

I. Accessing and Completing the Online Applications

Submission of the Part 1 Application using the online Part 1 Application Form is **due by 12 PM (noon) Eastern Prevailing Time on December 13, 2022**. Evaluation of Part 1 Applications begins on November 29, 2022.

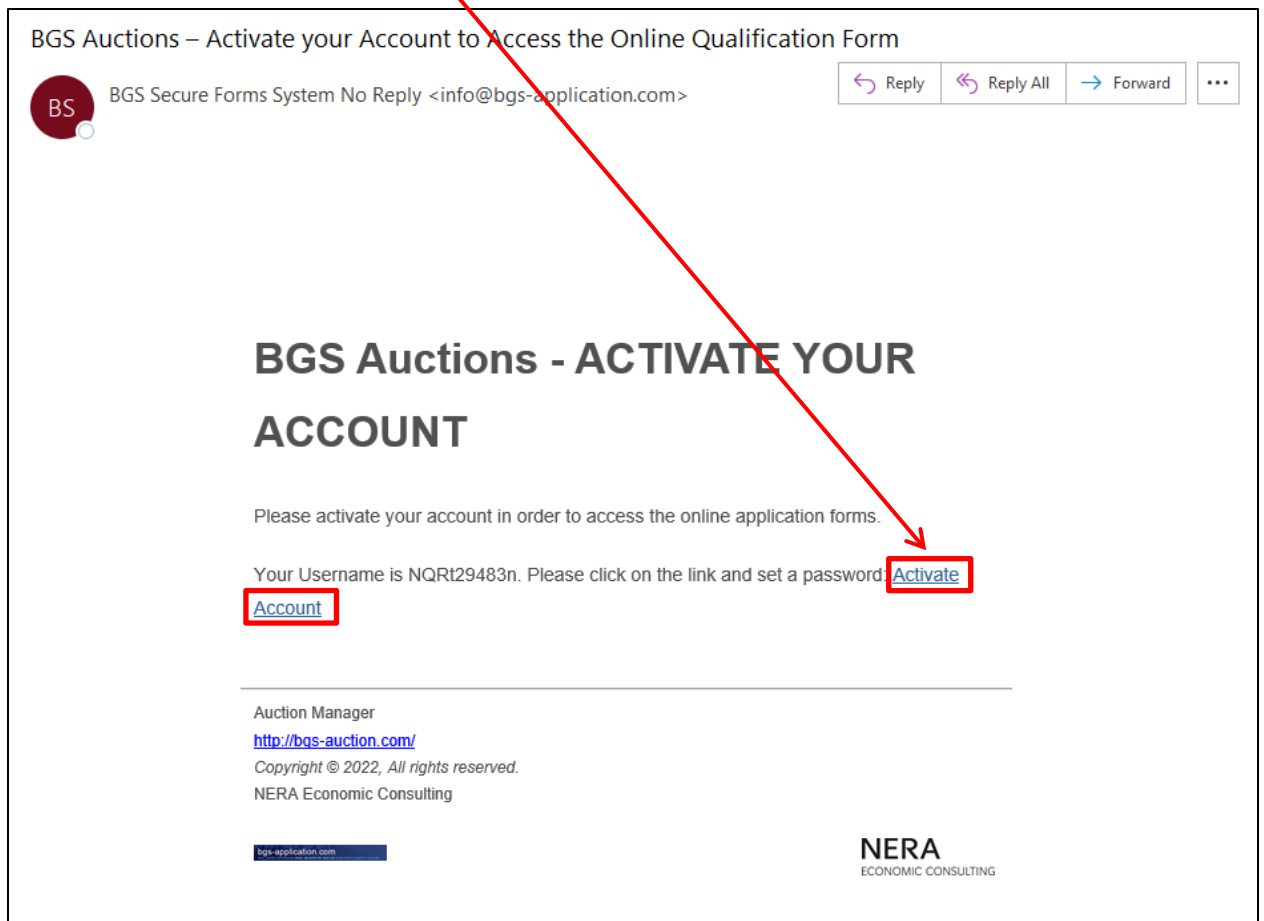
To access the online Part 1 Application Form,

A. Activate Your Account

You received an email from BGS Secure Forms System No Reply info@bgs-application.com with information to activate your account. This email contains your Username. You will create your own password.

To activate your account, please follow these instructions:

1. Click on the “Activate Account” link in the email from info@bgs-application.com.



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Online Part 1 Application Form Instructions

2. Create a password for your account and click “Activate.”

bgs-application.com
NEW JERSEY STATEWIDE BASIC GENERATION SERVICE ELECTRICITY SUPPLY AUCTION

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Log In

Account Activation

Please choose a password and click “Activate” to complete your account set-up.

Account Activation for NQR129483n

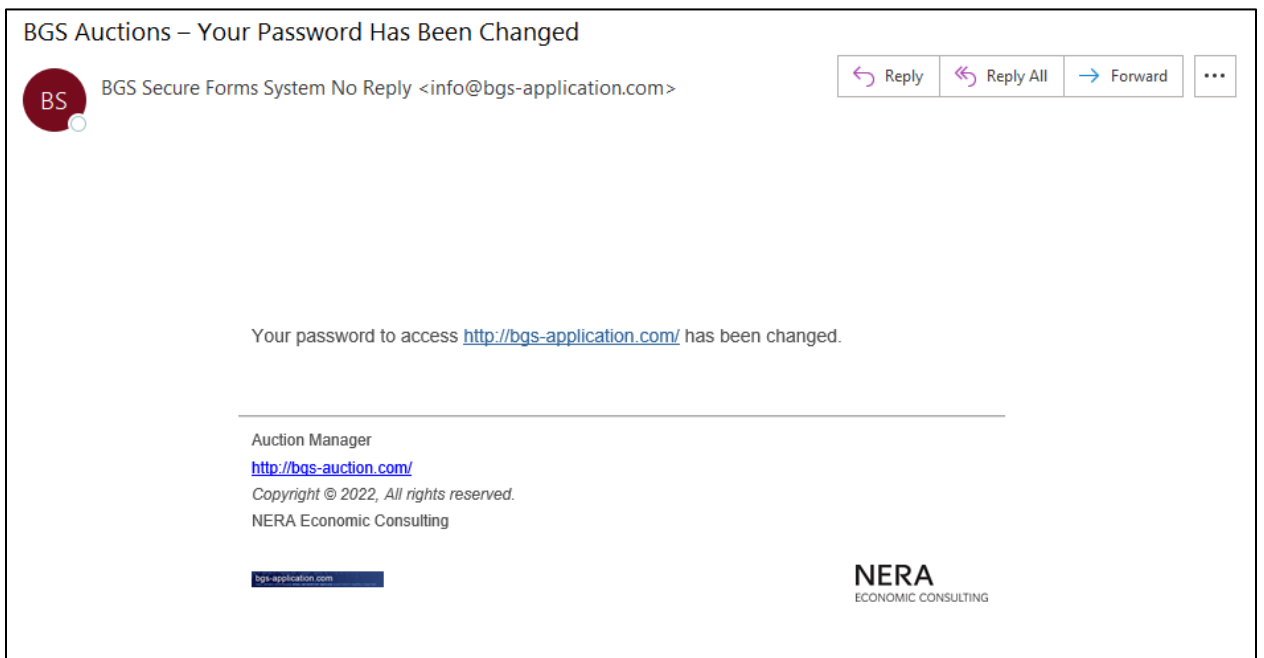
New Password

(8 characters minimum length and include: 1 uppercase, 1 lowercase, 1 digit and 1 special character (#?!@\$%^&*~))

Confirm New Password

Activate

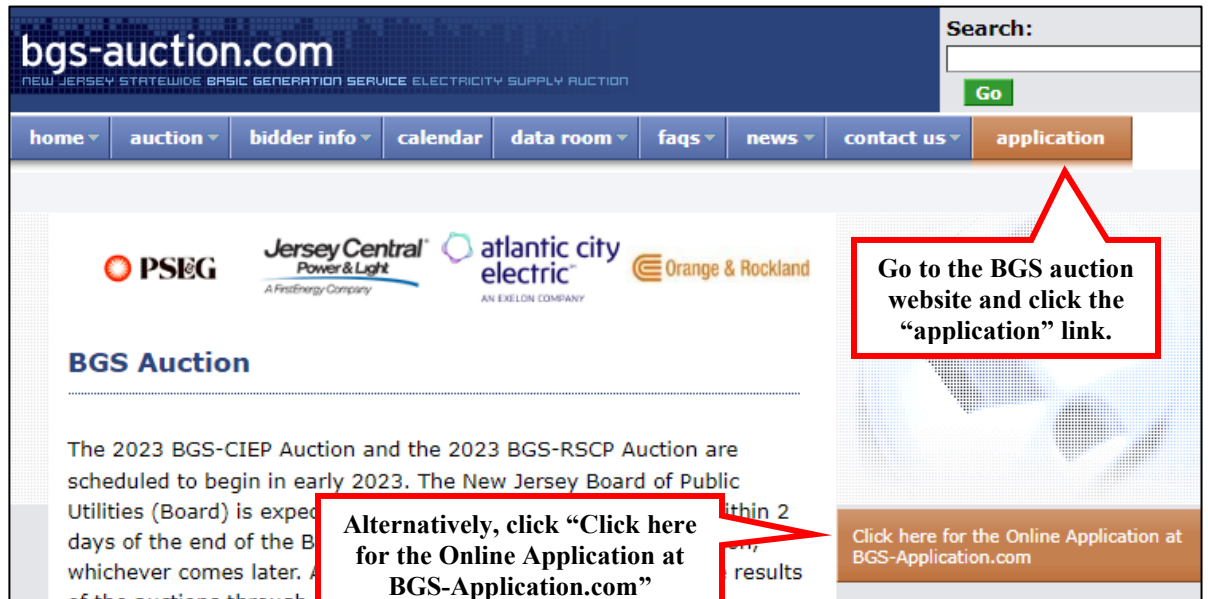
3. You will receive another email from info@bgs-application.com confirming your password has been changed. **Your account is now active.**



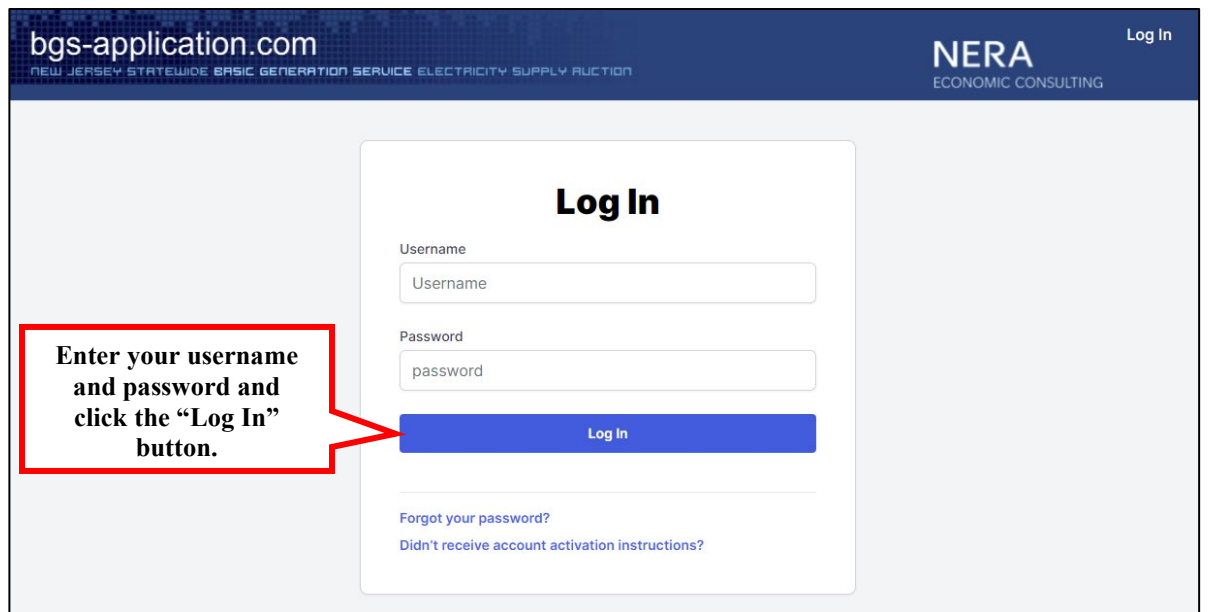
B. Logging In to Your Account

To access the BGS application website, please follow these instructions:

1. Go to <https://www.bgs-application.com> OR go to <https://www.bgs-auction.com/> and click on the link to the application website available in the navigation menu or on the right-hand side of the BGS website.

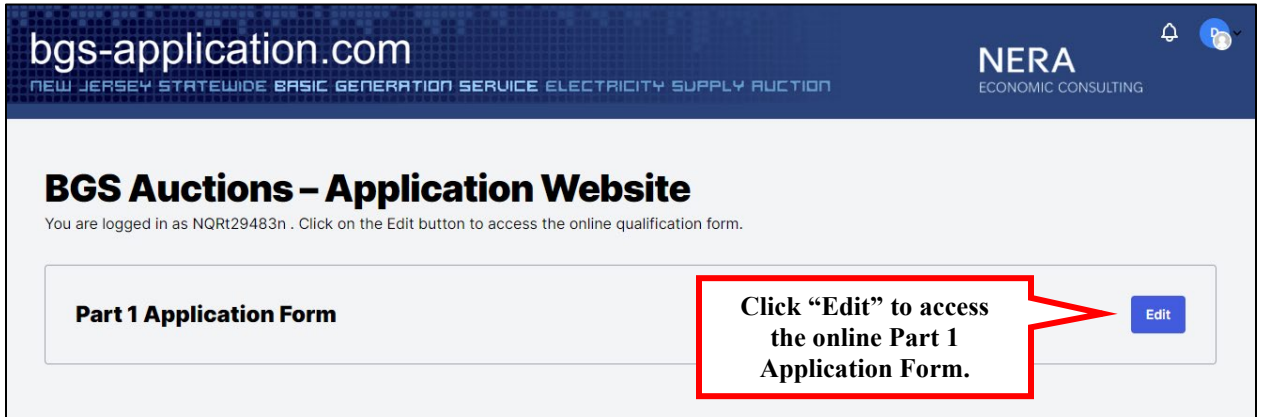


2. Enter your username and password to log in.



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Online Part 1 Application Form Instructions

3. The online Part 1 Application Form is available during the Part 1 Window via the “Edit” button on the application website.



II. Submitting Information for the Part 1 Application

You must submit the information required by the Part 1 Application, such as contact information for the Authorized Representative, and upload supporting documents such as financial statements, through the online Part 1 Application Form. You must complete all applicable Inserts and provide additional verification on the identity of the signatory when required. Inserts are separate forms in Microsoft Word format posted to the “[application process](#)” page under the “bidder info” tab of the BGS Auction website. The Inserts are grouped depending on the Auction or Auctions in which you are participating. Each Insert provides instructions on whether the Insert must be submitted by email to the BGS Auction Manager at BGS-Auction@nera.com, or may be uploaded to the online Part 1 Application Form, or may be submitted by either method.

On the following pages are a series of steps to explain how to complete the Part 1 Application using the online Part 1 Application Form. These steps include:

- A. Entering information into the online Part 1 Application Form;
- B. Downloading the Inserts;
- C. Uploading supporting documents;
- D. Saving entries;
- E. Uploading additional documents;
- F. Submitting the Part 1 Application; and
- G. Logging out.

2023 BGS Auctions
Online Part 1 Application Form Instructions

- A. **Enter Information into the Online Part 1 Application Form.** Access the online Part 1 Application Form and navigate through the form to complete each section. Depending on your response to certain questions, additional fields may appear. Use the links in the **Quick Links Box** on bottom right-hand side of the screen to move directly to the top or bottom of the form.



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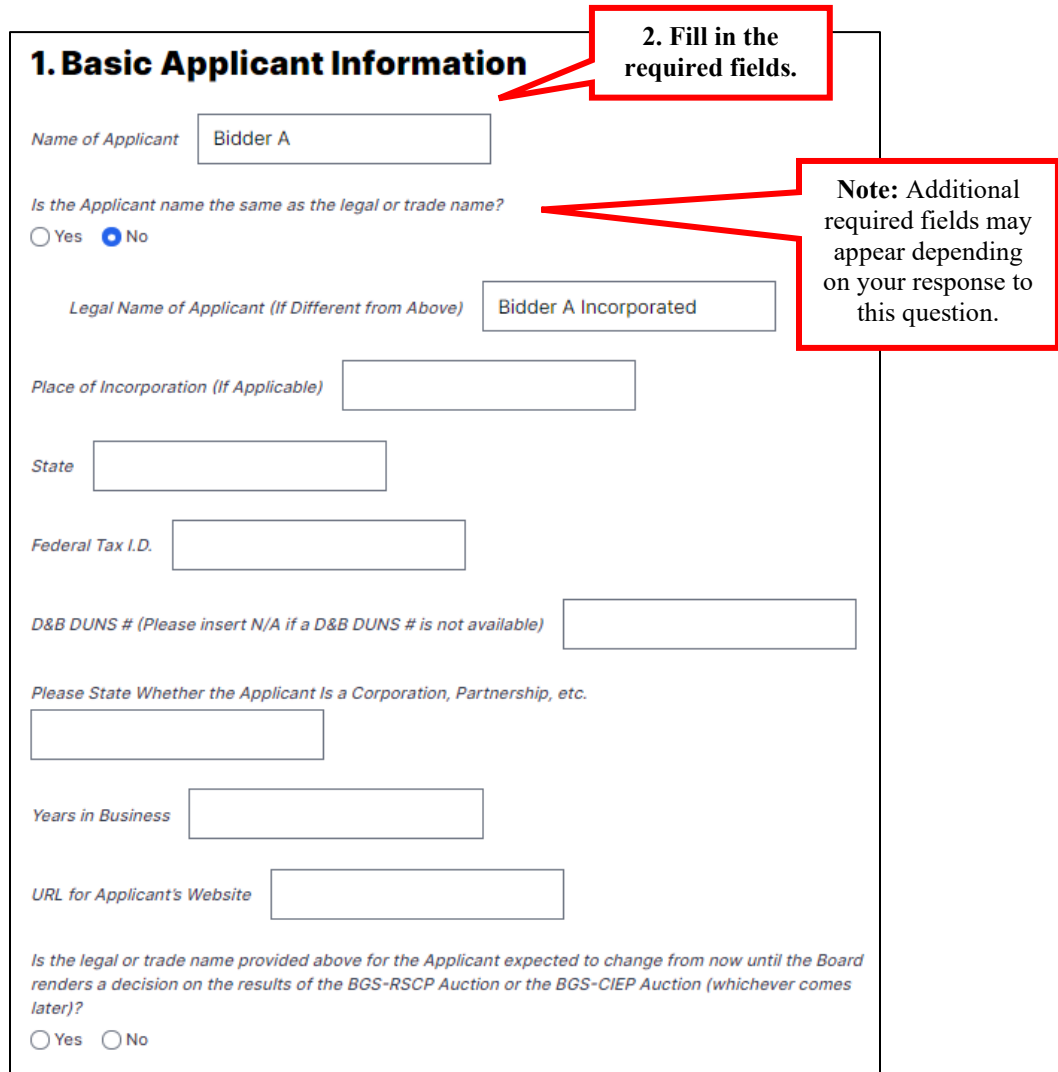
BGS Auctions – Application Website

You are logged in as NQRt29483n . Click on the Edit button to access the online qualification form.

Part 1 Application Form

1. Click “Edit” to access the online Part 1 Application Form during the Part 1 Window.

Edit



1. Basic Applicant Information

2. Fill in the required fields.

Name of Applicant Bidder A

Is the Applicant name the same as the legal or trade name?
 Yes No

Legal Name of Applicant (If Different from Above) Bidder A Incorporated

Place of Incorporation (If Applicable)

State

Federal Tax I.D.

D&B DUNS # (Please insert N/A if a D&B DUNS # is not available)

Please State Whether the Applicant Is a Corporation, Partnership, etc.

Years in Business

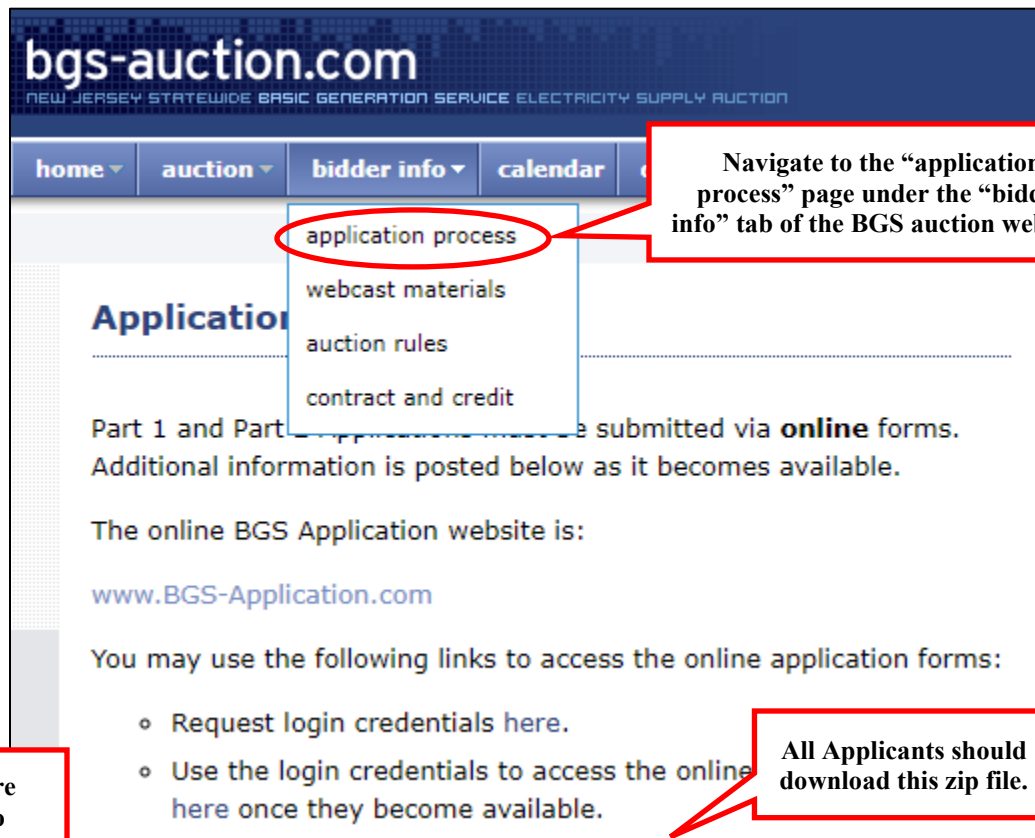
URL for Applicant's Website

Is the legal or trade name provided above for the Applicant expected to change from now until the Board renders a decision on the results of the BGS-RSCP Auction or the BGS-CIEP Auction (whichever comes later)?
 Yes No

Note: Additional required fields may appear depending on your response to this question.

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Online Part 1 Application Form Instructions

B. Submitting Inserts. As you navigate through the online Part 1 Application Form, some sections will require you to complete Inserts, such as the *Authorized Representative Insert (#P1-1)* (shown in the second screenshot below). Inserts are separate forms in Microsoft Word format that require a signature. Some Inserts require either that the signature be notarized or that the signature be digital and accompanied by a document or information that verifies the identity of the signatory. Other Inserts allow (i) for a scanned or electronic signature as long as the Insert is submitted by email with the signatory on copy; or a (ii) a digital signature with a document or information that verifies the identity of the signatory. Depending on the Insert and the method you select to complete an Insert, you may be required to submit that Insert by email to the BGS Auction Manager at BGS-Auction@nera.com or you may have the option to upload the Insert to the online Part 1 Application Form using the upload links provided.



Applicants are instructed to download a particular zip file depending on whether they are applying to one or both Auctions.

- Part 1 Inserts (November 29, 2022)**
- ALL Bidders - Inserts #P1-1 to #P1-5 (November 29, 2022) 📄
 - Bidders for BOTH Auctions - Inserts #P1-9 to #P1-11 (November 29, 2022) 📄
 - Bidders for CIEP ONLY - Inserts #P1-12 to #P1-14 (November 29, 2022) 📄
 - Bidders for RSCP ONLY - Inserts #P1-6 to #P1-8 (November 29, 2022) 📄

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Online Part 1 Application Form Instructions

THE AUTHORIZED REPRESENTATIVE MUST CERTIFY THAT HE/SHE IS AUTHORIZED TO REPRESENT THE APPLICANT AND THAT HE/SHE WILL BE RESPONSIBLE FOR ENSURING THAT ONLY AUTHORIZED PERSONS ACT ON BEHALF OF THE APPLICANT BY COMPLETING THE REPRESENTATIVE INSERT. The Representative Insert is also labelled INSERT #P1-1.

AUTHORIZED REPRESENTATIVE INSERT (#P1-1)
No file uploaded

This number corresponds to the number in the Insert file name. Use the upload link if the Insert is digitally signed or notarized.

C. Upload Supporting Documents. Some items require that you upload supporting documents, such as financial statements. Please note that larger file sizes may result in longer upload times; in case of difficulty uploading files, email the BGS Auction Manager at BGS-Auction@nera.com for further instructions.

PLEASE PROVIDE THE FOLLOWING FINANCIAL INFORMATION BY UPLOADING THE DOCUMENT TO THE APPLICATION WEBSITE:

1. The most recent SEC Form 10-K for the Applicant and the Guarantor. If unavailable, please provide the most recent audited annual financial information (including a balance sheet, income statement, and cash flow statement).

Applicant
[Financial Info.pdf](#)
Change Upload:

Guarantor
[Financial Info.pdf](#)
Change Upload:

Note: On some browsers, once the form has been saved, the file name will appear as a link.

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Online Part 1 Application Form Instructions

D. Save As You Go. You can save your work and continue working by clicking on the “Save and Continue” link in the **Quick Links Box**. A confirmation message will appear at the top of the form confirming that the save was successful. **Do not refresh the page or close your browser** until you see the confirmation message.

The screenshot displays the 'bgs-application.com' website interface. At the top, a blue notification bar contains the message: 'i Your form has been saved successfully.' Below this, the header includes the site name and 'NERA ECONOMIC CONSULTING'. The main content area is titled 'Forms > Part 1 Application Form' and contains the 'PART 1 APPLICATION FORM' with a date of 'DECEMBER 13, 2022'. The form text explains the application process and includes a 'Save and Continue' button in the bottom right corner. A red arrow points from the 'Save and Continue' button to the notification message. A 'Log Out' button is also visible below the 'Save and Continue' button.

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Online Part 1 Application Form Instructions

You can also click the “Save” button at the bottom of the form to save your entries and return to complete the form at a later time. **Do not refresh the page or close your browser** until you see the confirmation message.

The screenshot shows the BGS Auctions application website interface. At the top, there is a navigation bar with the logo 'bgs-application.com' and 'NERA ECONOMIC CONSULTING'. Below the navigation bar, the main heading is 'BGS Auctions – Application Website'. A message states: 'You are logged in as NQRt29483n. Click on the Edit button to access the online qualification form.' Below this, there is a section titled 'Part 1 Application Form' with an 'Edit' button. At the bottom of the form, there are three buttons: 'Click to Print This Form', 'Save', and 'Submit'. The 'Save' button is highlighted with a red box, and a red arrow points from it to a confirmation message box above the main content area. The confirmation message reads: 'Your Part 1 Application Form was successfully saved. You may return to this form later and it will restore the current values. To continue editing the form, click on the Edit button below.'

You are also encouraged to print and save a copy of the online Part 1 Application Form for your records.

This block is a close-up of the bottom of the application form. It shows three buttons: 'Click to Print This Form', 'Save', and 'Submit'. A red callout box points to the 'Click to Print This Form' button with the text: 'Print the form at any time'.

E. Upload Additional Documents. If there are documents that you wish to provide with your online Part 1 Application Form but there is no specific upload link for your documents, you may upload these using the upload links in Section 11, “Justification of Omissions”. Please note that you are providing additional documents in the box provided.

11. Justification of Omissions

IF YOU ARE UNABLE TO PROVIDE ALL DOCUMENTS OR INFORMATION REQUIRED IN THIS APPLICATION, PLEASE JUSTIFY FULLY ANY OMISSIONS IN THE SPACE PROVIDED BELOW IF YOU HAVE NOT ALREADY DONE SO.

1. Provide an explanation for the additional documents in this box.

IF YOU WOULD LIKE TO PROVIDE ADDITIONAL DOCUMENTATION, PLEASE DO SO BY UPLOAD TO THE APPLICATION WEBSITE BELOW. PLEASE NOTE THE ADDITIONAL DOCUMENTATION IN THE TEXT BOX ABOVE.

File Upload
No file uploaded

Upload

2. Upload additional documents that you wish to provide with your online Part 1 Application Form.

File Upload
No file uploaded

Upload

File Upload
No file uploaded

Upload

2023 BGS Auctions
Online Part 1 Application Form Instructions

F. Submit the online Part 1 Application. You may review your entries by printing the online Part 1 Application Form. Once you are ready to submit your Part 1 Application, click the “Submit” button to transmit the information to the BGS Auction Manager. You will be asked to confirm your submission and then you will see a confirmation that your form has been successfully submitted. **Do not refresh the page or close your browser** until you see the confirmation screen. Your account will be locked while the BGS Auction Manager reviews your Part 1 Application. During this time, you will not be able to review or make changes to your submission. Your account will remain locked until you receive a notice from the BGS Auction Manager regarding your submission.

The screenshot shows two parts of the submission process. The top part is a horizontal bar containing three elements: a blue text link "Click to Print This Form", a green "Save" button, and a blue "Submit" button. A red callout box points to the "Submit" button with the text: "1. Click the 'Submit' button to submit the online Part 1 Application Form." Below this is a confirmation dialog box with a white background and a black border. It contains the text: "By clicking 'Submit' your form will be submitted for review by the Auction Manager. Your account will be locked during this review. Are you sure you want to submit?" At the bottom of the dialog are two buttons: a blue "Cancel" button and a red "Confirm" button. A red callout box points to the "Confirm" button with the text: "2. Click the 'Confirm' button to confirm your submission."

The screenshot shows the top of a web browser window. The header has "bgs-application.com" on the left and "NERA ECONOMIC CONSULTING" on the right. Below the header is a white box with the title "Part 1 Application Form - Submission Confirmation". The main text in the box reads: "Your Part 1 Application Form was successfully submitted. Your account will be locked while the Auction Manager reviews your submission. An acknowledgement of your submission was sent by email." Below this text is a link: "Please [click here](#) to log out." A red callout box points to the confirmation message with the text: "3. You will see a confirmation message on your screen."

G. Log Out. You may log out of the online Part 1 Application Form at any point by clicking on the “Log Out” link provided in the **Quick Links Box**. When you select the “Log Out” link, a pop-up message will appear reminding you to save your form before logging out (if you have not already done so).

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Forms > Part 1 Application Form

PART 1 APPLICATION FORM
PART 1 APPLICATION DATE: DECEMBER 13, 2022

This Part 1 Application Form is the application form to become a Qualified Bidder in the New Jersey Basic Generation Service Residential Small Commercial Pricing ("BGS-RSCP") Auction, or the New Jersey Basic Generation Service Commercial and Industrial Energy Pricing ("BGS-CIEP") Auction, or both.

Before completing this Part 1 Application Form, please review both the Auction Rules and the Supplier Master Agreement for the auction(s) for which you are applying (the BGS-RSCP Auction, or the BGS-CIEP Auction, or both) so that you understand the conditions under which the BGS Auctions will be conducted. Please see the Final BGS-RSCP Auction Rules and Final BGS-CIEP Auction Rules, which are posted at <https://bgs-auction.com/bgs.bidinfo.ar.asp> when they become available, and the Final BGS-RSCP Supplier Master Agreement and Final BGS-CIEP Supplier Master Agreement, which are posted at <https://bgs-auction.com/bgs.bidinfo.cc.asp> when they become available.

By completing this Part 1 Application Form, you agree to the Auction Rules [see Docket No. ER22030127] for the auction(s) for which you are applying, and you agree to accept the provisions contained in the Supplier Master Agreement [see Docket No. ER22030127] for the service(s) that you are applying to provide (BGS-RSCP, or BGS-CIEP, or both).

Any information in this application will be provided on a confidential basis to the BGS Auction Manager Team and representatives from the New Jersey Board of Public Utilities ("Board"). Any information that you provide in this application, except for information regarding bidding agreements provided in Section 10, can be provided on a confidential basis to a committee of the Electric Distribution Companies ("EDCs"). If you become a Qualified Bidder for an auction, your name will be provided to other Qualified Bidders for that auction on a confidential basis and you will be provided with a list of names of other Qualified Bidders participating in that auction. As part of this application, you are required to certify that you will keep this list of Qualified Bidders confidential.

Useful Part 1 Documents:

- Part 1 Application and Login Instructions
- Digital Signature Instructions
- Part 1 Application Review Process
- Part 1 Application Glossary

Click here to go to the **top** of the form.

Click here to go to the **bottom** of the form.

Save and Continue

Log Out

If you select "Confirm," you will be fully logged out.

Warning: You are logging out of the form. Any changes that have been made since your last save will be lost. Click Cancel to remain logged in so that you may save your edits to the online proposal form. Click Confirm to log out.

Cancel **Confirm**