satisfactory, then click **Continue**.

Steps 3 and 4: Designate Switching Priorities and Name Exit Prices

After clicking **Continue**, a page for the dual purpose of entering exit prices and switching priorities appears.

As with the previous examples:

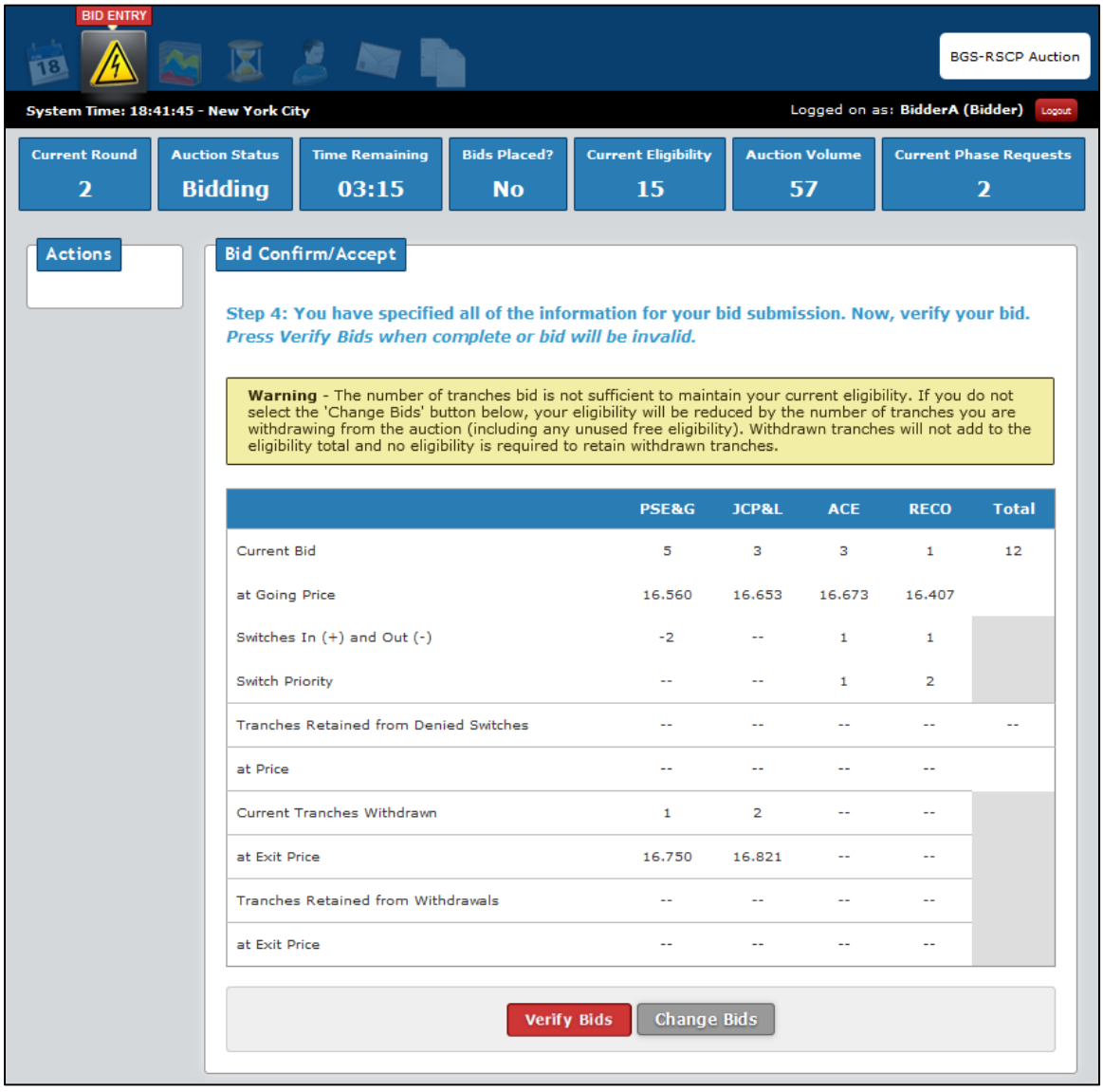
- The bidder must assign switching priorities for EDCs for which the number of tranches bid has increased, (ACE and RECO in this example).
- The bidder must submit an exit price for each EDC for which tranches are withdrawn as indicated on the previous screen. In this example, each of PSE&G and JCP&L requires an exit price; the exit price submitted for PSE&G is 16.750¢/kWh and the exit price submitted for JCP&L is 16.821¢/kWh.



Click **Continue** to go to the *Verification* page.

Step 5: Verify the Bid

Before proceeding, it is necessary to verify that the bid entered is correct. The bidder ***must*** confirm the bid by clicking **Verify Bids**.

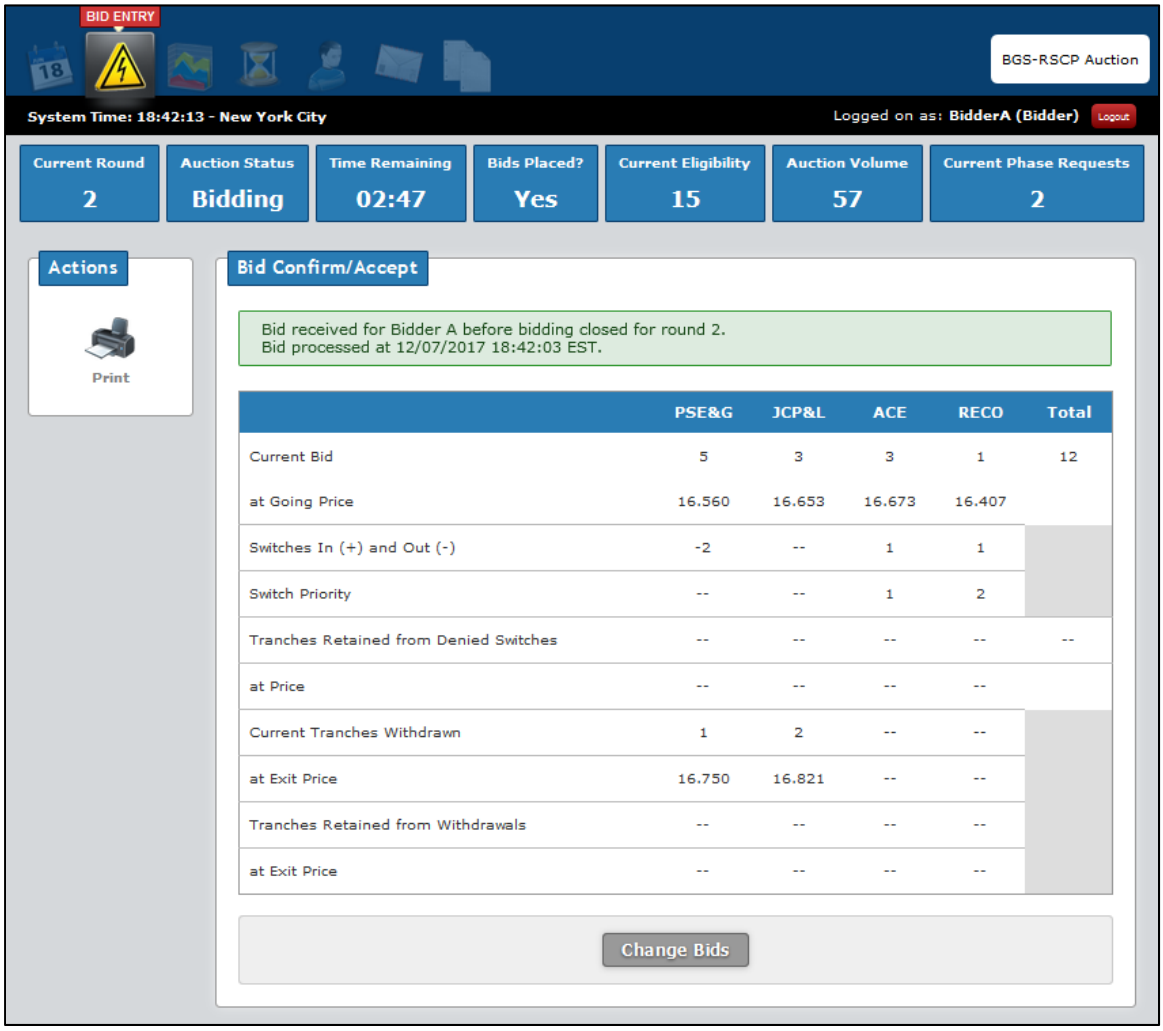


	PSE&G	JCP&L	ACE	RECO	Total
Current Bid	5	3	3	1	12
at Going Price	16.560	16.653	16.673	16.407	
Switches In (+) and Out (-)	-2	--	1	1	
Switch Priority	--	--	1	2	
Tranches Retained from Denied Switches	--	--	--	--	--
at Price	--	--	--	--	
Current Tranches Withdrawn	1	2	--	--	
at Exit Price	16.750	16.821	--	--	
Tranches Retained from Withdrawals	--	--	--	--	
at Exit Price	--	--	--	--	

Note that the switches are automatically calculated, the switching priorities appear, as do the exit prices for the withdrawn tranches.

Step 6: Print the Bid

After the bidder clicks **Verify Bids**, and after the bid is received and processed by the Auction Software, the *Bid Received* page is displayed. Print the bid receipt for your records by clicking the **PRINT** icon in the "Actions" box on the left. At this stage, your bid is received and processed by the Auction Software and the "Bids Placed?" box on the Status Bar will indicate "Yes".



	PSE&G	JCP&L	ACE	RECO	Total
Current Bid	5	3	3	1	12
at Going Price	16.560	16.653	16.673	16.407	
Switches In (+) and Out (-)	-2	--	1	1	
Switch Priority	--	--	1	2	
Tranches Retained from Denied Switches	--	--	--	--	--
at Price	--	--	--	--	
Current Tranches Withdrawn	1	2	--	--	
at Exit Price	16.750	16.821	--	--	
Tranches Retained from Withdrawals	--	--	--	--	
at Exit Price	--	--	--	--	

D.7. Auction Phases

All bids are submitted and all results are evaluated during specific time periods called "rounds". A round has a bidding phase, a calculating phase, and a reporting phase. The "Auction Status" box on the Status Bar reports the current phase of the round.

Bidding Phase

Bids can only be submitted during the bidding phase of a round. During the bidding phase, the "Auction Status" box on the Status Bar reads "Bidding" or "Extended Bidding".

Calculating Phase

During the calculating phase, the "Auction Status" box on the Status Bar reads "Calculating" or "Time Out". No bids can be submitted and results for the current round cannot yet be viewed.

Reporting Phase

During the reporting phase, the "Auction Status" box on the Status Bar reads "Reporting". During this phase, results in the Common Report are viewable by all bidders and include a range of total excess supply as well as price information for each EDC. Results that are specific to a bidder's bid are made available only to that bidder (such as any switches that were denied, withdrawals that were retained, etc.) in its Round Report. Recess requests are requests to extend the reporting phase of a round for at least 20 minutes. If a recess is granted, the "Auction Status" box on the Status Bar reads "In Recess".

Standby

The "Auction Status" box on the Status Bar reads "Standby" when the Auction Manager has created a schedule for the Auction but there is no round of the Auction currently in progress.

Not Scheduled

The "Auction Status" box on the Status Bar reads "Not Scheduled" when the Auction Manager has not established a schedule for the Auction. When the status is "Not Scheduled" the bidder is able to log in to the Auction Software but is not able to view a schedule.

Pause

If there is any Auction irregularity or technical difficulty, the Auction may be paused during any phase. The "Auction Status" box will read "Paused" or "Time Out". Further

information will be forthcoming from the Auction Manager, typically including updated schedule information.

Auction Finished

At the end of the Auction, the "Auction Status" box will read "Auction Finished".

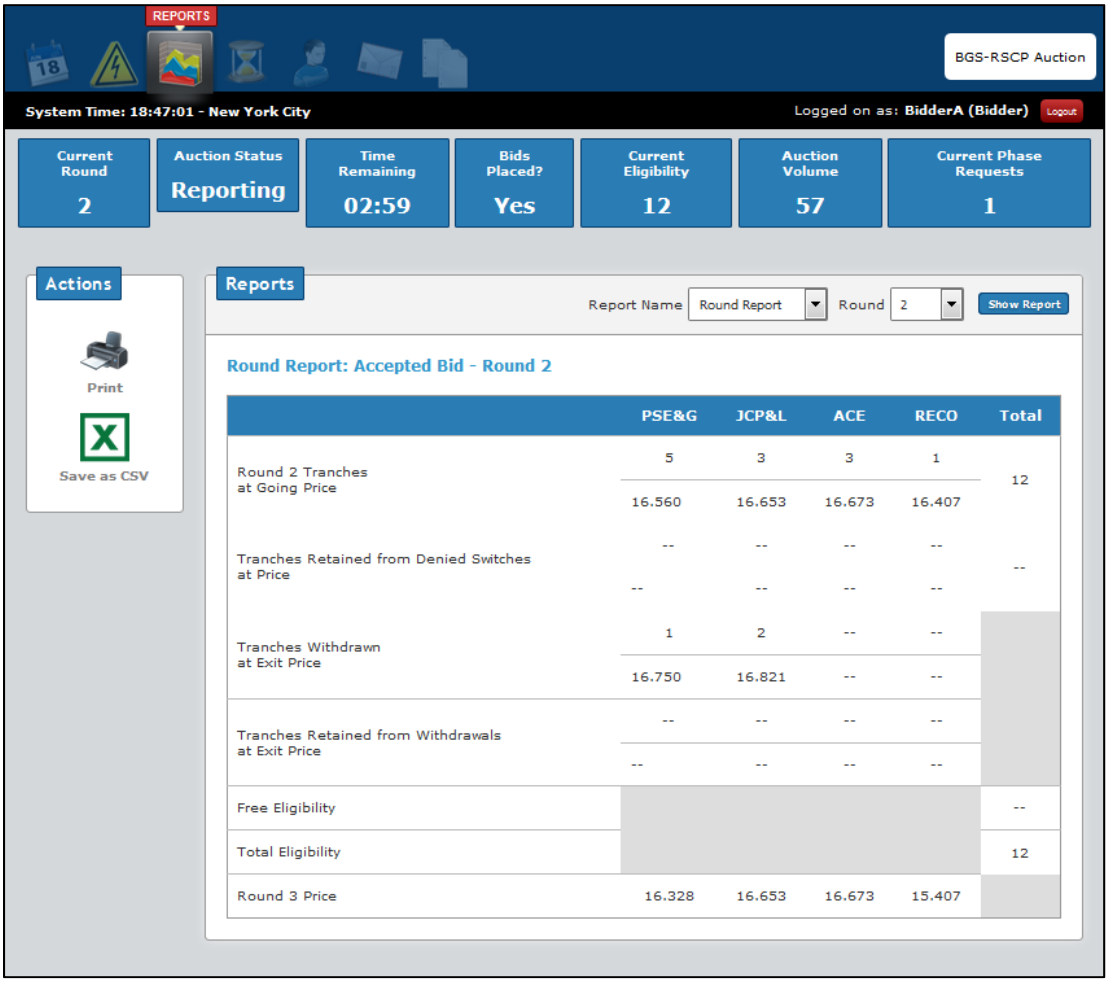
D.8. Calculating and Reporting

During the Auction

Reports are generated during the calculating phase of each round, and are made available to bidders during the reporting phase of each round while the Auction is in progress.

- Reports for the prior round can be accessed by clicking the **REPORTS** icon on the Primary Navigation Bar.
- This displays the results of the most recent round.
- From this page, results of other rounds in the Auction can also be viewed by choosing the round on the pull-down menu.

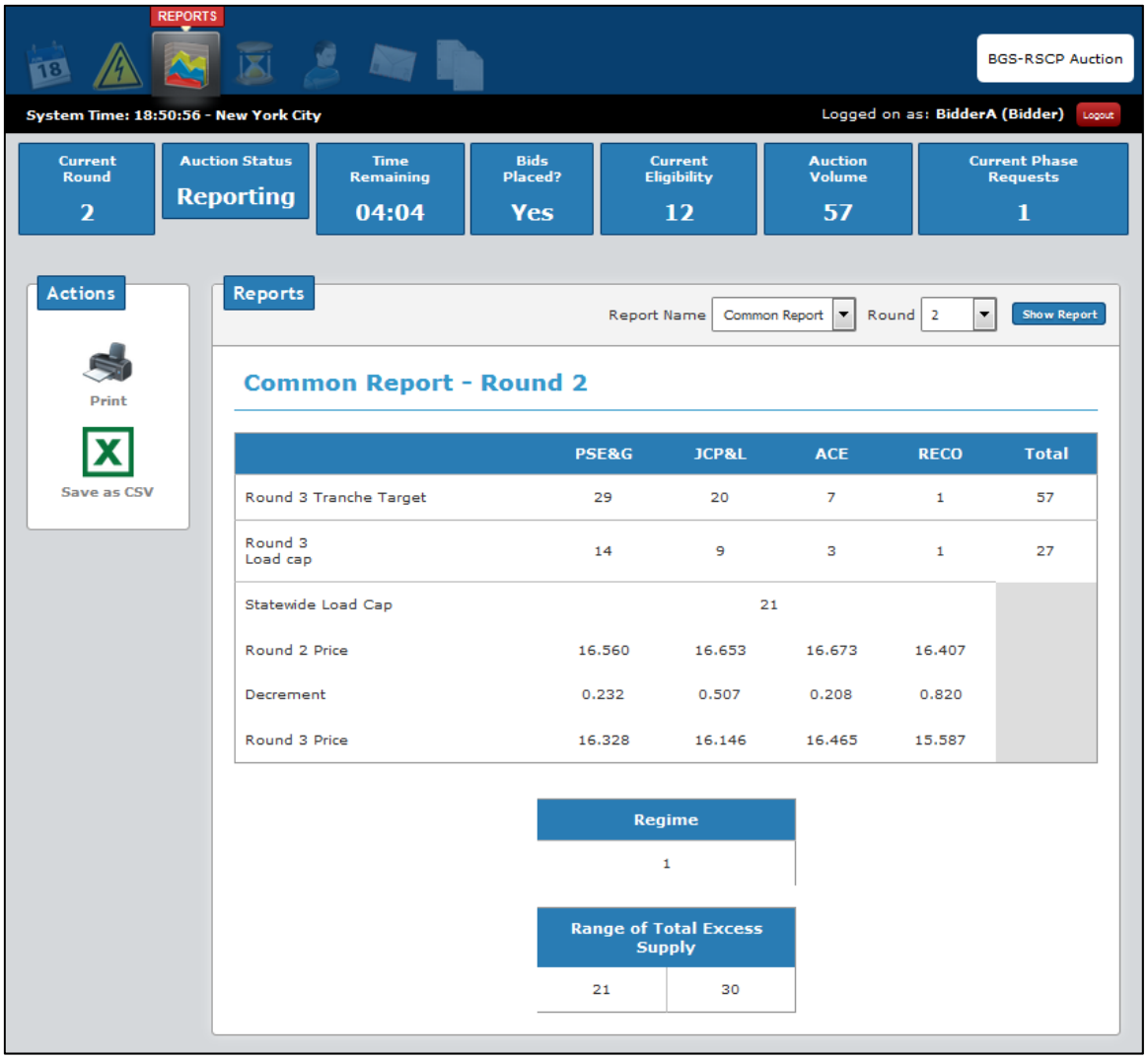
The bidder has access to the Round Report. The Round Report contains information about the bidder's own bids and is made available only to the bidder. The bidder can print the Round Report or save the Round Report in a spreadsheet by clicking the **SAVE AS CSV** icon in the "Actions" box on the left.



The Round Report provided above shows results for "Bidder A" in round 2. It contains information on the round 2 and 3 going prices for each EDC.

The other report available for viewing at the end of each round is the Common Report, which shows tranche targets for each EDC, load caps, a range of total excess supply for the Auction, as well as price and decrement information for each EDC. To view the Common Report, choose "Common Report" on the Report Name pull-down menu at the top of the Reports window, and click **Show Report**.

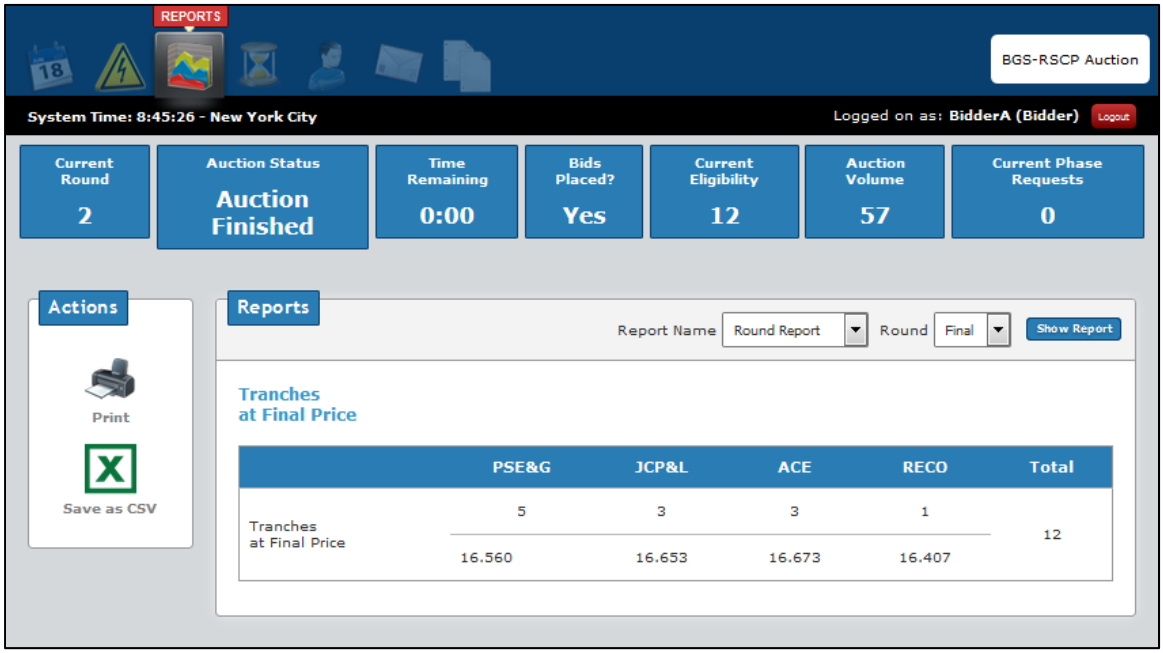
Bidders can also print the Common Report or save the Common Report in a spreadsheet by clicking the **SAVE AS CSV** icon in the "Actions" box on the left.



The Common Report provided above shows results for round 2.

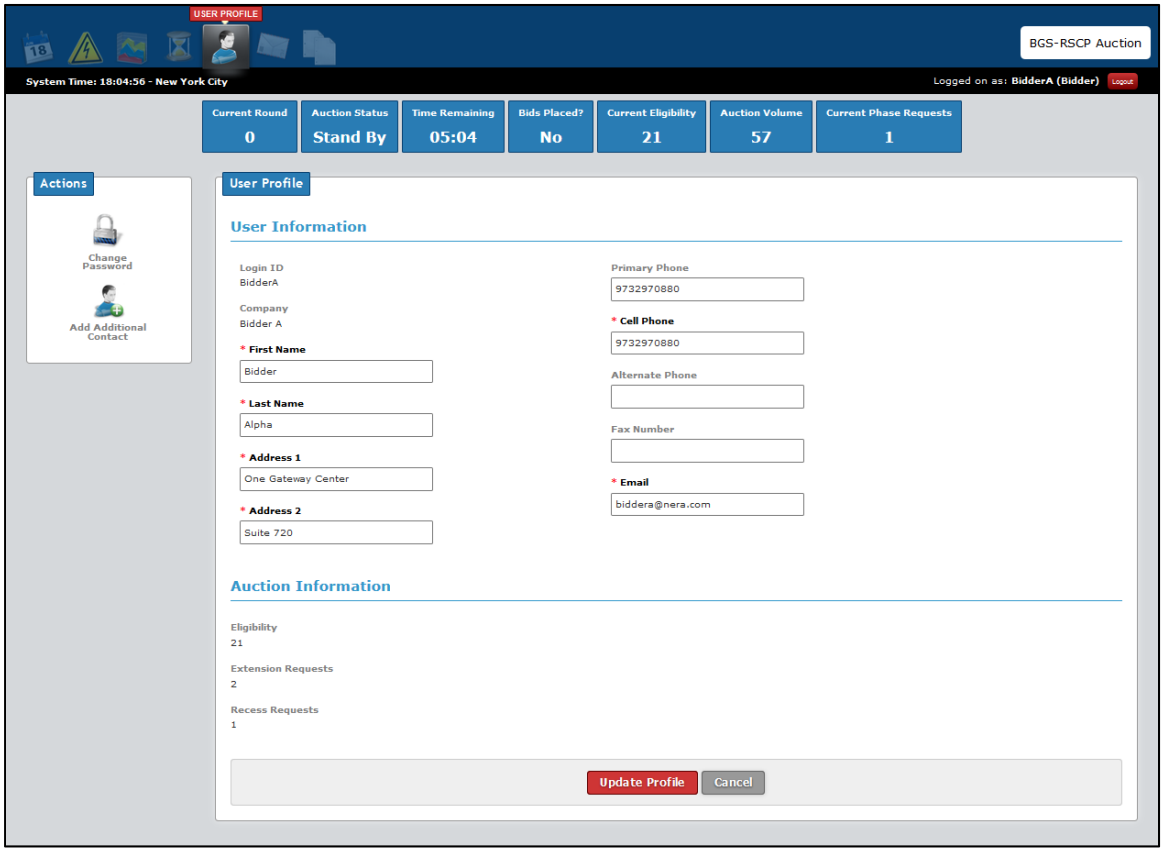
After the Auction

Once the Auction has ended, the number of tranches for each EDC won by the bidder can be viewed. The end of Auction report can be accessed by clicking the **REPORTS** icon in the Primary Navigation Bar, and then choose "Round Report" on the Report Name pull-down menu at the top of the Reports window, and click **Show Report**.



D.9. User Profile

A bidder can view and edit its own contact information at any time during the Auction and can change its password by clicking the **USER PROFILE** icon on the Primary Navigation Bar. A bidder should make sure that its contact information is always accurate and up-to-date, and that it provides the best way for the Auction Manager Team to get in touch with the bidder for that bidding day.



Editing the User Profile

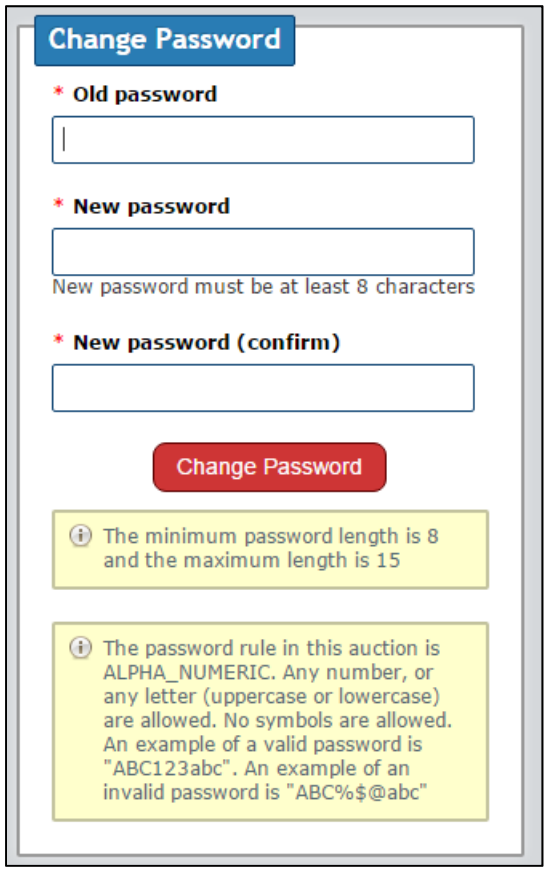
A bidder can edit its own profile by making changes in the appropriate fields and then clicking the **Update Profile** button when finished (directly below the profile information). The bidder will be able to enter contact information for more than one person.

Not all fields on the User Profile window are editable. Fields that cannot be edited by the bidder include Login ID, Company, Eligibility, Extension Requests, and Recess Requests.

Changing Passwords

A bidder can change its password from the User Profile window by clicking the **CHANGE PASSWORD** icon in the "Actions" box on the left. Upon clicking the **CHANGE PASSWORD** icon, a new page is displayed where the bidder must enter its current password as well as a new password. The bidder must repeat the entry of the new password in the "New password (confirm)" field.

After clicking **Change Password**, the bidder is automatically logged off the system and taken to the *Login* page where the bidder should log back in using the new password.



Lost or Compromised Passwords

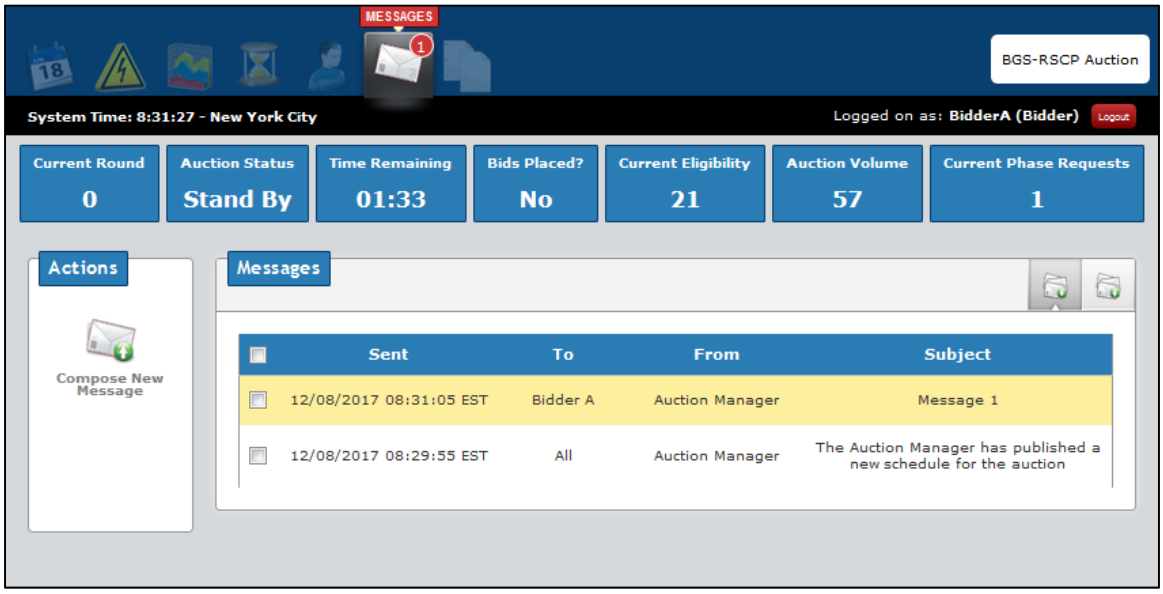
In the event that a password is lost or compromised, contact the Auction Manager immediately at 973-297-0880. New login credentials will be issued as necessary.

D.10. System Mail

By clicking the **MESSAGES** icon in the Primary Navigation Bar, a bidder gains access to the mail system internal to the Auction Software ("System Mail"). A highlighted number above the **MESSAGES** icon notifies a bidder of any unread messages. There are two types of messages: system-generated messages and messages from the Auction Manager.

In the Messages window, a bidder can:

- Compose and send messages to the Auction Manager.
- Read system-generated messages and messages from the Auction Manager.



To read a message, click the subject of the message. Once a message is read, the number of new messages will adjust correspondingly.

To compose a message to the Auction Manager, click the **COMPOSE NEW MESSAGE** icon in the "Actions" box on the left. The bidder can compose the subject and full text of the message. To send the message, click **Send**. Bidders should use System Mail only for urgent communications with the Auction Manager regarding bidding in the Auctions..

D.11. Extension Requests and Recess Requests

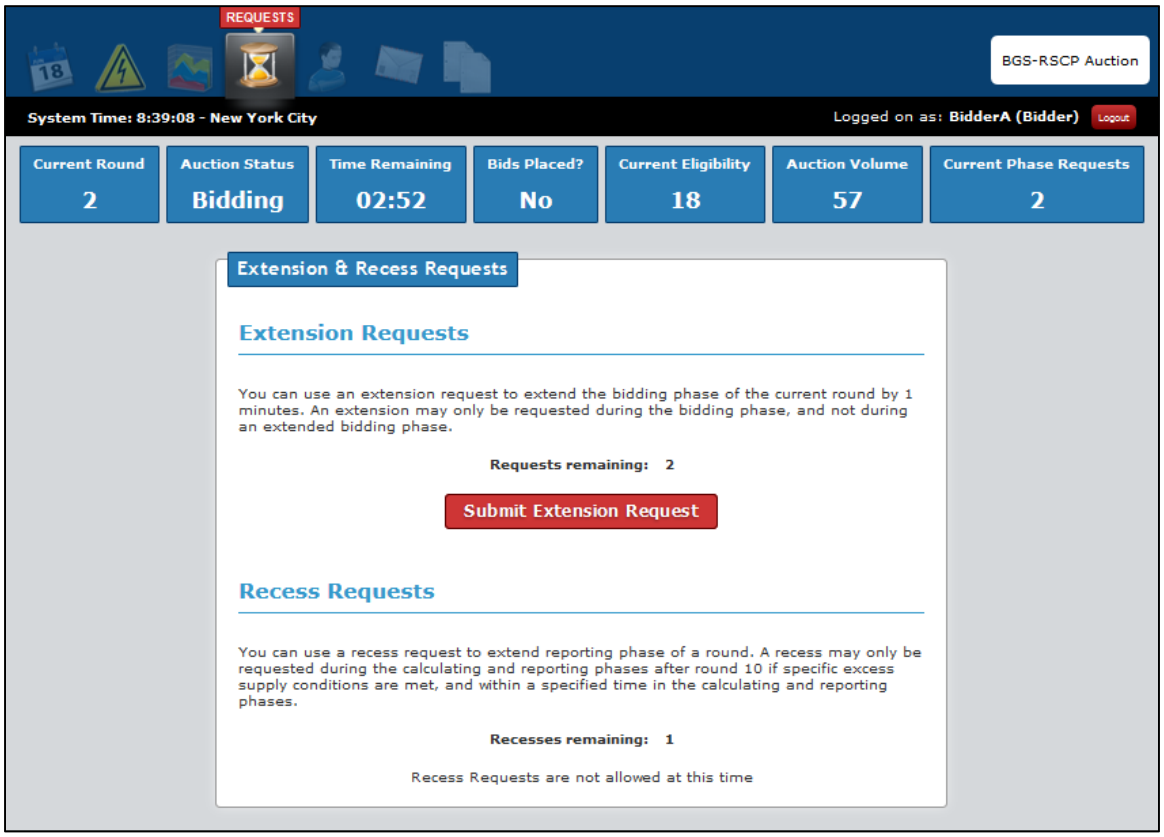
By clicking the **REQUESTS** icon in the Primary Navigation Bar, a bidder can gain access to recess requests and extension requests. The number of requests that the bidder has remaining is displayed in the Status Bar during the appropriate phase of the round. Each bidder begins with 2 extension requests and 1 recess request.

Extension Requests

Extension requests are requests to extend the bidding phase for 15 minutes. An extension may be requested ONLY when:

a. The Auction is in the bidding phase ***and***

b. A bidder with positive eligibility has extension requests remaining.



If a bidder has not submitted and verified a bid by the end of the bidding phase of the round and has extension requests remaining, that bidder is automatically deemed to have submitted an extension request.

Automatic Extension in Round 1

The bidding phase in round 1 is automatically extended for the convenience of bidders. If a bidder requests an extension in round 1, the bidder's requested extension will run concurrently with the automatic extension, and the bidder will have its available number of remaining extensions reduced by 1.

Recess Requests

Recess requests are requests to extend the reporting phase of a round for at least 20 minutes.

A recess may be requested ONLY when:

a. The Auction is in the calculating or reporting phase ***and***

b. The bidder has a recess request remaining ***and***

c. The Auction has reached at least round 11 ***and***

d. The total excess supply in the prior round was 40 tranches or fewer in the BGS-RSCP Auction or 20 tranches or fewer in the BGS-CIEP Auction.

Recess requests can no longer be made when the last half of the reporting phase, or the last five minutes, whichever occurs earlier, is reached.

D.12. Terms and Conditions of Access to the Auction Software

The following auctions ("Auctions") are being conducted under the auspices of the New Jersey Board of Public Utilities (as more fully described in Docket No. ER17040335; In the Matter of the Provision of Basic Generation Service for the Period Beginning June 1, 2018): (1) an auction by which all EDCs will secure supply to meet their Commercial and Industrial Energy Pricing Basic Generation Service ("BGS-CIEP") load for a period of one year, and (2) an auction by which all of the EDCs will secure supply to meet their Residential Small Commercial Pricing Basic Generation Service ("BGS-RSCP") load for a period of three years, in each case for a period beginning June 1, 2018. For the sake hereof the term "EDC" refers to the following electric distribution companies: Atlantic City Electric Company, ("ACE"), Jersey Central Power & Light Company ("JCP&L"), Public Service Electric and Gas Company ("PSE&G") and Rockland Electric Company ("RECO").

The Auctions are being conducted using the Optimal Auctions, Inc. (hereinafter referred to as "Optimal Auctions") software and the documentation therefore, including any bidder or administrative manuals (the software and the documentation together, "Application"). Bidders in the auction shall have no right to access or use any administrative manual.

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Accept Accept Licensee AGREES to the foregoing terms and conditions governing all access to and use of the Application by or on behalf of Licensee.

or

Refuse Refuse Licensee does NOT AGREE to the foregoing terms and conditions. If Licensee does not agree to these terms and conditions, Licensee shall not be able to access or use the Application.

D.13. Appendix: Free Eligibility

Bidders may start a round with free eligibility. "Free eligibility" is eligibility that is not assigned to any EDC and that can be bid on any EDC. Free eligibility occurs in two ways:

- If a denied switch is "outbid" then the bidder has free eligibility for the number of tranches that were outbid. This occurs when a bidder was denied a switch from an EDC in a previous round, other bidders bid new tranches on that EDC in the current round, and a newly bid tranche at the going price replaces the denied switch in filling the tranche target for that EDC. The denied switch is then outbid: the tranche is released and becomes free eligibility.
- If there is a volume reduction, it is possible that the new tranche target for an EDC will be below the number of tranches that a bidder bid on that EDC in the previous round. In that case, the bidder will receive tranches of free eligibility equal to the difference between the number of tranches the bidder had bid and the new tranche target.

If the bidder does not bid free eligibility right away (i.e., in the bidding phase immediately following the report of free eligibility), the tranches will be withdrawn. Tranches of free eligibility are not associated with any particular EDC and so no exit price is associated with these tranches when they are withdrawn.

This sub-section provides sample bid sequences when submitting bids with free eligibility in a round. These examples include:

- Withdrawing from free eligibility.
- Increasing the number of tranches bid on an EDC using free eligibility.
- Withdrawing and switching when there is free eligibility (withdrawing from free eligibility).
- Withdrawing and switching when there is free eligibility (withdrawing from an EDC).

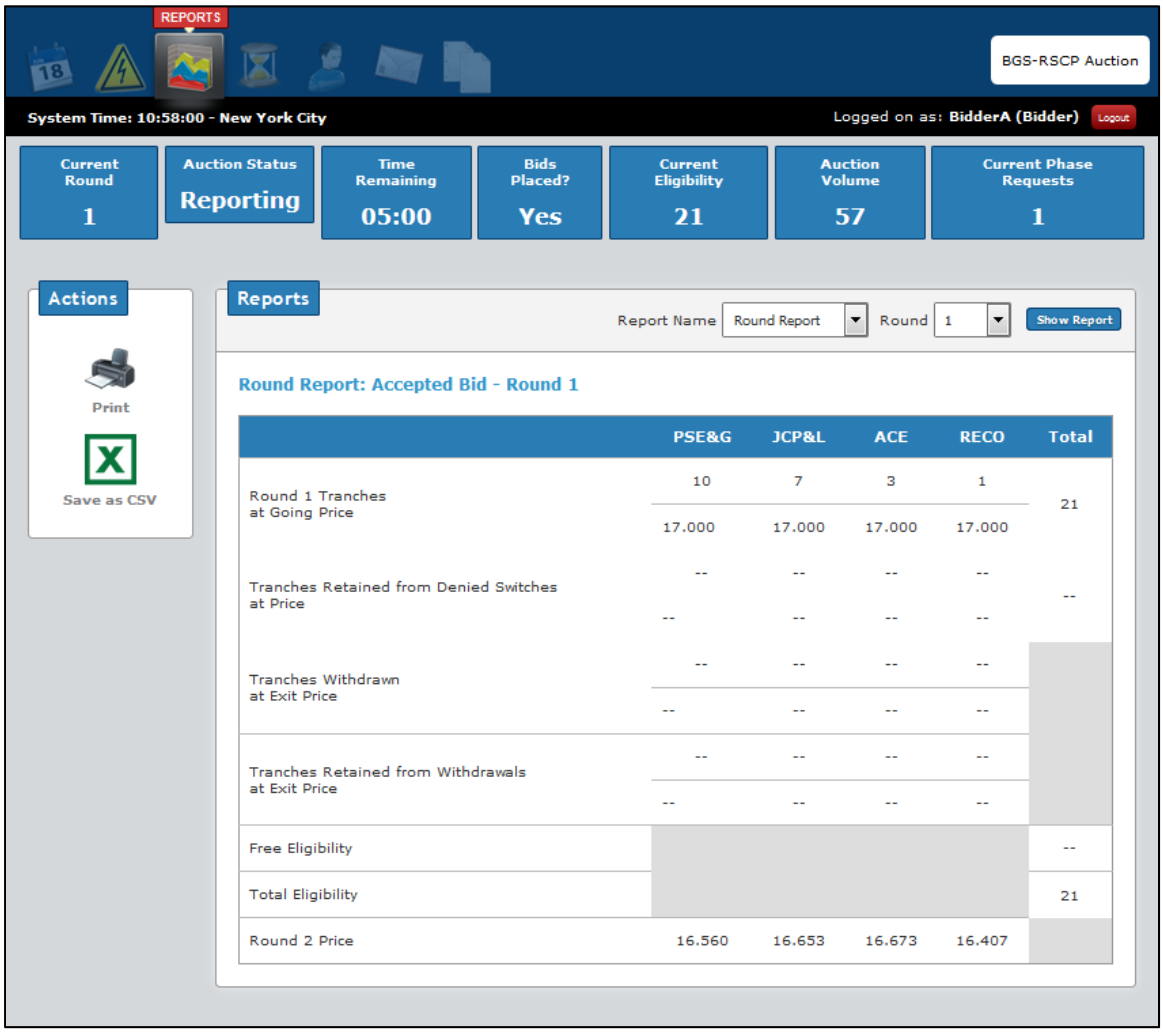
Free Eligibility Through an Outbid Denied Switch

This sub-section illustrates a bid sequence that leads to a bidder having one (1) tranche of free eligibility.

In round 1, the bidder has initial eligibility of 21 tranches. The bidder enters the following bid:

- PSE&G – 10 tranches
- JCP&L – 7 tranches
- ACE – 3 tranches
- RECO – 1 tranche

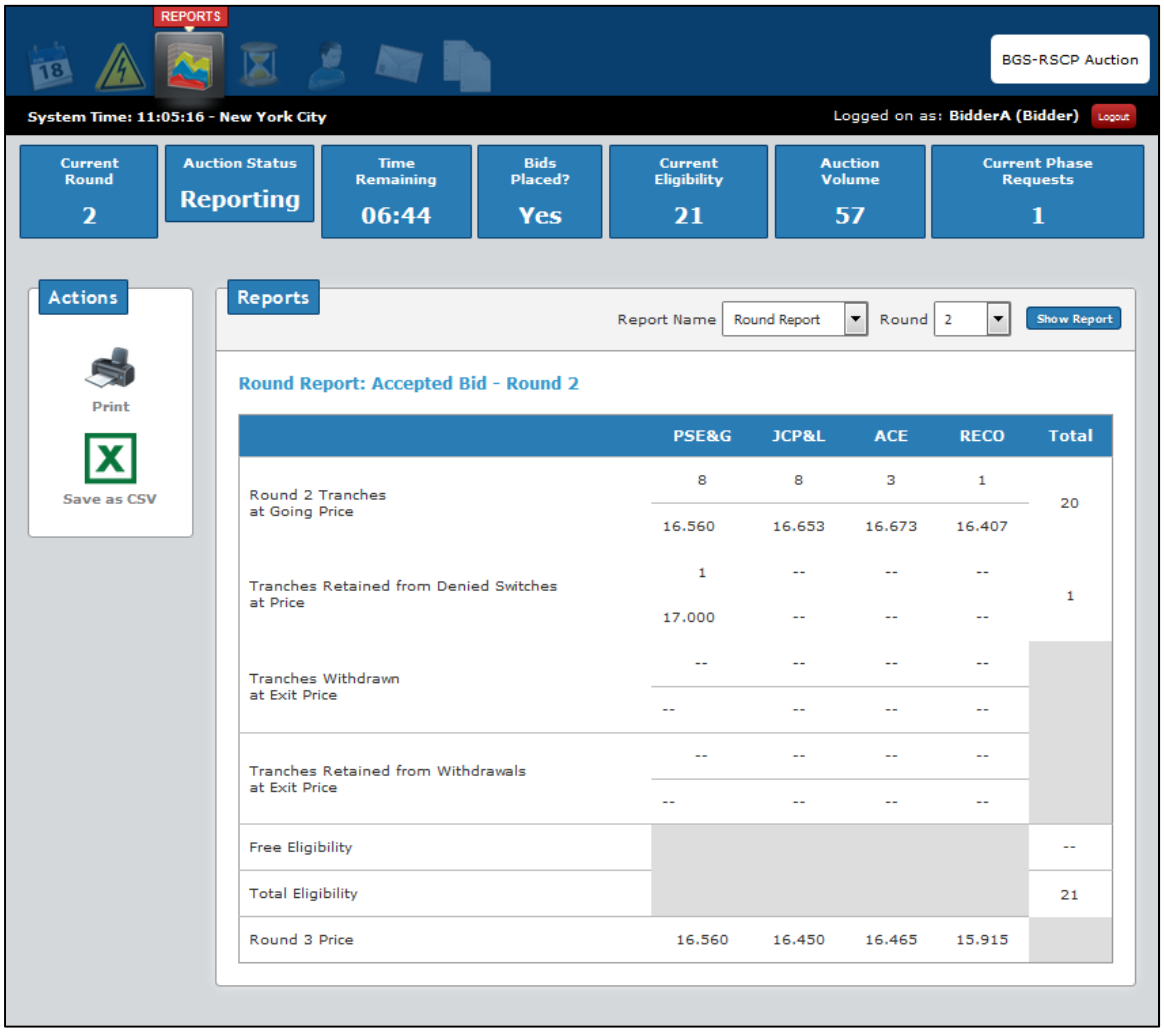
The report to the bidder on its bid is the following:



	PSE&G	JCP&L	ACE	RECO	Total
Round 1 Tranches at Going Price	10	7	3	1	21
	17.000	17.000	17.000	17.000	
Tranches Retained from Denied Switches at Price	--	--	--	--	--
	--	--	--	--	
Tranches Withdrawn at Exit Price	--	--	--	--	
	--	--	--	--	
Tranches Retained from Withdrawals at Exit Price	--	--	--	--	
	--	--	--	--	
Free Eligibility					--
Total Eligibility					21
Round 2 Price	16.560	16.653	16.673	16.407	

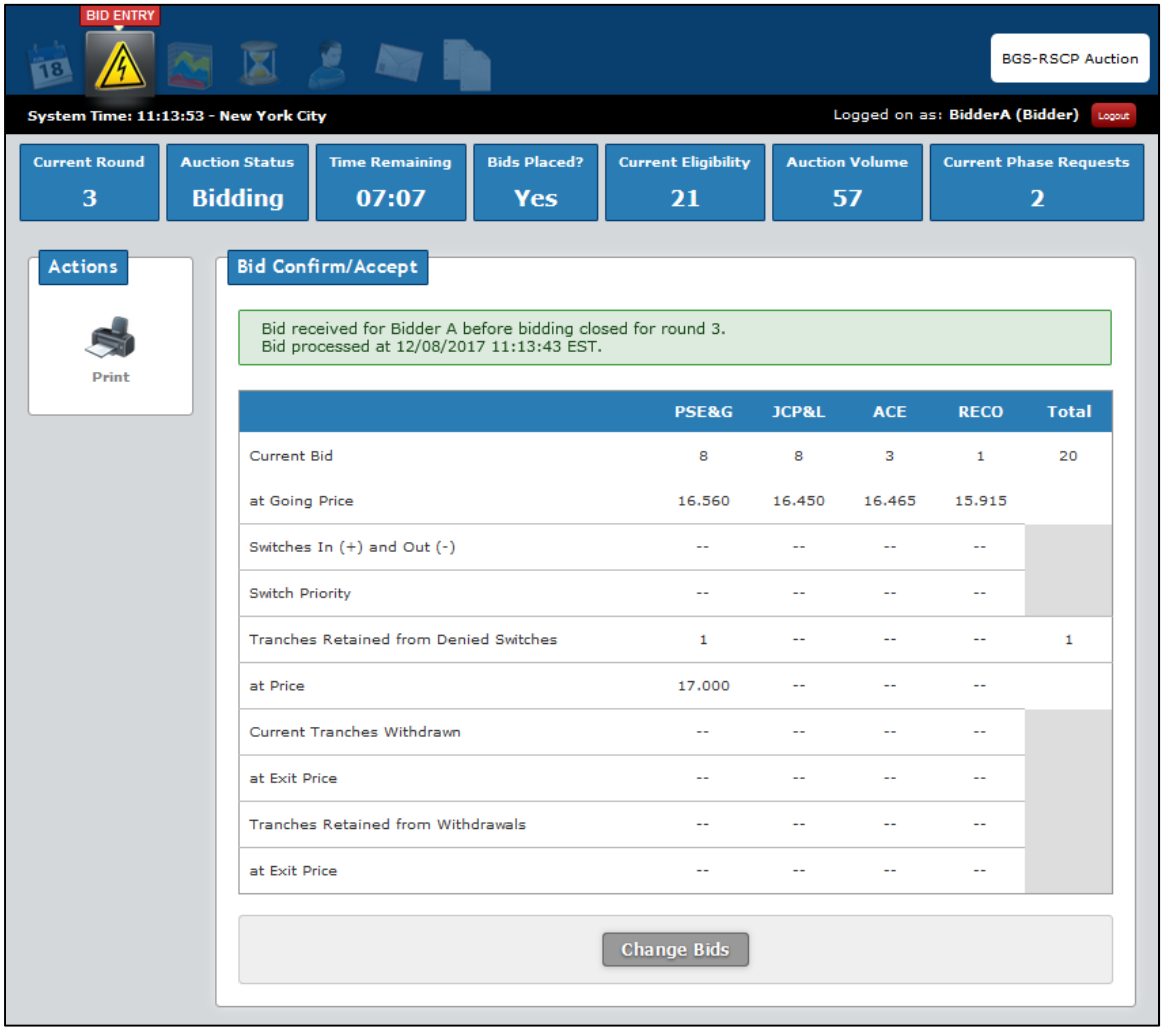
In Round 2, the bidder requests a switch, reducing its tranches bid on PSE&G from 10 to 8 tranches while increasing its tranches bid on JCP&L from 7 to 9.

The bidder's request to switch is partially denied because it would result in an insufficient number of tranches to fill the PSE&G tranche target. The report to the bidder on its bid is provided below. The bidder has 1 denied switch on PSE&G, which is retained at the price it was last freely bid ($17.000¢/kWh).



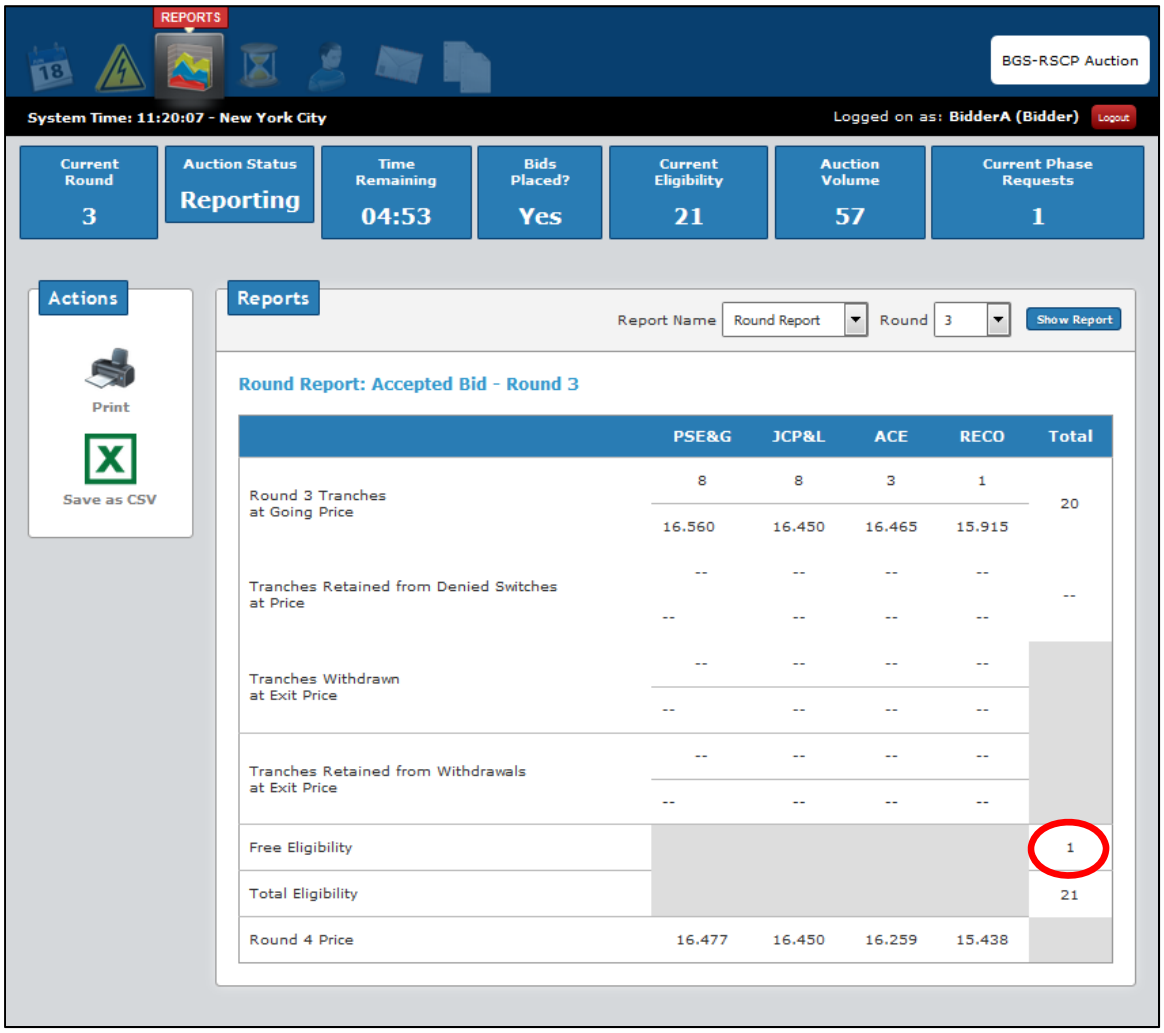
	PSE&G	JCP&L	ACE	RECO	Total
Round 2 Tranches at Going Price	8	8	3	1	20
	16.560	16.653	16.673	16.407	
Tranches Retained from Denied Switches at Price	1	--	--	--	1
	17.000	--	--	--	
Tranches Withdrawn at Exit Price	--	--	--	--	
	--	--	--	--	
Tranches Retained from Withdrawals at Exit Price	--	--	--	--	
	--	--	--	--	
Free Eligibility					--
Total Eligibility					21
Round 3 Price	16.560	16.450	16.465	15.915	

In Round 3, the bidder maintains its bid from Round 2. The bid entry table (below) reminds the bidder that the bidder has 1 denied switch for PSE&G.



	PSE&G	JCP&L	ACE	RECO	Total
Current Bid	8	8	3	1	20
at Going Price	16.560	16.450	16.465	15.915	
Switches In (+) and Out (-)	--	--	--	--	
Switch Priority	--	--	--	--	
Tranches Retained from Denied Switches	1	--	--	--	1
at Price	17.000	--	--	--	
Current Tranches Withdrawn	--	--	--	--	
at Exit Price	--	--	--	--	
Tranches Retained from Withdrawals	--	--	--	--	
at Exit Price	--	--	--	--	

The round report to the bidder on its bid is the following:

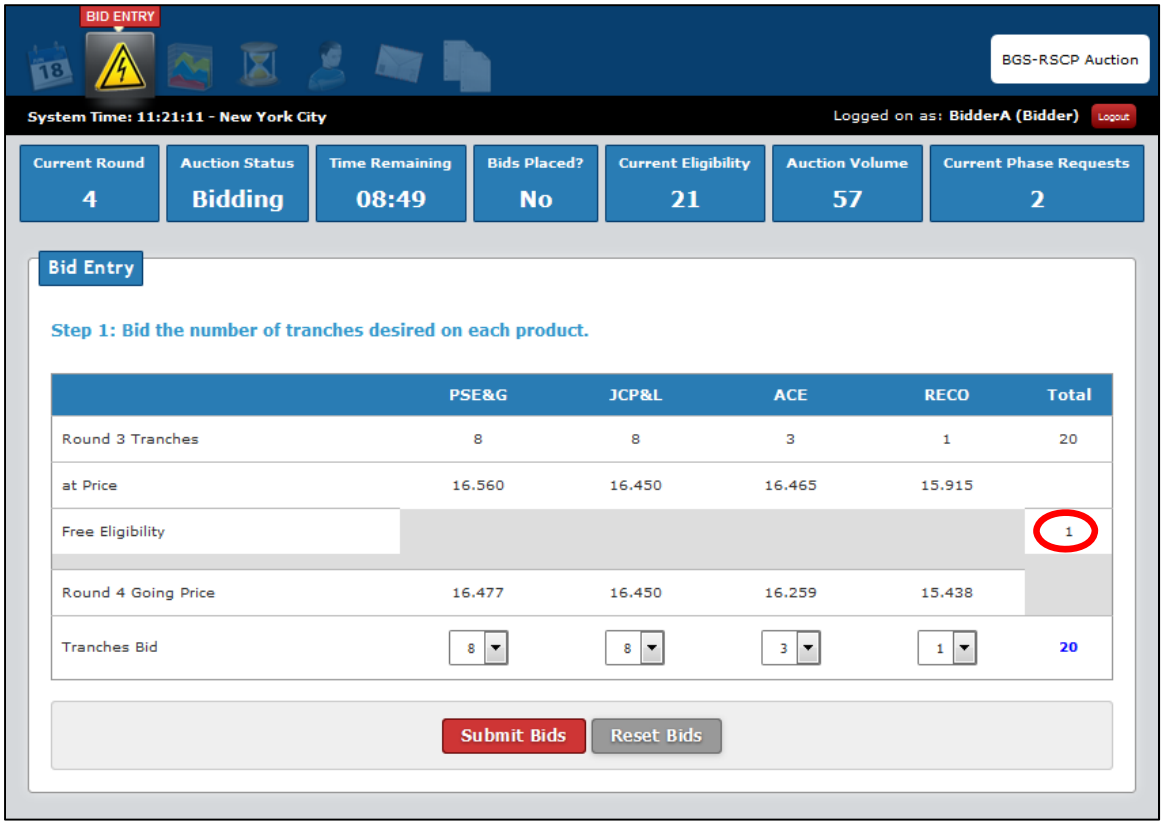


The bidder no longer has a denied switch. Other bidders bid new tranches at the going price on PSE&G, ***outbidding*** the bidder's denied switch. The bidder gets one (1) tranche of ***free eligibility***.

Example 1: Withdrawing from Free Eligibility

Step 1: Enter the Bid

On the bid entry table, the one (1) tranche of free eligibility appears in a separate row:



The bidder's eligibility, as seen in the Status Bar, is 21 tranches. The bidder had one denied switch on PSE&G that is now free eligibility and can be bid on any EDC. Tranches of free eligibility must be bid in the round in which they become available or the eligibility associated with these tranches will be lost.

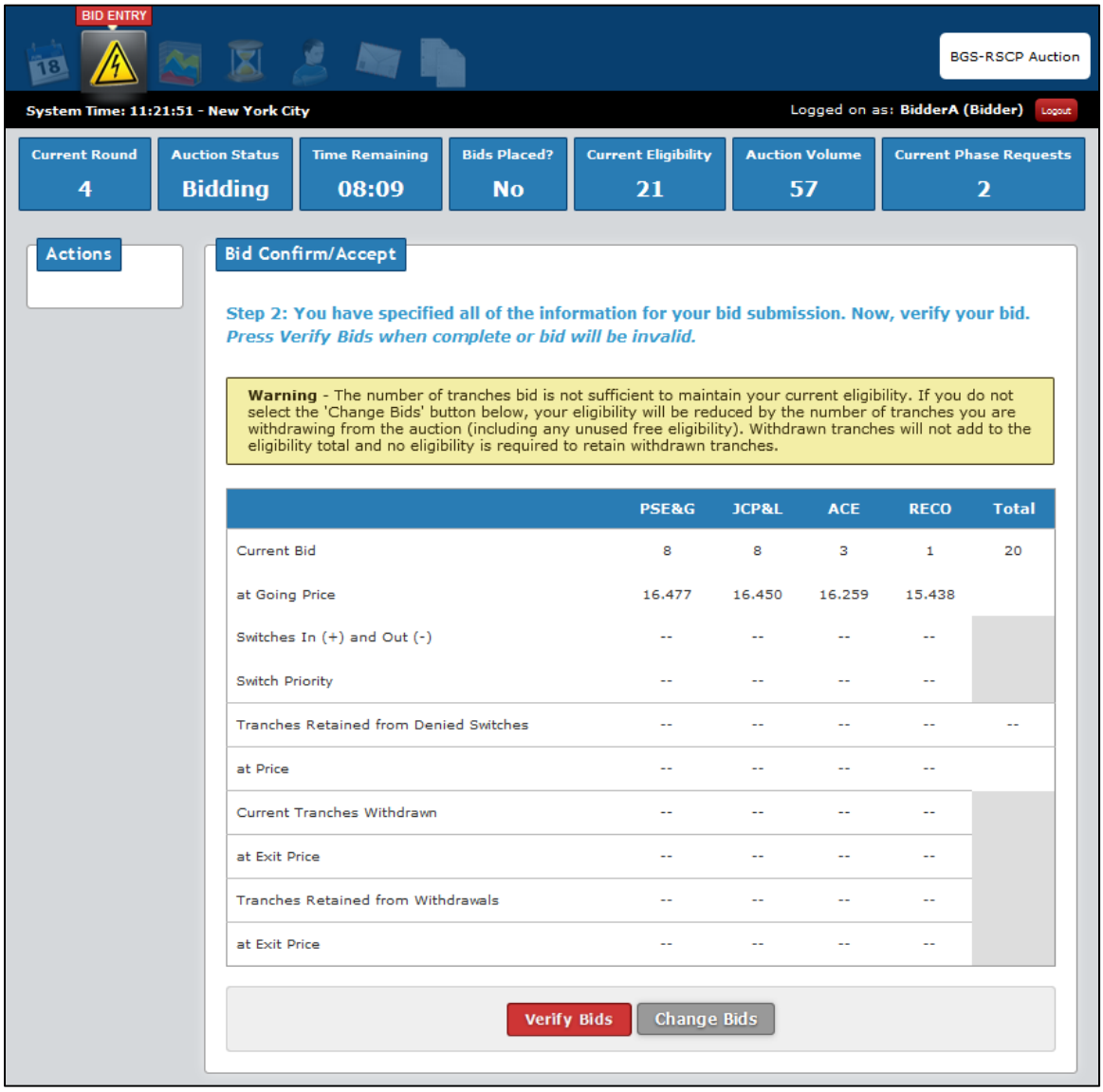
To withdraw the tranche of free eligibility, simply maintain the number of tranches bid at the going price on all EDCs to bid a total of 20 tranches.

When a tranche of free eligibility is withdrawn, a bidder does not name an exit price.

When satisfied with the number of tranches specified on the pull-down menus, click **Submit Bids**.

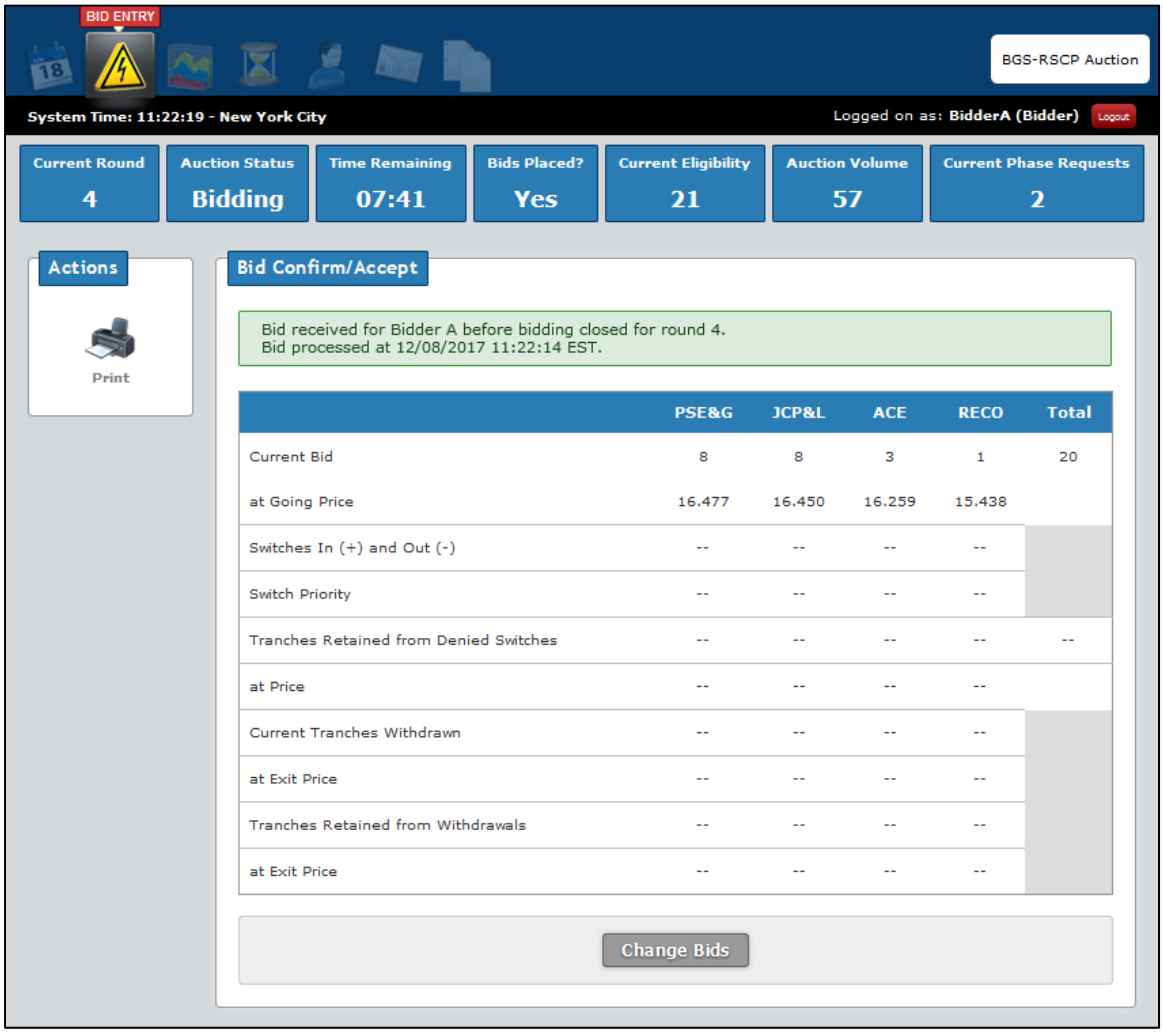
Step 2: Verify the Bid

Before proceeding, it is necessary to verify that the bid entered is correct. The bidder ***must*** confirm the bid by clicking **Verify Bids**.



Step 3: Print the Bid

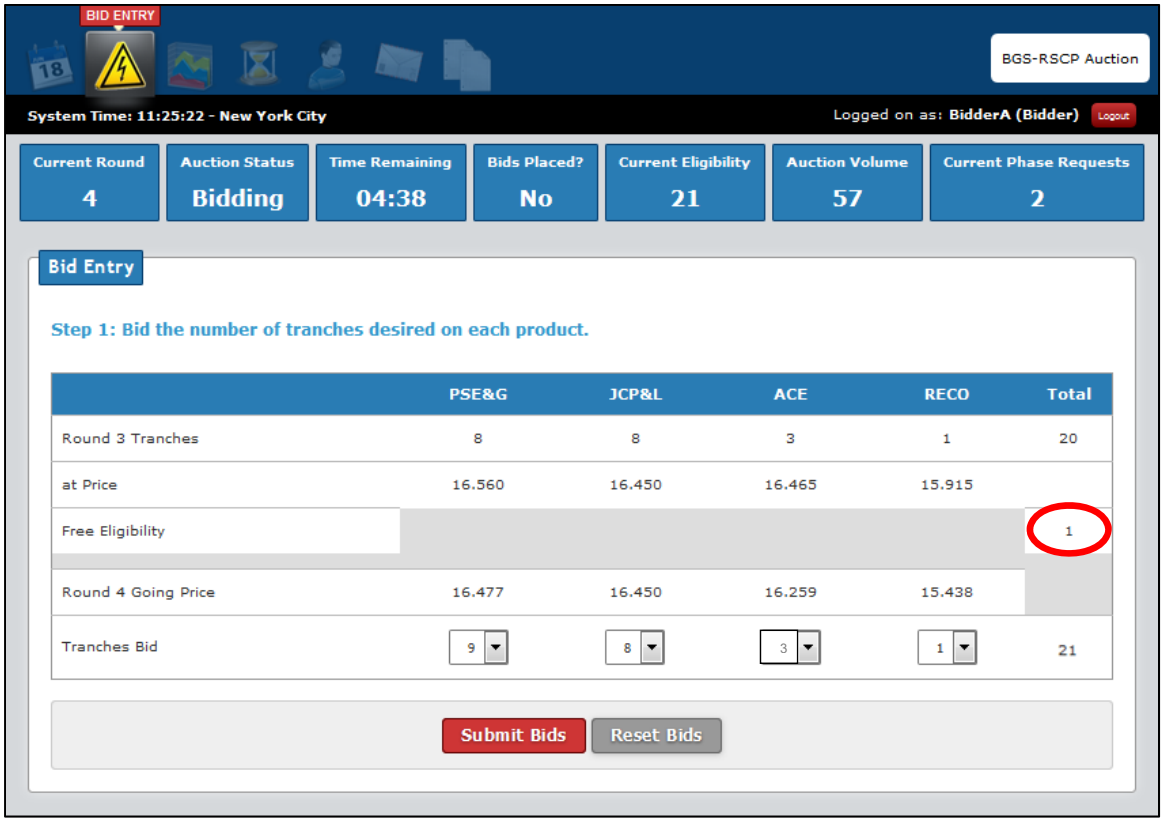
After the bidder clicks **Verify Bids**, and after the bid is received and processed by the Auction Software, the *Bid Received* page is displayed. Print the bid receipt for your records by clicking the **PRINT** icon in the "Actions" box on the left. At this stage, your bid is received and processed by the Auction Software and the "Bids Placed?" box on the Status Bar will indicate "Yes".



Example 2: Using Free Eligibility to Increase the Number of Tranches Bid on an EDC

Step 1: Enter the Bid

On the bid entry table, the one (1) tranche of free eligibility appears in a separate row:



To bid the tranche of free eligibility on PSE&G, select 9 tranches from the pull-down menu, increasing the number of tranches bid on PSE&G by one.

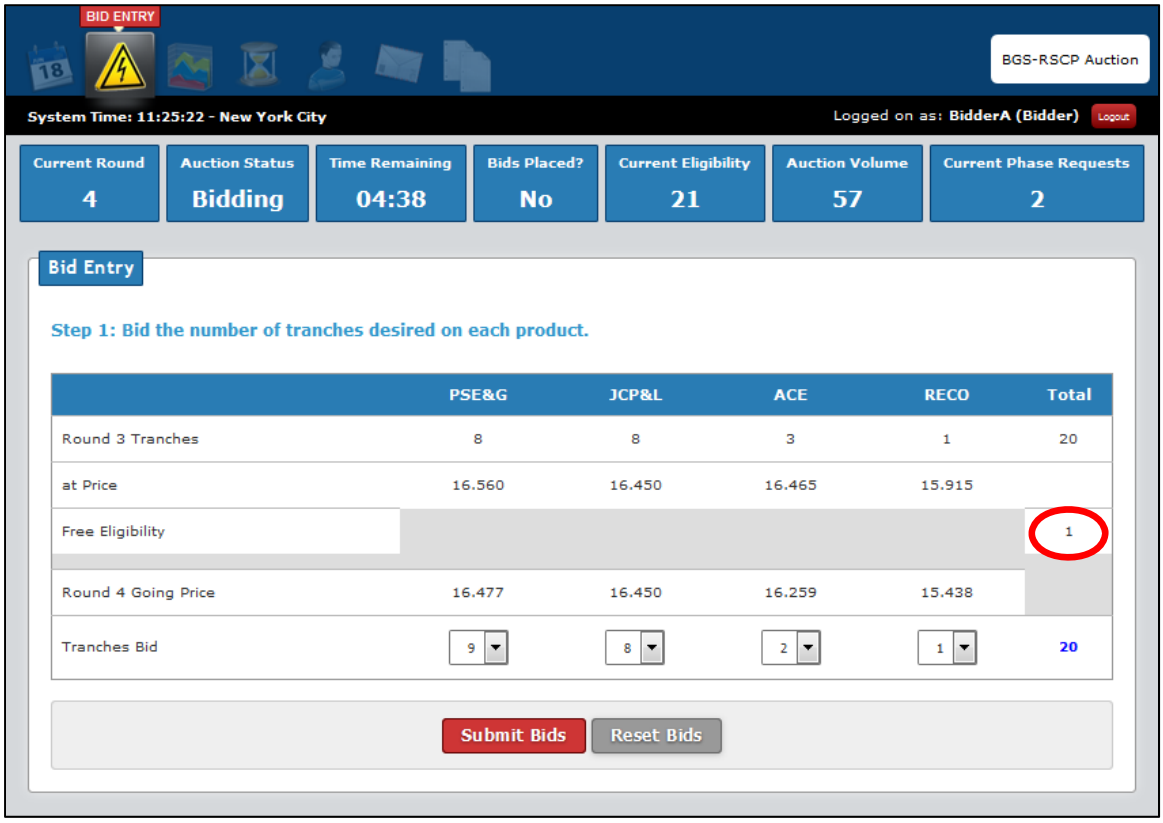
When satisfied with the number of tranches specified on the pull-down menus, click **Submit Bids**.

The additional steps of the bid entry process are omitted to keep this appendix brief. As previously explained, the bidder ***must*** confirm the bid by clicking **Verify Bids**. Click the **PRINT** icon to print the bid for your records.

Example 3: Withdrawing from Free Eligibility and Switching

Step 1: Enter the Bid

On the bid entry table, the one (1) tranche of free eligibility appears in a separate row:



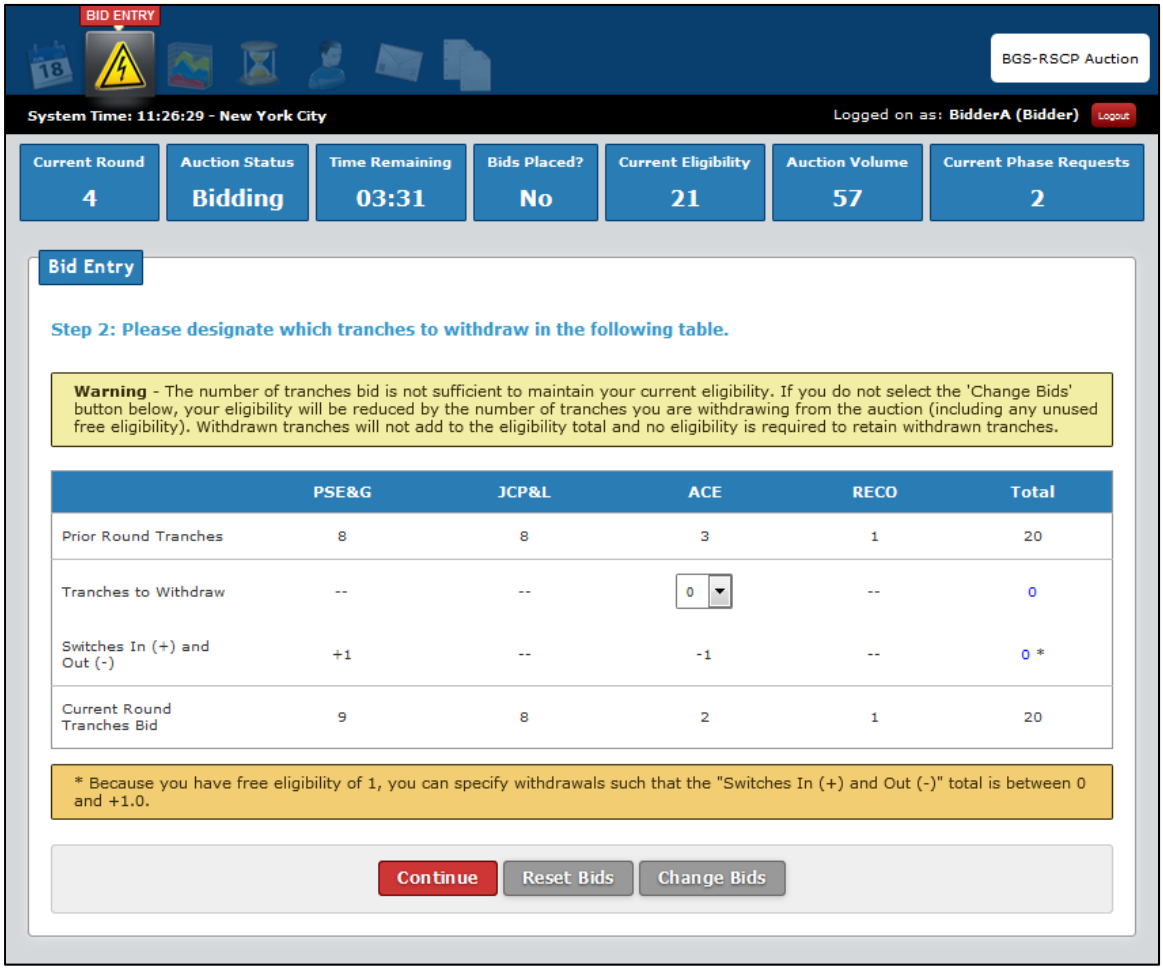
For all EDCs combined, 21 tranches were bid in the previous round and 20 tranches are bid in the current round. One (1) tranche is withdrawn. There is also a switch since the number of tranches bid PSE&G is increased.

When satisfied with the number of tranches specified on the pull-down menus, click **Submit Bids**.

Step 2: Designate That the Tranche Withdrawn Is From Free Eligibility

When the bidder clicks **Submit Bids**, a page is displayed for the bidder to designate whether it is withdrawing a tranche from ACE or whether it is withdrawing a tranche of free eligibility.

Use the pull-down menu to designate that no tranches are withdrawn from ACE. The one (1) tranche is withdrawn from free eligibility.



Click **Continue** to go to the *Verification* page.

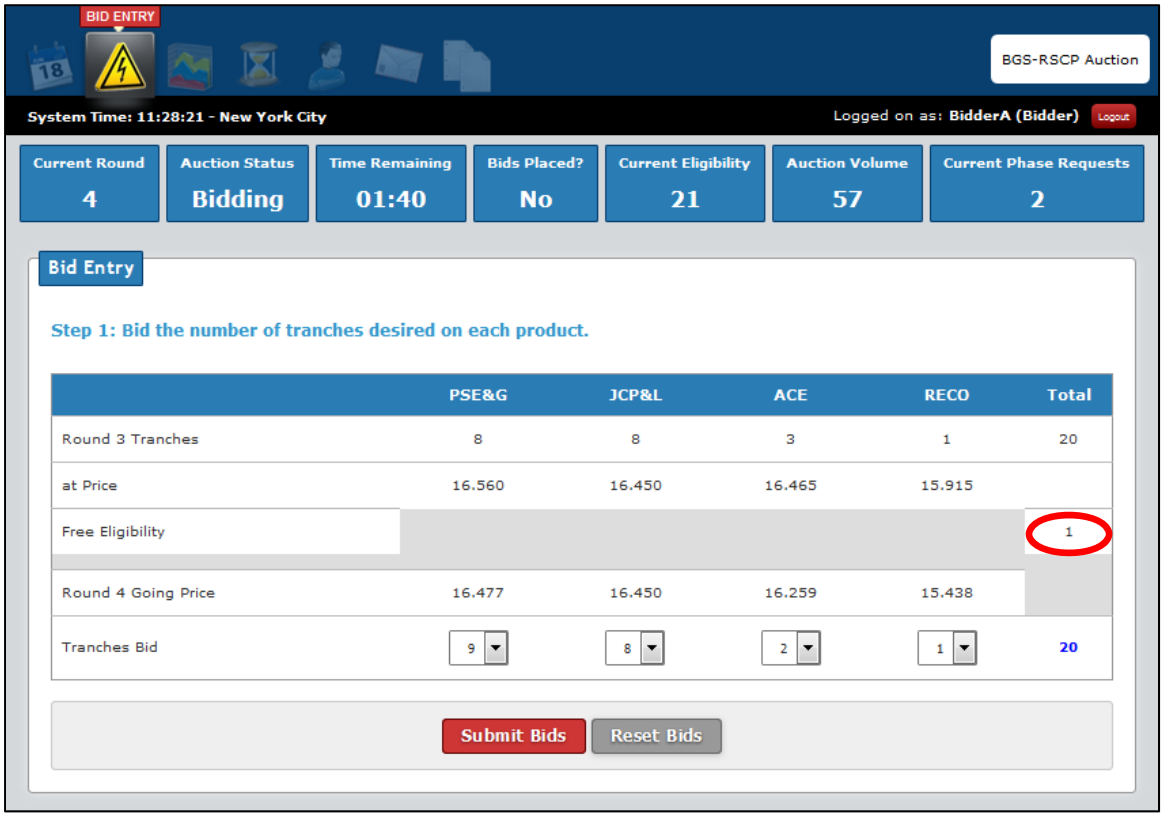
When a tranche of free eligibility is withdrawn, a bidder does not name an exit price.

The additional steps of the bid entry process are omitted to keep this appendix brief. As previously explained, the bidder ***must*** confirm the bid by clicking **Verify Bids**. Click the **PRINT** icon to print the bid for your records.

Example 4: Withdrawing From an EDC and Switching When There is Free Eligibility

Step 1: Enter the Bid

On the bid entry table, the one (1) tranche of free eligibility appears in a separate row:



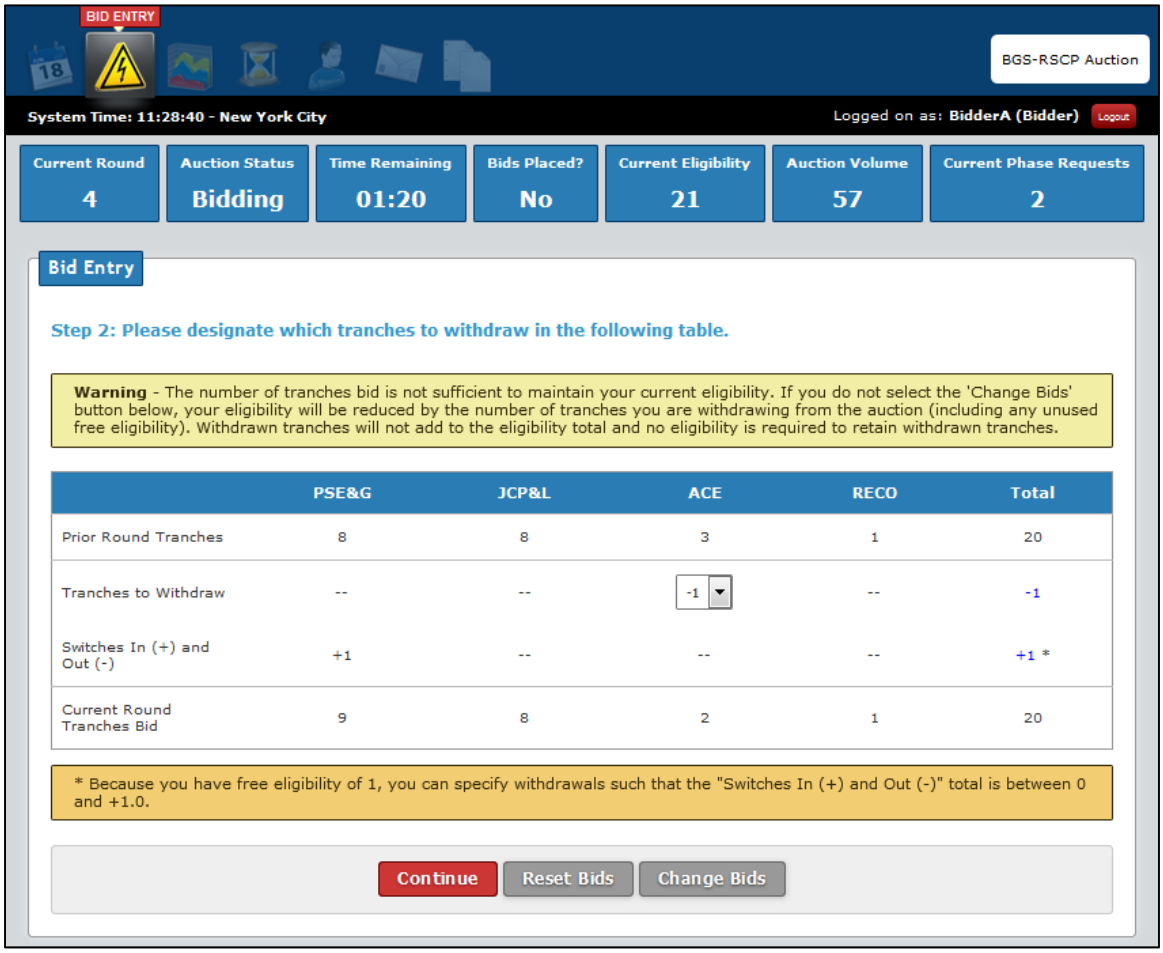
For all EDCs, 21 tranches were bid in the previous round and 20 tranches are bid in the current round. One (1) tranche is withdrawn. There is also a switch since the number of tranches bid on PSE&G increases.

Note that this is the same bid as in the previous situation. However, in this case, the bidder will elect to withdraw a tranche from an EDC rather than from free eligibility. When satisfied with the number of tranches specified in the pull-down menus, click **Submit Bids**.

Step 2: Designate That the Tranche Withdrawn Is From an EDC

When the bidder clicks **Submit Bids**, a page is displayed for the bidder to designate whether it is withdrawing a tranche from ACE or whether it is withdrawing a tranche of free eligibility.

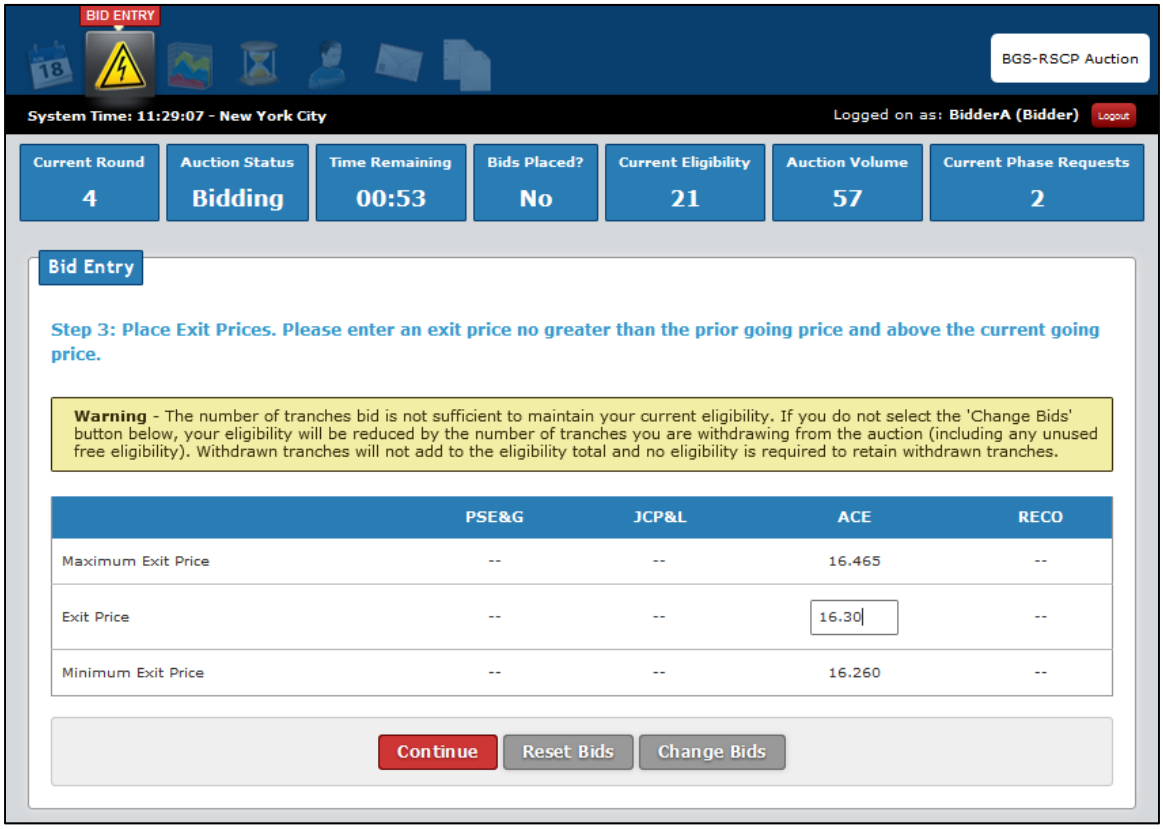
Use the pull-down menu to designate that one (1) tranche is withdrawn from ACE.



Click **Continue** to go to the *Verification* page.

Step 3: Name an Exit Price

When a bidder withdraws tranches from an EDC, an exit price must be specified. This exit price must be greater than the going price for that EDC, but the exit price can be no more than the previous price. The Auction Software indicates the lowest and highest acceptable exit prices for any tranches that are withdrawn by the bidder.



Enter an exit price for the tranche withdrawn from ACE. Click **Continue** to go to the *Verification* page.

The additional steps of the bid entry process are omitted to keep this appendix brief. As previously explained, the bidder ***must*** confirm the bid by clicking **Verify Bids**. Click the **PRINT** icon to print the bid for your records.