



# **XPRESSDRIVE UPLOAD INSTRUCTIONS**

2022 PSCO ALL-SOURCE SOLICITATION

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## OVERVIEW

In order to submit a bid(s) into the 2022 PSCo All-Source Solicitation, respondents must submit their bids electronically via a confidential file upload application named XpressDRIVE.

## BID PACKAGE STRUCTURE

In the All-Source Solicitation, there are specific circumstances where respondents may submit multiple proposals under one bid fee, which could lead to a respondent having multiple variations of the same project. For the purpose of this Solicitation, the Company considers all variations of a project that can be submitted under one bid fee as an individual **bid package**.

From Section 4.6 of the released Request for Proposal (“RFP”) Documents:

Each individual bid package should be submitted as a single .zip file with completed bid forms in executable format. Bid Form I, executive summaries, and Narrative Topics should be submitted in .pdf format. In order to assist the Company in its eligibility screening and due diligence reviews, bidders are strongly encouraged to combine as much of their written proposal material into a single, cohesive.pdf file as possible. For proposals that include multiple pricing options or May Valley Longhorn extension vs. other interconnection locations under a single bid fee (see section 4.8, items (b) and (c)), bidders are to provide separate Excel workbook Bid Forms for each alternative option in the single .zip file. Projects bidding into both the Company Ownership RFP and one of the purchase RFPs should submit separate .zip files for each RFP they are responding to.


In summary, each individual bid package should be a single .zip file with all pertinent bid forms and supplemental documents required for the Company to fully evaluate the project and each variation permitted by the Solicitation. In order to submit bid packages, respondents must follow the instructions given in Section 4.5 of the RFP Documents.

## XPRESSDRIVE LINK

Respondents who submit a NOIR prior to the stated deadline will receive a link to upload their bid packages to the XpressDRIVE from the RFP Project Manager email.

The email will include pertinent information as shown below:

# [REDACTED] # - File Upload Request

 PSCo2022AllSource (a)  
To [REDACTED]

Retention Policy Xcel 90 Days Delete (90 days)

You have been granted an upload permit.

In order to upload files, please use the link below.

The link will expire at 2022-11-02 03:35:29 PM CDT and may be used for uploading 5 files at most. (c)

(b)

Open the upload page:

<https://xpressdrive.examplelink.com/example> (d)

Figure 1: XpressDRIVE Upload Permit Email

- (a) – The email will come from PSCo2022AllSource@xcelenergy.com.
- (b) – The email will include the expiration date of the upload link provided. **Note:** It is likely that the provided link will expire *after* the bid submission deadline to avoid any upload issues. However, all uploads to the XpressDRIVE folder are time stamped, so the Company will be able to determine if a bid package was received after the deadline for submittal. According to Section 4.6 of the RFP Documents, if a bid is received after the submission deadline, the Company *will reject* the submission, unless the Company determines, in coordination with the IE to consider such proposals. **It is imperative that respondents adhere to the bid submission deadline as stated in the RFP Documents, not the expiration date of the upload permit link.**
- (c) – There will be a size limit for uploads. The number of files shown in the picture above is not the actual limit. The Company will set a reasonable limit prior to accepting NOIR forms from respondents. **If for any reason a respondent needs to submit more .zip files than allotted in the upload permit link, contact the RFP Project Manager immediately to receive an updated link.**

(d) – The link provided in the email will open up the XpressDRIVE upload portal. The link will be active until the permit expires.

## XPRESSDRIVE UPLOAD PERMIT VIEW

Figure 2 Below shows the ExpressDRIVE Upload permit view as the respondent will see it after opening the link in their email.

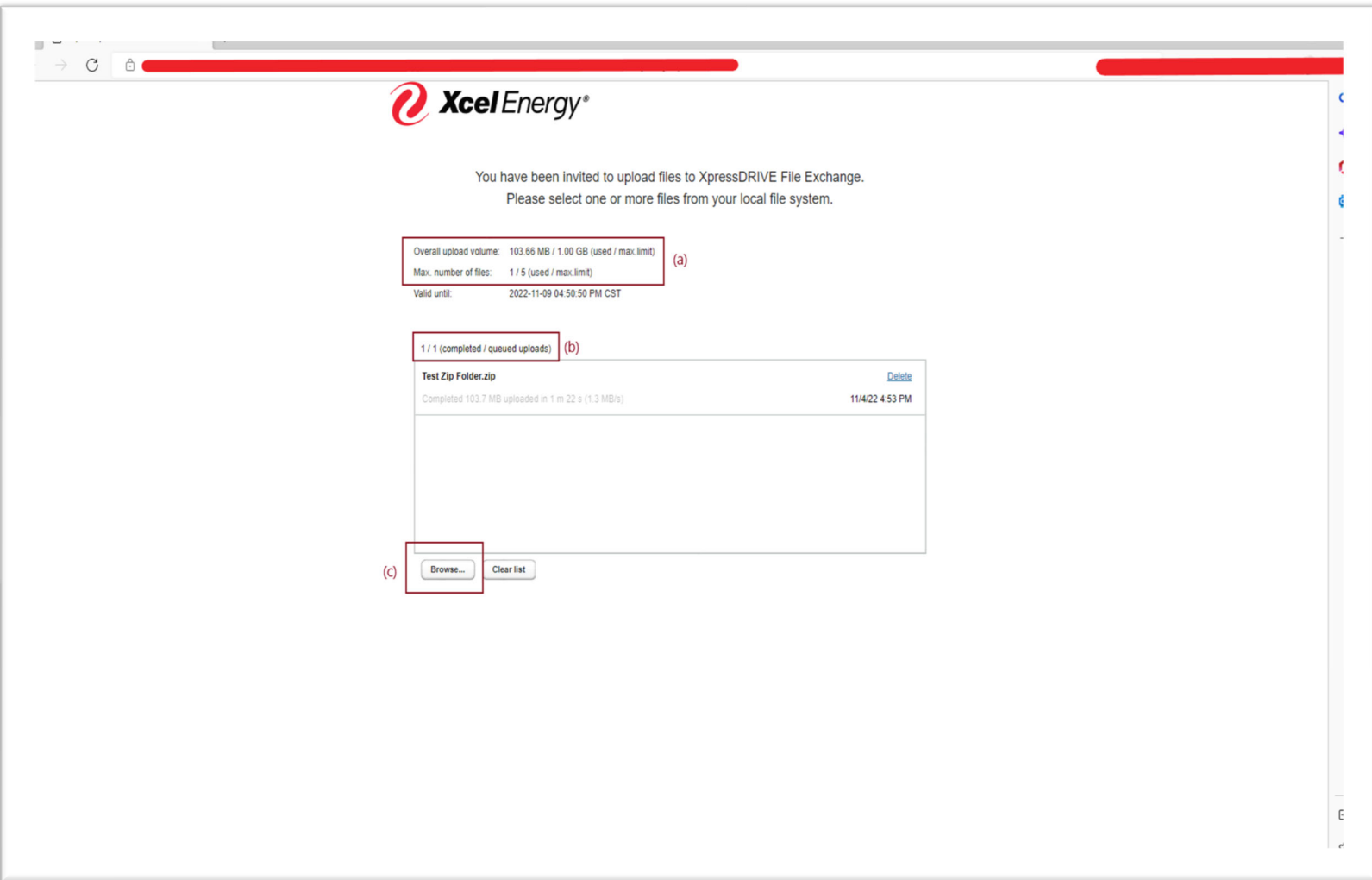


Figure 2: XpressDRIVE Upload Permit Window

(a) – The overall upload volume and max number of files are displayed above the upload que window. This will display the current status of the respondent's permit. **Note:** This window is the only view a respondent will have. They will not be able to view any contents within the XpressDRIVE. Therefore, when viewing this window, it is important that bidders recognize that the Overall upload volume

and Max. number of files section will show them up to date information of what is currently in their folder in the XpressDRIVE.

(b) – This area shows the status of the files being uploaded to the XpressDRIVE.

(c) – Use the Browse button to add .zip files to the upload que window. In testing, users were unable to drag a .zip folder into the window and upload it. As shown in the picture above, a .zip folder was successfully uploaded to XpressDRIVE by simply using browse.

## FREQUENTLY ASKED QUESTIONS

Q: Why can I not see the contents of my folder in XpressDRIVE?

A: For confidentiality and security reasons, bidders may not access the drive. However, for process integrity, the Independent Evaluator will be able to see all bids that have been submitted to the drive, and original copies of all bids will be kept by the RFP Bid Evaluation Team for the historical record.

Q: If I cannot see content in the XpressDRIVE, how do I know my bid was successfully uploaded?

A: The Max number of files line shows how many files are currently in your folder in the drive. However, if you need specific confirmation that your bid was received, you may request confirmation from the RFP Project Manager email.

Q: What if I need to make a change to my bid(s) after I have submitted it?

A: If the bid deadline has not passed, you may contact the RFP Project Manager and request that they delete the bid in question from your folder in the drive. You may then resubmit the bid. If the bid deadline has passed, and you have not been contacted by the RFP Project Manager seeking clarification, no changes to bids are permitted.

Q: Will I be able to upload more bids than the allotted Max number of files?

A: Yes. Email the RFP Project Manager for access to a second folder, and a new link will be provided to you to submit the rest of your bids.

