

**ADDENDUM #1**

**FOR  
REQUEST FOR PROPOSALS (RFP)**

**FOR RETAIL ELECTRICITY SUPPLY SERVICE**

(Issued 5/12/21)

**RFP due dates are as follows:**

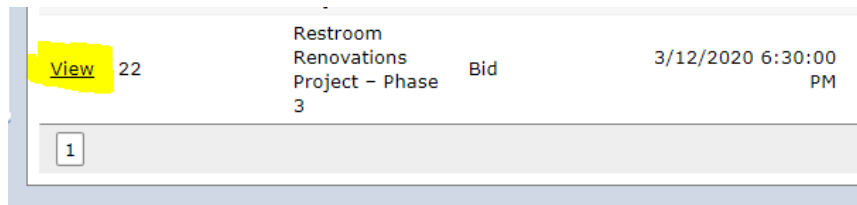
**Register for the RFP: Wednesday, May 12, 2021**

**Initial Pricing Due Date: Tuesday, June 8, 2021 by 12:00PM**

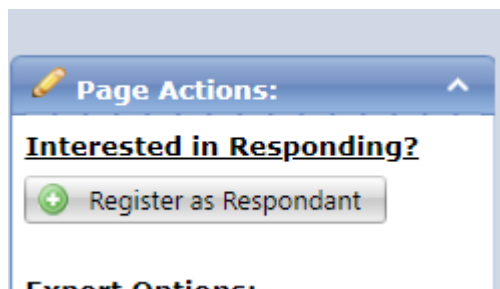
**Instructions for Registering under our Cobblestone Vendor Portal for the Project as an Interested Respondent are below.**

Please note, this website works best with Google Chrome or Microsoft Edge browsers. Other browsers may have technical difficulties. Please contact Lisa Dobbertin if you have any issues registering ([ldobbertin@paconvention.com](mailto:ldobbertin@paconvention.com), 215-418-4769).

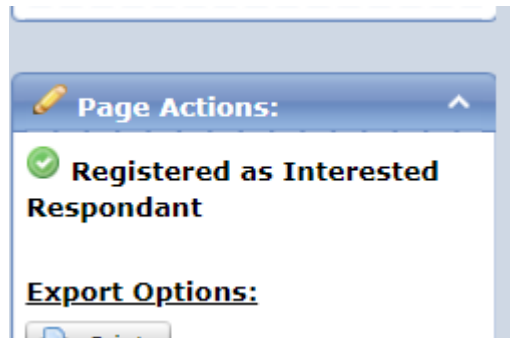
- 1) Your company must first register for our Vendor Portal if you have not done so already. Instructions for this are located under “Vendor Portal User Guide” here:  
<https://cobblestone.paconvention.com/vendorsgateway/Help.aspx>
- 2) Once registered on the Vendor Portal, you can then Register as an Interested Respondent for the Project.
  - a. Login with your User Name, Password, and Company ID
  - b. Select “Search All Solicitations” under the Solicitation menu
  - c. Hit “View” under the Solicitation Project you want to Register for



- a. Under the Page Actions Menu on the left, click the button that says “Register as Respondent”



- e. Once you see this message, you are then registered.



- f. Lastly, please make sure your email is set up so that future Cobblestone messages do not get sent to your Spam folder.