

Capacity Resource 2023 Request for Information (RFI) Website Guidance

RFI Website Registration

1. Access to the GPC RFI information can be found on Georgia Power's website: [https://https://www.georgiapower.com/rfi](https://www.georgiapower.com/rfi)
2. Access the Registration form by clicking the "RFI Registration" button on the GPC webpage referenced above.
3. Once in the RFI Form, review and provide all applicable information in each field.
4. Once all applicable information has been supplied, click the "Submit" button.
5. You should receive a confirmation email sent to the email address provided in the Registration form once form has been submitted.
6. An additional email will be sent with a link to the Georgia Power RFI Website with your company's account login credentials.

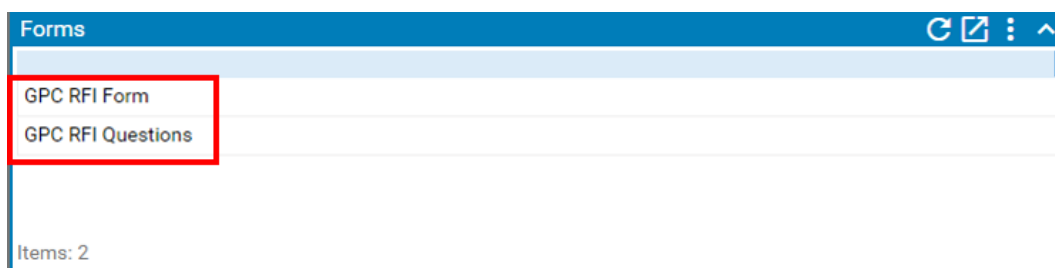
RFI Questions

1. Access to the GPC RFI information can be found on Georgia Power's website: [https://https://www.georgiapower.com/rfi](https://www.georgiapower.com/rfi)
2. Access the "GPC RFI Questions" form by clicking the "Contact Us" button on the GPC webpage.
3. Provide the information requested in the form and click the "Submit" button.
4. You should receive a confirmation email, sent to the email address provided in the RFI Form.
5. Your question will be addressed as quickly as possible, and you should receive an email once a response has been provided. The email will include the Company's response. If additional questions need to be submitted, please repeat steps #2-3 for each new request.
6. In addition to the link on GPC's webpage, the "GPC RFI Questions" form can be accessed from within the RFI Website. However, user must register to gain access to the RFI Website, as described in "RFI Website Registration".

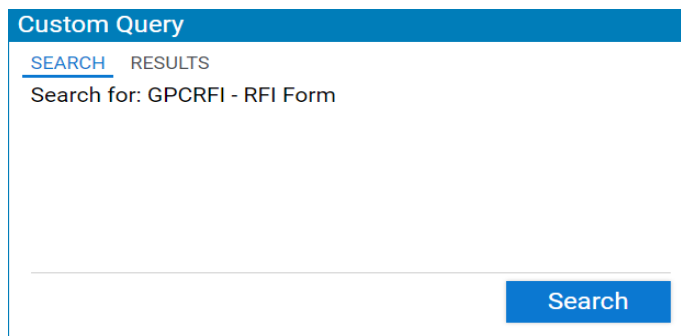


RFI Website

1. After registering and receiving initial login credentials, you will be directed to reset your password upon logging in.
2. Once you have updated your password, you will gain access to the RFI Website, hosted on OnBase.
3. The RFI Website provides access to:
 - a. GPC RFI Form – This form should be completed for each facility that information is being provided.
 - b. GPC RFI Questions



- c. Saved / Submitted Forms query – Click “Search” to show all previously saved and submitted forms.



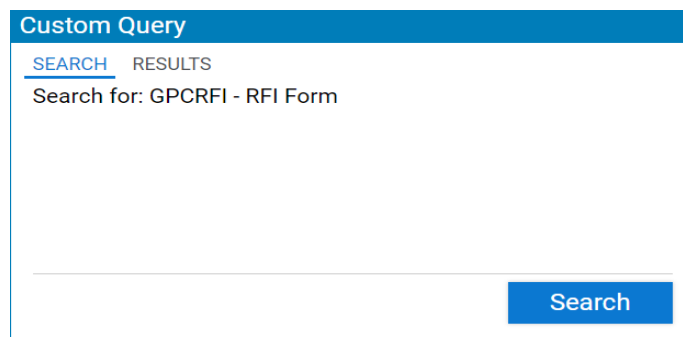
RFI Form

1. Click on “GPC RFI Form” located on the RFI Website.
2. On the “Agreement Type Selection” tab, select the Agreement Type (i.e., APA, BTA or PPA).
3. Review the instructions for the selected agreement type on the “APA/BTA/PPA Instructions” tab.
4. Provide all requested information applicable to your agreement type on each of the tabs (e.g., “General Information”, “Operating Parameters”, etc.).
5. After completing each tab, click the “Save” button located at the top of the page. ***If the RFI form is not saved periodically, the website 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 RFI Form.*
6. Upload any required documents within the specified tab and on the “Upload Documents” tab in the RFI Form.
 7. Once all applicable information has been provided and all required documents have been uploaded, on the “Submit Information” tab, check the box to confirm all documents have been uploaded. Then check the box to submit and click the “Submit” button. ***NOTE: Once RFI Form is submitted, you will be unable to edit any of the fields.***
 8. You should receive a confirmation email once a RFI Form has been submitted.
 9. Should additional information be requested once a response is submitted, it can be submitted via the "Additional Documents" tab.

Accessing a Saved or Submitted RFI Form

1. Once saved or submitted, the RFI Form is available from the “Custom Query” on the RFI Website.
2. A saved or submitted RFI Form can be accessed by double-clicking on the appropriate query result as shown below:



The screenshot shows a search interface titled "Custom Query". At the top, there are two tabs: "SEARCH" (which is active and underlined) and "RESULTS". Below the tabs, there is a search input field containing the text "Search for: GPCRFI - RFI Form". At the bottom right of the search area, there is a blue button labeled "Search".

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