

Capacity RFP Platform Guidance

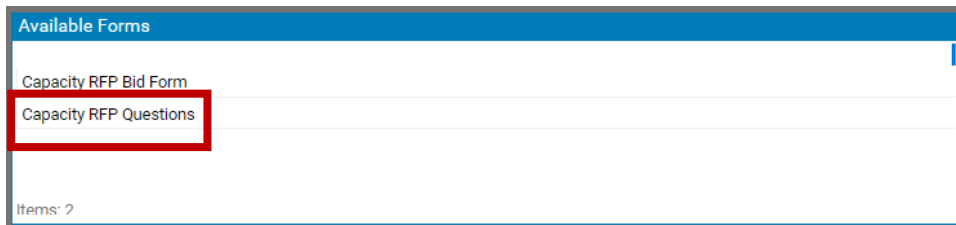
A. Capacity RFP Notice of Intent (“NOI”) Form

1. Access to the 2025 APC Capacity RFP information can be found on Alabama Power’s website: [<http://alabamapower.com/rfp2025>]
2. Access the NOI form by clicking the “Notice of Intent” button on the APC webpage referenced above.
3. Once in the form, review the “Notice of Intent Instructions” tab.
4. Click the “Notice of Intent” tab and provide all applicable information in the “Bidder Information”, “Contact Information”, and “Proposal Information” sections.
5. Multiple bids can be listed in a single NOI by clicking the “Add” button.
6. Bid information can also be removed, by clicking the “Remove” button.
7. Once all applicable information has been supplied, click the “Submit Form” button.
8. You should receive a confirmation email, sent to the email address provided in the NOI.
9. **Once the NOI has been reviewed, you should receive a follow-up email with login credentials and link to gain access to the Capacity RFP Bid Form (“Bid Form”) hosted on OnBase.**

B. Capacity RFP Questions

1. Access to the 2025 APC Capacity RFP information can be found on Alabama Power’s website: [<http://alabamapower.com/rfp2025>]
2. Access the “Capacity RFP Questions” form by clicking the “Contact Us” button on the APC webpage referenced above. This will open a new email box.
3. In the email, provide your question(s) as well as relevant contact information, project information, and other relevant information.

4. Your question will be addressed as quickly as possible, and you should receive a second email once a response has been provided. The email will include the Company's response.
5. In addition to the link on APC's webpage, the "Capacity RFP Questions" form can be accessed from within the RFP Platform. However, an NOI must be received and processed by the Company to gain access to the Platform, as described in Section A.

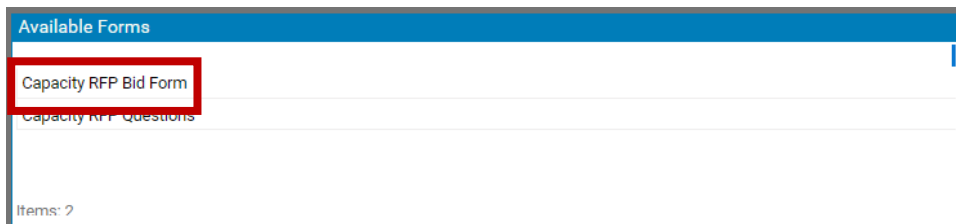


Available Forms
Capacity RFP Bid Form
Capacity RFP Questions

Items: 2

C. Capacity RFP Platform

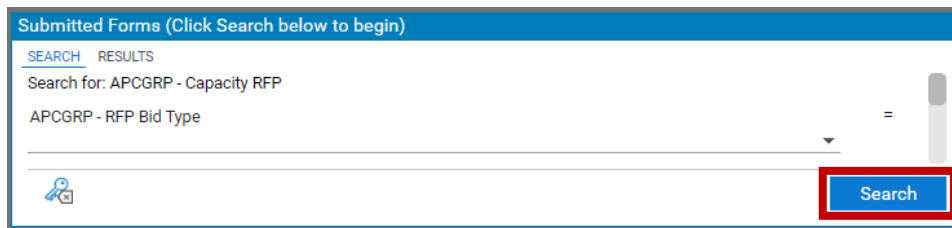
1. After submitting an NOI and receiving initial login credentials, as described in Section A, you will be directed to reset your password upon logging in.
2. Once you have updated your password, you will gain access to the Capacity RFP Platform, hosted on OnBase.
3. This platform provides access to:
 - a. Capacity RFP Downloads – This section provides access to all applicable attachments.
 - b. Capacity RFP Bid Form – This form should be completed for **each bid proposal** (see below for details).



Available Forms
Capacity RFP Bid Form
Capacity RFP Questions

Items: 2

- c. Capacity RFP Questions
- d. Saved / Submitted Forms query – Click "Search" to show all previously saved and submitted forms.



D. Capacity RFP Bid Form 2025

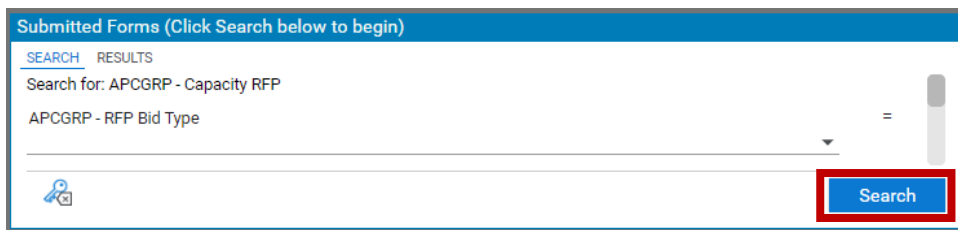
1. Click on “Capacity RFP Bid Form 2025” located on the RFP Platform, as described in Section C.
2. On the “Bid Type Selection” tab, select
 - a. the bid type (*i.e.*, APSA, PPA/ESA, or Other), and
 - b. the technology type (*i.e.*, Thermal CC, Thermal CT, ESS, ESS + RES, Other)
3. Review the instructions for the selected bid type on the “Bid Type Selection” tab.
4. Provide all requested information applicable to your bid on each of the tabs (*e.g.*, “General Information”, “Operating Parameters”, etc.).
5. After completing each tab, click the “Save Form” button located at the top of the page. ***If the form is not saved periodically, the platform may time-out resulting in loss of data. NOTE: If an error message occurs upon saving, verify that your data has been saved by reopening the form, as discussed in Section E.***
6. Once saved, each bid is available from the User Interface “Saved / Submitted Forms” query (see above for details). An incomplete form can be accessed by double-clicking on the appropriate query result.
7. Upload all required documents on the “Upload Documents” tab in the Bid Form. A list of required uploads can be found in the RFP Document located in the Capacity RFP Downloads section, or on the APC website by clicking the “2025 Capacity RFP” button.
8. Once all applicable information has been provided and all required documents have been uploaded, on the “Submit Final Bid” tab, check the box to confirm all documents have been uploaded. Then check the box to submit final bid and click the “Submit” button. **NOTE: Once a bid is submitted, you will be unable to edit any of the fields.**



9. You should receive a confirmation email once a bid has been submitted.
10. The “Additional Documents” tab will only be utilized for documentation requested after a bid has been submitted.

E. Accessing a Saved or Submitted Bid

1. From the User Interface within OnBase, locate the “Submitted Forms” window as shown below:



2. Click the “Search” button to query a list of your previously saved / submitted Bid Forms. **NOTE: If a form has been submitted, you will be unable to edit any of the fields.**
3. Double-click on a document to open it.