

**PROPOSAL CHECKLIST**

**Issued: October 27, 2008**

*This checklist is provided to Proponents as an aid to Proposal preparation. Proponents should review carefully the detailed requirements of the RFP which govern.*

**1. PROPOSAL LETTER AND FEE**

- 1.1 One original hard copy
- 1.2 Completed in form of Schedule 8 (issued September 22, 2008)
- 1.3 Signed by Proponent’s authorized signatory
- 1.4 Proposal fee, paid by cheque or bank draft, with amount calculated as \$5,000 plus \$0.05/MWh of annual Firm Energy, not exceeding \$30,000 in aggregate

**2. COMMERCIAL PROPOSAL**

- 2.1 One original hardcopy
- 2.2 Completed in form of Schedule 9 (issued October 21, 2008)
- 2.3 All items marked “REQUIRED” selected/completed
- 2.4 Applicable items marked “OPTIONAL” selected/completed
- 2.5 Signed by Proponent’s authorized signatory
- 2.6 Commercial Proposal in separate sealed envelope

**3. PROJECT DESCRIPTION**

- 3.1 Four hard copies in 8 ½” X 11” 3-ring binder(s)
- 3.2 Numbering/titles/table of contents follow Project Description Requirements in Schedule 10 (issued October 21, 2008)
- 3.3 Attachment 1 of Schedule 10 – Indirect Interconnection – Consent to Disclosure (issued October 21, 2008), included (if applicable)
- 3.4 Attachment 2 of Schedule 10 – List of Anticipated Permits (issued September 22, 2008), included
- 3.5 Attachment 3 of Schedule 10 – Overview of Proponent’s Financing Plan (issued September 22, 2008), included
- 3.6 Best available information provided, including copies of supporting documents by way of exhibits (Project Description Requirements reviewed carefully to identify all required supporting documentation)

**4. ENERGY SOURCE DATA**

- 4.1 Four hard copies in 8 ½” X 11” 3-ring binder(s)
- 4.2 Numbering/titles/table of contents follow Energy Source Data Requirements in Schedule 11 (issued September 22, 2008)
- 4.3 Best available information provided, including copies of supporting documents by way of exhibits (Energy Source Data Requirements reviewed carefully to identify all required supporting documentation)

**5. VARIATIONS PROPOSAL (OPTIONAL)**

- 5.1 Four hard copies of redlined version of base Specimen EPA issued October 21, 2008 and each proposed variation designated as an “Essential Variation” or a “Value Variation”
- 5.2 Four hard copies of brief commentary indicating i) whether variations are Essential Variations or Value Variations, and ii) the reasons for the variations
- 5.3 No Essential Variations in areas listed in Addendum 4

**6. RFP SCHEDULES**

- 6.1 If Proponent or Affiliate is not registered in Clean Power Call, executed registration documents, along with registration fee, included
- 6.2 Update to Schedule 4 - Disclosure Statement (if applicable)
- 6.3 Updated Schedule 5 – Confidentiality and Compliance Agreement (if applicable)
- 6.4 Updated Schedule 6 – Interconnection Disclosure Consent (if applicable)

**7. CD-ROM**

- 7.1 File named “Commercial Proposal” in MS Excel 2003 (or earlier) format
- 7.2 File named “Project Description” in pdf or MS Word format
- 7.3 Folder named “Exhibits to Project Description” that contains files named according to the labeling of exhibits included in the Project Description binder
- 7.4 File named “Energy Source Data” in pdf or MS Word format
- 7.5 Folder named “Exhibits to Energy Source Data” that contains files named according to the labeling of exhibits included in the Energy Source Data binder (where possible provide data files in MS Excel format)
- 7.6 Folder named “Variations Proposal” that contains (i) a redlined version of the Specimen EPA and named “Specimen EPA”, and (ii) a commentary named “Variations Proposal Commentary, both in pdf or MS Word format

**8. PROPOSAL SUBMISSION**

- 8.1 All Proposal contents in sealed package marked “BC Hydro Clean Power Call, Proposal of [Proponent’s Legal Name]”
- 8.2 Package bears return address
- 8.3 Delivered (not by fax, e-mail or electronically) to:   
BC Hydro  
10<sup>th</sup> Floor, 333 Dunsmuir Street  
Vancouver, British Columbia V6B 5R3  
Attention: RFP Administrator (Clean Power Call)
- 8.4 Delivery effected on or before 4:00 p.m. PPT on November 25, 2008**