



Qualified RFP Participant – Application Instructions

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Revision History

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Table of Contents

Revision History.....1

Qualified RFP Participant Application Instructions.....3

 General Information:3

 Qualified RFP Participants:.....3

 Submission Instructions:.....3

 Supporting Documentation:4

 Important Dates:.....4

 Application - General:4

 Application Section 1: Company Information:.....5

 Application Section 2: Membership Information:5

 Application Section 3: Certification:6

 Application Section 4: Financial Criteria Information:.....6

 Application Section 5: Managerial Criteria Information:.....6

 Application Section 6: Application Fee Information:.....7

Qualified RFP Participant Application Instructions

General Information:

These instructions are being prepared to assist entities in completing the application to become Qualified RFP Participants (QRP) as part of the SPP Transmission Owner Selection Process (TOSP) as required by FERC Order 1000.

This document is for informational purposes only to support the SPP Tariff. Every effort has been made to reflect the SPP Tariff and all users of this document should use it in conjunction with the SPP Tariff. If any information in this document is in conflict with the SPP Tariff, the Tariff shall govern.

Qualified RFP Participants:

Pursuant to Attachment Y of the SPP Tariff, any entity that wishes to participate in the TOSP outlined in Section III must submit an application, application fee (if applicable) and supporting materials to demonstrate that it satisfies the qualification criteria set forth in Section III. Entities must submit an Application to the Transmission Provider (SPP) **no later than June 30** of the year prior to the calendar year in which the entity wishes to begin participation in the TOSP.

Submission Instructions:

All applications should be submitted through the SPP RMS System. Please refer to this link for RMS registration: <https://spprms.issuetrak.com/login.asp>

If you are new to SPP RMS please choose the 'Register Now' link and follow instructions. If you need additional assistance please call your Customer Relations Representative or 501-614-3200 and ask for Customer Relations.

The SPP RMS System will allow the QRP Applicant to submit the QRP Application form and all supporting documentation securely and timely to SPP.

Please refer to Application Section 6 in this document and the QRP Application for instructions related to payment of the QRP Application Fee.

Supporting Documentation:

Each QRP Applicant must provide supporting materials for the qualification requirements listed in Attachment Y of the SPP Tariff. Supporting materials should be submitted at the same time as the application, and application fee (if applicable) and be clearly marked with the QRP Application Section number, question number and any other identifier listed in the application document. For example, supporting materials for the Financial Criteria should be marked “Section 4, Question 1”.

Important Dates:

The dates for QRP qualification are prescribed in Attachment Y of the SPP Tariff. No special requests, exceptions, or alternative dates will be agreed to or accepted by SPP for this process. It is the QRP Applicant’s responsibility to meet the dates defined in Attachment Y of the Tariff. Failure to meet the dates will result in not being qualified as a QRP for the following year.

June 30, 2016 – All QRP Applications for 2017 must be submitted

July 15, 2016 – SPP must post Applicant information to www.spp.org

September 30, 2016 – SPP must notify Applicants of QRP determination for 2017

December 31, 2016 – SPP must post all eligible QRPs for 2017

If QRP Application is deemed deficient, the QRP Applicant will be notified by SPP and will have 30 days to cure such deficiency.

Application - General:

Each entity is required to submit an application to be qualified as a QRP. Only those specific entities that have applied and satisfy the qualification requirements will be allowed to participate in the TOSP.

All sections of the application documents are required to be completed by all applicants. All applications must be signed by authorized agent/officer, dated, include all required supporting materials, and be received by SPP **no later than June 30** to be accepted and processed for qualification determination. Application fees, if applicable, must be submitted with the application.

Applications that are incomplete of the above requirements will be deemed deficient and Applicant will have 30 days to cure such deficiencies after being notified by SPP. If the applicant is unable to cure deficiencies within the 30 day cure window, they will be disqualified from participating in the TOSP the following year.

Application Section 1: Company Information:

This Section is required for all QRP Applicants. This Section is public data that is subject to being posted to www.spp.org as required by the Tariff.

Legal Name: Legal name of the entity seeking to become a QRP. This should coincide with the legal name that will be included in the SPP Membership Agreement that is required if entity is selected to build a transmission facility under this process.

Mailing Address: The official street /PO Box mailing address of the QRP Applicant.

City/State/Zip: The City, State and Zip code for the official mailing address of the QRP Applicant.

Business Phone: The main phone number of the QRP Applicant.

Primary Contact Information:

Name: The name of the primary contact for the QRP Applicant.

Title: The job title of the primary contact for the QRP Applicant.

Mailing Address: The mailing address for the primary contact for the QRP Applicant.

City/State/Zip: The City, State and Zip code for the primary contact for the QRP Applicant.

Phone: Business and Cell Phone information for the primary contact for the QRP Applicant.

Email Address: Email Address for the primary contact for the QRP Applicant.

Alternate Contact Information:

Name: The name of the alternate contact for the QRP Applicant.

Title: The job title of the alternate contact for the QRP Applicant.

Mailing Address: The mailing address for the alternate contact for the QRP Applicant.

City/State/Zip: The City, State and Zip code for the alternate contact for the QRP Applicant.

Phone: Business and Cell Phone information for the alternate contact for the QRP Applicant.

Email Address: Email Address for the alternate contact for the QRP Applicant.

Application Section 2: Membership Information:

This Section is required for all QRP Applicants. This Section is considered confidential data and will not be posted or shared.

This section will be used to determine if the Applicant is currently an SPP Transmission Owning Member organization.

Those Applicants that are not currently SPP Transmission Owning Members will certify that if selected to build a project through the TOSP process they would agree to sign the SPP Membership Agreement as a Transmission Owner.

Application Section 3: Certification:

This Section is required for all QRP Applicants. This Section is considered confidential data and will not be posted or shared.

Applicants will certify that they have read and understand Attachment Y of the SPP Tariff. Also, in the event of any conflicts in terms the Tariff will govern.

Application Section 4: Financial Criteria Information:

This Section is required for all QRP Applicants. This Section is considered confidential data and will not be posted or shared.

Pursuant to Attachment Y.III.1.b.ii each QRP Applicant must demonstrate that it meets one of the listed financial criteria. Supporting materials are only required for the individual question that meets the qualification criteria.

Application Section 5: Managerial Criteria Information:

All portions of this section are required for all QRP Applicants. All portions of this section are considered confidential data and will not be posted or shared.

Pursuant to Attachment Y.III.1.b.iii each QRP Applicant must show that the QRP Applicant has requisite expertise by describing its capability, experience, and process to address the specific areas outlined in the Tariff.

Part 1 of the QRP Application that includes questions 1-4 are meant to provide the QRP Applicant's previous experience in developing, operating and/or maintaining transmission facilities. Applicants should provide a detailed listing of those facilities including but not limited to: Facilities Description, Participation (Sole or Joint), Location, In Service Dates, Voltage, and Line Miles. If this list is voluminous please provide detailed summary.

Part 2 of the QRP Application includes question 5 of the QRP Application that is meant to provide the QRP Applicant's capability and process to perform the specific areas defined in the Tariff. QRP Applicants should provide sufficient information to allow SPP to make a determination of qualifications.

Application Section 6: Application Fee Information:

This Section is required for all QRP Applicants. This Section is considered confidential data and will not be posted or shared.

An application fee of \$6,000 must be paid at the time the application is submitted, if applicable. Please review Attachment Y.III.1.a.1 for applicability explanation. If the fee is not paid, the QRP Application will not be accepted.

Fee payment instructions can be obtained by contacting QRPApplcations@spp.org.