Offtaker of Last Resort scheme (OLR)

www.ofgem.gov.uk/olr

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Ofgem tendering portal: OLR Supplier Handbook

About this handbook

This handbook is for those interested in bidding, or need to bid, in an OLR auction for a backstop power purchase agreement (BPPA) under the Offtaker of Last Resort (OLR) scheme. It gives instructions on how to use the Ofgem tendering portal to view a generator's Project Information and how to submit your bid(s). Please note we will only accept bids submitted via the portal in line with the instructions below.

This document should be read in conjunction with the OLR: Essential Guide for Suppliers which provides further details on how the OLR process will run.

About the Ofgem tendering portal

The Ofgem tendering portal is used for multiple functions and is not set up exclusively for the OLR scheme. Some of the terminology used may not be familiar to you. Where necessary we have explained in this document what the terms mean in relation to the OLR scheme and how the portal should be used.

Additionally some areas of the portal are not relevant to you as an OLR supplier. You will only need to use the 'My Invitations to Tender' area and the 'User Profile' area.

How to use the Ofgem tendering portal

Registering for an account

Go to https://ofgem.bravosolution.co.uk/web/login.html?_ncp=1456308560352.344-1 and select **Click here to register** on the right hand side of the page.

Register or login

Username

Password   Enter

Forgotten your password?

Supplier registration

Click here to register

Read the user agreement that appears and select to agree the terms and conditions.

Enter the registration data required for an account to be set up for your organisation and click **Save**.

Please enter '(OLR)' after the name of your organisation so that we can identify you when we need to invite system users to the auction.

Organisation Details

★ Organisation Name

You should then see the following message:

> **✕ Close Window**
>
> The Registration Process is complete. Your account has been activated and an email sent to confirm this.
>
> Log in with your Username and Password to access the platform.

You will receive an automated email providing a temporary password. Use this to log in and you will be prompted to change your password.

Once you do this you will be directed to your homepage.

You will only need to use the **My Invitations to Tender** and **User Profile sections**.

If you need to navigate back at any time whilst using the portal, use the

⬅ Back to List
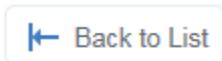
button at the top left corner of the page. Do not use your browser back button.

Adding additional users

If you wish to have additional users on your supplier account go to **Manage users** on the left hand side of the homepage.

Select **Create**

⊞ Create

then enter the details requested to set up a user. You only need to provide the details marked by a red star; all other fields should be left as default.

The new user will receive an automated email providing a temporary password and a link for them to login.

Once you have set the new user up you will be given an option to set their access rights by selecting the **User Rights** button.

You will then see a page which lists all the rights that you can give the new user. They will all automatically be set to 'No'. Click to **edit** these.

✏ Edit

Change all the rights to '**yes**' (unless you wish to limit your additional user's responsibilities) and then **save**.

If you don't do this immediately, you are able to go back and do it later, by going to **Manage Users** on the left hand side of the Main Page: select the user, then select **View User Rights**.
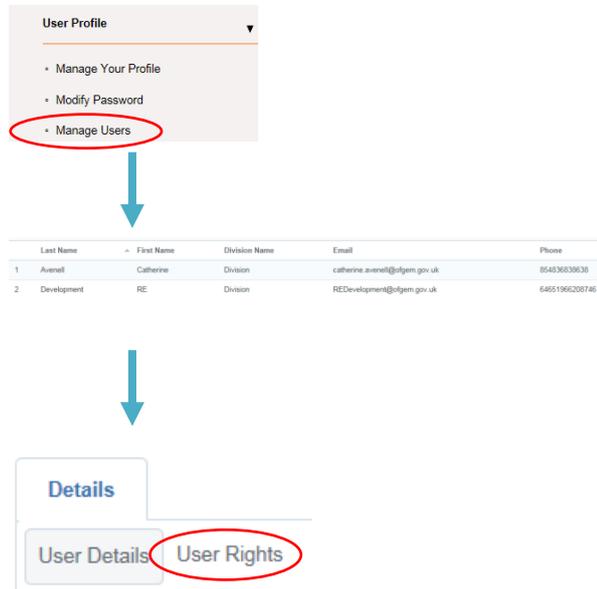
N.B. You should ensure this is done before an OLR Auction is opened otherwise the additional users may experience difficulties accessing the auction and submitting a bid.

Auto-notifications for all users

All notices we are required to send in relation to an OLR auction **will be sent directly from OLR@ofgem.gov.uk to all contacts we have registered on our OLR database**. So long as all the necessary individuals at your organisation are on our database, and have been set up as additional users on your organisation's account (with full user rights enabled) they will be able to take part in an OLR auction. Email us at OLR@ofgem.gov.uk if you need to check what contacts we hold for your organisation for the purposes of the OLR scheme.

However, the system also sends automatic notifications at various points during the process. If you wish for all users on your account to receive these notifications on the system, the primary account holder (who has the ability to manage all other users) should return to **Manage Your Profile** on the main page.

On the next page select to **Edit** the profile details.

Scroll down to the **email address field of the <u>User Details</u> section** and add the email addresses of the additional users. The email address of the primary account holder should remain the first in the list, each following address should be preceded by a semi-colon. You may wish to add a generic group email address as well to ensure notifications are not missed.
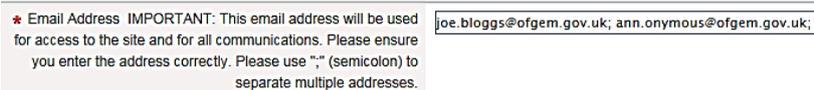
Do <u>not</u> do this with the email address field in the Organisation Details section: this should remain the email address of the primary account user.

Viewing a BPPA auction and relevant Project Information

When we open a BPPA auction you will receive an automated email with a link to the portal. We will also provide this link in the official OLR Notice. The auto-notification will refer to an 'ITT Invitation to Tender': this is how a BPPA auction is referred to on the portal.

Follow the link and login as requested.

Logging in via the link will take you straight to the response form for submitting your bid. If you log in via the main page, you will need to go to **My Invitations to Tender**, then click on the tender to access all the information related to the auction.

To view the generator's project information go to **Ofgem Attachments** on the left hand side, which you can access either directly or via the red warning message at the top of the page.
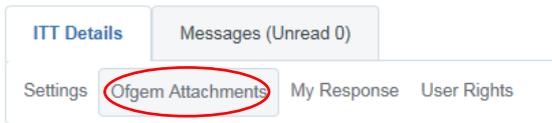
or

You will see a folder titled **1.Essential Project Information**. This will contain the project information, including the Project Information Schedule (within the BPPA contract) that the generator submitted for our eligibility determination. **Select the folder name to view** the generator's project information and to access the BPPA contract.

Download the BPPA contract so that you can fill in the appropriate fields (see page 10 of the Essential Guide for more details) and your authorised signatory can sign the contract.

The folder titled **2. Additional Project Information** may contain additional information that the generator has chosen to provide for bidders to consider.

Submitting a bid

Once you have reviewed all the Essential Project Information and are ready to submit your bid go to **My Response** click **Create Response**, select **OK** for the pop up box that appears.

A response form with explanatory notes will appear. Click the **Edit Response** button in the top right of the screen and follow the instructions.

For each BPPA you are submitting a bid for ensure you:

> **Attach two copies of the BPPA contract** that have been signed by an authorised person at your organisation. When you **Click to attach file** a separate upload window will open. **Browse** for the completed and signed BPPA contract and then press **Confirm**.
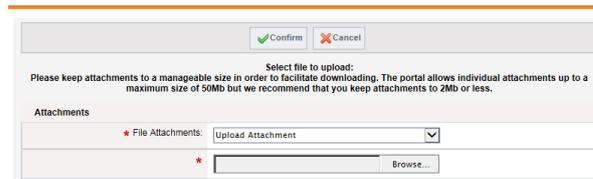
- **Enter your proposed £/MWh management fee** as a numeric value with two decimal places (e.g. "4.20").

- **Confirm whether you have an additional BM Unit for the GSP Group**. If the generator is not connected to a GSP Group you should answer No to this question.

- **If you are a voluntary supplier**, confirm whether you wish to be considered a reserve bidder. Mandatory suppliers will automatically be considered a reserve bidder.

Save and exit. You will then be reminded that in order to submit your bid, you need to 'Publish' it on the next page – this message refers to the **Submit Response** button you will see when the response form refreshes.
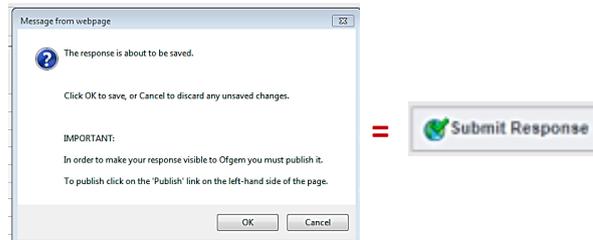
The date and time of when you press this button to submit your bid will be referred to if we receive two or more bids of the same value from suppliers[1]. In such circumstances the bid submitted first will take precedence.

When you submit your response the system will confirm that the submission has been successful and may give you a message saying you can update your bid up until the auction closing date.

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[1] Unless you submit an updated bid following receipt of a Revised OLR Notice.
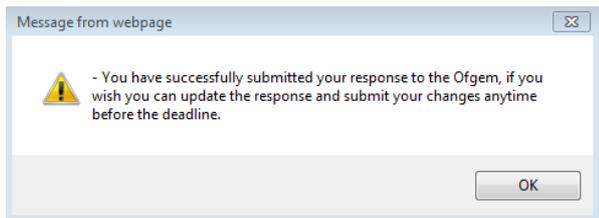
You should **only update your bid on the system if we issue a revised OLR Notice** (see below).

On the My ITTs page, you will be able to see that your response status has been updated.

Communicating with us

There is a message function within the portal which allows you to contact us. You are welcome to use this

However, **we ask that you also email us directly via the [OLR inbox](#) with all correspondence**. If you detect what you believe to be an error or omission in the generator's essential Project Information during the auction, please email us directly (OLR@ofgem.gov.uk) as we will need to handle this very quickly to avoid undue delay to the auction. You will need to submit the [Notification of Error/Omission in Project Information form](#) with full details of the issue you wish to raise, and provide evidence to support your concern. See the [Essential Guide](#) for further details.

Submitting a new bid following a Revised OLR Notice

If we issue a revised OLR notice, you will need to submit a new bid if you are to be considered in the selection of an Offtaker for any BPPA in the auction. To do this you will need to update the original bid you submitted. You need to do this whether you actually want to change any details of your bid or not.

Navigate back to your response, select **Edit Response** which will allow you to make

any changes you may want to. Then select **Keep Changes,** then **Submit changes**.

The date and time of the submission of this update will be referred to if we receive two or more bids of the same value from suppliers. In such circumstances the first bid submitted following the issue of a revised OLR notice will take precedence.

Need assistance?

If you are experiencing technical difficulties with the Ofgem tendering portal you should contact the dedicated helpdesk. Contact details are provided on the [login page](#). The helpdesk is open Monday to Friday 8am to 6pm and can provide a call back service.

If you continue to experience difficulties or have a query relating to an instruction in this document, please email OLR@ofgem.gov.uk.

Please note the following is a common message you may receive. If you do see this, just click to 'continue page loading in background'.