## E.      TECHNICAL PREPAREDNESS

*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 section provides a list of actions that a bidder may take to reduce the probability that the bidder will experience technical difficulties during the Auctions or that the bidder would have to resort to using the backup bidding procedure. *However, please note that this section is provided for bidder convenience only and that each bidder is solely and independently responsible for evaluating all measures, actions, and equipment that may be needed to reduce the probability that the bidder will experience technical difficulties during the Auctions.*

### Recommendation 1: Review the Auction Software Manual

The Auction Software Manual, Section D of this January Bidder Information Packet, provides a description of the system requirements needed to submit bids online. A bidder should ensure that the operating systems and web browsers are supported by the Auction Software so that the Auction Software functions properly on the computers that will be used for submitting bids.

The Auction Software Manual also provides screenshots of sample bid sequences. Although the Auction Software Manual does not purport to provide screenshots for all circumstances that a bidder can encounter, reviewing the Auction Software Manual will help the bidder be prepared for the steps needed to submit bids and the screens from the Auction Software that may be encountered in the process.

### Recommendation 2: Participate in the Trial Auctions

The Trials Auctions are the opportunity for bidders to practice the bid submission procedures, both the submission of bids online through the Auction Software and the submission of a backup bid by phone. While a bidder may have participated in past Auctions and while the Auction Software is similar to that used in past Auctions, there may be changes in personnel, in the computer equipment used, in the operating system installed, or in the browser that can affect the experience of the bidding process. Participation in the Trial Auctions can be used to test that the systems that a bidder has in place to submit bids are functioning properly and to remedy, before the actual Auctions, any problems that are identified during the Trial Auctions.

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### Recommendation 3:  Be Prepared to Bid from Two Separate Locations

Bidders can consider having members in different geographical locations, or at least in different building premises, each with access to the login credentials (Login ID, password, and code keys) required to bid.  Having more than one bidding location reduces the likelihood that telecommunications, hardware, power, or other disruptions affecting a particular geographical location will impair the bidder's participation in the Auctions.

### Recommendation 4:  Have a Backup Method for Connecting to the Internet

Having access to the internet through your company's usual means (e.g., your company's network) as well as having secondary access through an alternative provider (e.g., a wireless card) reduces the likelihood that disruption in the bidder's internet connection will impair the bidder's participation in the Auctions.  Of course, this secondary Internet connection should be a connection that is independent of the primary connection (e.g., having a wired and wireless connections both through your company's network does not reduce the likelihood of disruptions).

### Recommendation 5:  Synchronize Clock to the Official Auction Time

Bidders are responsible for submitting bids on time.  To help ensure accurate timekeeping, bidders can synchronize their clocks to the office time used in the Auctions, which is the time provided in the Auction Software.

### Recommendation 6:  Check the Auction Schedule and System Mail Often

The schedule on a given Auction day is likely to change.  If bidders request extensions or recesses, the schedule will update to reflect the requests of bidders.  The Auction Manager may change the schedule for a variety of reasons, including avoiding schedule conflicts when both Auctions run concurrently.  Bidders can check the schedule often to be aware of the most up-to-date times of upcoming phases of the rounds.  Bidders can monitor their system mail to receive announcements regarding the schedule.  For more information regarding the schedule and the use of the System Mail, please see the Auction Software Manual in Section D of this January Bidder Information Packet.

### Recommendation 7:  Update the User Profile as Often as Necessary

The Auction Manager relies on the contact information provided through the Auction Software to reach bidders during bidding.  If a bidder updates its User Profile with the contact information of the individuals submitting bids at any particular time, this will help ensure that the Auction Manager can successfully reach the bidder as needed.  The Auction Software allows the possibility of entering contact information for more than one

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individual and also allows the submission of an alternative telephone number and a cell phone number for each individual.