

## **INSTRUCTIONS FOR THE PART 2 APPLICATION**

---

There are two (2) parts to the application process. In the Part 1 Application, interested parties apply to become Qualified Bidders. In the Part 2 Application, each Qualified Bidder makes certifications, provides an Indicative Offer, and posts pre-bid security to become a Registered Bidder. Only a Qualified Bidder may present a Part 2 Application.

The exclusive method for a Qualified Bidder to respond to the requirements of the Part 2 Application is to log in to the application website, to complete the online Part 2 Form, to upload the required attachments to the online Part 2 Form, and separately to provide a pre-bid letter of credit or cash. The illustrative Part 2 Form provides notice of these requirements.

**PLEASE RESPOND TO ALL QUESTIONS AND COMPLETE ALL FIELDS. A QUALIFIED BIDDER MAY BE REQUIRED TO COMPLETE ADDITIONAL FIELDS DEPENDING ON THE QUALIFIED BIDDER'S RESPONSE TO A QUESTION.**

### **I. Part 2 Application Submission**

All Qualified Bidders must use the online Part 2 Form to submit the Part 2 Application including all necessary attachments except for a pre-bid letter of credit or cash. All Qualified Bidders must:

- Complete the online Part 2 Form in its entirety;
- Upload to the online Part 2 Form any documents required to support the Part 2 Application;
- Upload to the online Part 2 Form all required Inserts. "Inserts" for the Part 2 Application are separate forms in Microsoft Word format. Qualified Bidders complete all required Inserts and upload them to the online Part 2 Form. Inserts may be:
  - Printed, signed, and scanned;
  - or
  - Submitted with an acceptable digital signature and a document or information verifying the identity of the signatory.

Electronic signatures (e.g., a picture of a signature as opposed to a digital signature entered through commercial software such as that offered by DocuSign) are not acceptable; and

- Either: (i) send to the Auction Manager via email to [AEP-CBP@nera.com](mailto:AEP-CBP@nera.com) a pre-bid letter of credit; or: (ii) post cash according to the instructions provided by the Auction Manager. All Qualified Bidders must also provide any required additional pre-bid security (if applicable).

*A "day" is a business day and all times are Eastern Prevailing Times ("EPT").*

*The online Part 2 Form MUST be submitted no later than 12 PM (noon) EPT on Wednesday, October 16, 2024 (the Part 2 Date).*

Inquiries may be directed to the Auction Manager through the "Ask a Question" page on the CBP website at [www.AEPOhioCBP.com](http://www.AEPOhioCBP.com) or via email to [AEP-CBP@nera.com](mailto:AEP-CBP@nera.com).

## **II. Part 2 Application Review**

### **Notifications**

The Auction Manager provides all notifications by email. Any notification or other written communication from the Auction Manager to a Qualified Bidder that is sent by email will be sent to the email addresses provided for the Representative and Nominees (if any). Any such notification or communication will be deemed received at the time of delivery or transmission, provided that when delivery or transmission occurs after 6 PM on a business day or occurs on a day that is not a business day, receipt will be deemed to occur at 9 AM on the following business day. Any communication from the Qualified Bidder to the Auction Manager by email should be addressed to [AEP-CBP@nera.com](mailto:AEP-CBP@nera.com).

### **Acknowledgment of Receipt**

The exclusive method for a Qualified Bidder to respond to the requirements of the Part 2 Application, with the exception of separately providing a pre-bid letter of credit or cash, is by completing the online Part 2 Form and uploading the required supporting documents to the application website. Upon first submission of the Part 2 Application (submission of the online Part 2 Form or submission of a pre-bid letter of credit or cash), the Auction Manager acknowledges receipt by email.

### **Timing of Part 2 Application Review**

All materials for the Part 2 Application must be received by 12 PM (noon) on the Part 2 Date (the day Part 2 Applications are due and the last day of the Part 2 Window). If a Part 2 Application is received before 12 PM (noon) on any day during the Part 2 Window, the Auction Manager acknowledges receipt on the day the Part 2 Application is received with the results of an initial review. If a Part 2 Application is received after 12 PM (noon) on any day during the Part 2 Window prior to the Part 2 Date, the Auction Manager sends the acknowledgment of receipt along with the initial review by 12 PM (noon) of the next day. The initial review states either that the Part 2 Application is complete and is being considered, or the initial review states that the Part 2 Application is deficient and lists items of the Part 2 Application that are incomplete or require clarification.

### **Deficiencies**

If the Part 2 Application is incomplete or requires clarification, the Auction Manager sends a deficiency notice to the Qualified Bidder. If a Qualified Bidder receives a first deficiency notice from the Auction Manager, the Qualified Bidder has until 12 PM (noon) on the Part 2 Date, or until 6 PM on the day following the business day during which such deficiency notice is sent to the Qualified Bidder, whichever comes later, to respond. If a Qualified Bidder receives a first deficiency notice from the Auction Manager regarding pre-bid security (the pre-bid letter of credit, cash, the letter of intent to provide a guaranty, or the letter of reference), the Qualified Bidder has until 12 PM (noon) on the Part 2 Date, or until 6 PM on the second day following the business day during which such deficiency notice is sent to the Qualified Bidder, whichever comes later, to respond. The Qualified Bidder must respond within the time allowed for its Part 2 Application to continue to be considered. If the Qualified Bidder does not correct or adequately explain the deficiency within the time allowed, the Part 2 Application may be rejected. If the Qualified Bidder provides additional information and the Part 2 Application becomes complete, the Auction Manager sends a notice that the Part 2 Application is complete and is being considered.

**Late Part 2 Applications**

No late Part 2 Applications will be accepted under any circumstances.

**Part 2 Notification**

A Qualified Bidder is registered as a bidder pursuant to a successful Part 2 Application if its Part 2 Application is received by 12 PM (noon) on the Part 2 Date and if its Part 2 Application is complete. The Auction Manager notifies each Qualified Bidder regarding its status by the Part 2 Notification Date.