REQUEST FOR PROPOSALS

FOR

RENEWABLE DISPATCHABLE GENERATION

AND

ENERGY STORAGE

O'AHU

JANUARY 20, 2023

Docket No. 2017-0352

Appendix D – PowerAdvocate User Information

Sourcing Intelligence Quick Start for Suppliers

Logging In

1. Launch a web browser and go to www.poweradvocate.com
2. Click the orange **Login** button.
3. Enter your account **User Name** and **Password** (both are case-sensitive) and click **Login.**
4. Click the **Events** tab if it is not already displayed.

Dashboard

Your Dashboard lists the events you have been invited to. A line divides currently accessible events from others.


- Click an event name to view its Status tab, which displays a summary of your activity and key event dates. To view specific details of an event, click the buttons 1-5 to view the corresponding tab.
- To return to the Dashboard, click **Dashboard** in the navigation bar at the top of the window.
- An event will not appear on your Dashboard until you have been added as a participant.

Downloading Bid Packages

All of the Buyer's bid package documents (if any) are centrally stored on the PowerAdvocate Platform. To view bid documents, click "1" on your Dashboard or on the **1. Download Documents** tab from within the event.
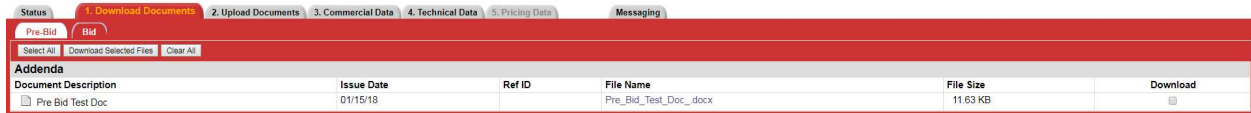
- You can access the **Bid** sub-tab after the event opens. You can access Buyer documents before the event is opened from the **Pre-Bid** sub-tab, if the Buyer utilizes this feature.
- To view or download a document, click the file name.
- To download multiple documents:
    1. Select the checkbox in the Download column for each document you wish to download or click **Select All**.
    2. Click **Download Selected Files**.

Uploading Documents

To upload your documents, click "2" on your Dashboard, or on the **2. Upload Documents** tab from within the event.

- Do not upload any files to the Pre-Bid tab.
- To upload a document to the Bid tab:
    1. Specify a **Document Type** (Reference ID can be left blank).
    2. Click **Choose File**, navigate to and select the document, and then click Open; multiple files can also be compressed into one .zip file for upload.
    3. Click **Submit Document**.

Datasheets

Datasheets (3. Commercial Data, 4. Technical Data, 5. Pricing Data) will not be used in this RFP event. All Proposal information will be uploaded for submission through the 2. Upload Documents tab. Buttons/tabs are grayed out if the event is not using a particular type of datasheet.

Communicating with the Bid Event Coordinator/Company Contact

Suppliers should use Email to contact the Bid Event Coordinator/Company Contact while the bid event is open. In this RFP, PowerAdvocate Messaging will not be used.

Getting More Information

- Click **Help** on the navigation bar to display online help.

- Supplier documentation can be downloaded from the online help system.
- Call PowerAdvocate Support at 857-453-5800 (Mon-Fri, 8 a.m. to 8 p.m. Eastern Time) or e-mail support@poweradvocate.com.
- PowerAdvocate is now part of Wood Mackenzie.