

## INSTRUCTIONS FOR THE PART 1 APPLICATION

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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.

The exclusive method for an Applicant to respond to the qualification standards required by the Part 1 Application is to log in to the application website, to complete the online Part 1 Form, and to upload the required attachments to the online Part 1 Form. An Applicant may provide contact information for up to four (4) individuals to be included in electronic communications from the Auction Manager. The illustrative Part 1 Form provides notice of the qualification standards.

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

### **I. Part 1 Application Submission**

All Applicants must use the online Part 1 Form to submit the Part 1 Application including all necessary attachments. An Applicant registers for an account for the application website from the Auction Manager by emailing [AEP-CBP@nera.com](mailto:AEP-CBP@nera.com) or completing the [Expression of Interest](#) on the CBP Website. An Applicant that registers for an account will receive instructions from the Auction Manager to activate their account. All Applicants must:

- Complete the online Part 1 Form in its entirety;
- Upload to the online Part 1 Form any documents required to support the Part 1 Application; and
- Upload to the online Part 1 Form all required Inserts. "Inserts" for the Part 1 Application are separate forms in Microsoft Word format. Applicants complete all required Inserts and upload them to the online Part 1 Form. Inserts may be:
  - Printed, signed (with the signature notarized if required), and scanned;
  - or
  - Submitted with an acceptable digital signature and a document or information verifying the identity of the signatory (digital signatures are not required to be notarized).

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.

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

*The online Part 1 Form MUST be submitted no later than  
12 PM (noon) EPT on Wednesday, January 31, 2024 (the Part 1 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 by email to [AEP-CBP@nera.com](mailto:AEP-CBP@nera.com).

## **II. Part 1 Application Review**

### **Notifications**

The Auction Manager provides all notifications by email. Any notification or other written communication from the Auction Manager to an Applicant 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 Applicant 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 an Applicant to respond to the qualification standards required in the Part 1 Application is by completing the online Part 1 Form and uploading the required attachments to the application website. Upon first submission of the Part 1 Application, the Auction Manager acknowledges receipt by email.

### **Timing of Part 1 Application Review**

All materials for the Part 1 Application must be received by 12 PM (noon) on the Part 1 Date (the day Part 1 Applications are due and the last day of the Part 1 Window). If a Part 1 Application is received before 12 PM (noon) on any day during the Part 1 Window, the Auction Manager acknowledges receipt on the day the Part 1 Application is received with the results of an initial review. If a Part 1 Application is received after 12 PM (noon) on any day during the Part 1 Window prior to the Part 1 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 1 Application is complete and is being considered, or the initial review states that the Part 1 Application is deficient and lists items of the Part 1 Application that are incomplete or require clarification.

### **Deficiencies**

If the Part 1 Application is incomplete or requires clarification, the Auction Manager sends a deficiency notice to the Applicant. If an Applicant receives a first deficiency notice from the Auction Manager regarding any item of the Part 1 Application, the Applicant has until 12 PM (noon) on the Part 1 Date, or until 6 PM on the day following the business day during which such deficiency notice is sent to the Applicant, whichever comes later, to respond. The Applicant must respond within the time allowed for its Part 1 Application to continue to be considered. If the Applicant does not correct or adequately explain the deficiency within the time allowed, the Part 1 Application may be rejected. If the Applicant provides additional information and the Part 1 Application becomes complete, the Auction Manager sends a notice that the Part 1 Application is complete and is being considered.

### **Late Part 1 Applications**

No late Part 1 Applications will be accepted under any circumstances.

### **Part 1 Notification**

An Applicant is qualified as a bidder pursuant to a successful Part 1 Application if its Part 1 Application is received on or before 12 PM (noon) on the Part 1 Date and if its Part 1 Application is complete. All Applicants that successfully complete the Part 1 Application become Qualified Bidders. The Auction Manager notifies each Applicant regarding its status by the Part 1 Notification Date.