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# LT2 Window 1 Proposal Submission – Process Overview, Best Practices and Common Mistakes

Applicable to the LT2(e-1) RFP and LT1(c-1) RFP

September 25, 2025



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# 1. Disclaimer

This document and the information contained herein is provided for informational purposes only. The IESO has prepared this document based on information currently available to the IESO and reasonable assumptions associated therewith. The IESO provides no guarantee, representation, or warranty, express or implied, with respect to any statement or information contained herein and disclaims any liability in connection therewith. The IESO undertakes no obligation to revise or update any information contained in this document as a result of new information, future events or otherwise. In the event there is any conflict or inconsistency between this document and the LT2(e-1) RFP or LT2(c-1) RFP, any IESO contract, any legislation or regulation, or other procurement document, the terms in the RFP, contract, legislation, regulation, or procurement document, as applicable, govern.

All capitalized terms in this document have the meaning as ascribed to them in the LT2(e-1) RFP or LT2(c-1) RFP, as applicable.

The purpose of this document is to provide a general overview and guidance about the LT2 Window 1 proposal submission process. **This document is not comprehensive and does not replace any provisions in the LT2(e-1) RFP and LT2(c-1) RFP.** In particular, refer to Section 3.1, Section 3.6 and Section 3.7 of the LT2(e-1) RFP and LT2(c-1) RFP for timelines, instructions and requirements.

## 2. Proposal Submission – Process Overview & Best Practices

**To participate in the LT2(e-1) RFP or LT2(c-1) RFP, Registered Proponents must submit a complete Proposal by the applicable Proposal Submission Deadline. A complete Proposal consists of the Proposal Fee, Prescribed Forms, and the Proposal Security, all as described in the LT2(e-1) RFP or LT2(c-1) RFP as applicable.**

**The IESO is providing the following overview and reminders about the Proposal Submission:**

### 2.1 Proposal Submission Deadline

The Proposal Submission Deadlines for the LT2(e-1) RFP and LT2 (c-1) RFP can be found in Section 3.1 of the LT2(e-1) RFP or LT2(c-1) RFP (Schedule), as applicable, and are currently set at:

**LT2(e-1) RFP Proposal Submission Deadline:** October 16, 2025 at 3:00 P.M. (EPT)

**LT2(c-1) RFP Proposal Submission Deadline:** December 18, 2025 at 3:00 P.M. (EPT)

To be considered under the LT2(e-1) RFP or LT2(c-1) RFP, Proponents must submit a complete Proposal prior to the applicable Proposal Submission Deadline.

Be sure to monitor the LT2 webpage for any Addenda, including, without limitation, updates to the Schedule, as the IESO reserves the right to accelerate or postpone any of the dates set out in the LT2(e-1) RFP and LT2(c-1) RFP. Should the IESO amend the Schedule, it will be disclosed by Addendum and posted on the Website.

The IESO strongly encourages Proponents to submit their Proposal documents and Proposal Fee payment sufficiently in advance of the Proposal Submission Deadline to avoid any unforeseen delays in electronic delivery or processing of payment.

### 2.2 The Proposal Fee

Proponents are required to submit a Proposal Fee of **\$11,300 CAD** for **each individual Proposal**, as outlined in Section 3.7(c)(i) of the LT2(e-1) RFP or LT2(c-1) RFP, as applicable.

Proponents are reminded that third-party banking fees (e.g., wire transfer charges) may result in the IESO receiving less than the full amount of \$11,300 CAD.

#### **Example:**

If a \$11,300 wire transfer is sent, the Proponent's bank may deduct a \$15 fee, resulting in the IESO receiving only \$11,285. To avoid this, Proponents should confirm applicable fees with their financial institution and adjust the payment amount accordingly (e.g., send \$11,315 so that \$11,300 is received by the IESO).

Proponents must ensure the Proposal Fee is sent to the **correct IESO bank account**, as outlined in Section 3.7(c)(iv) of the LT2(e-1) RFP and LT2(c-1) RFP. Proposal Fee payments sent to any other bank account will not be accepted and will lead to rejection of the Proposal.

The IESO strongly encourages Proponents to submit their Proposal Fee well in advance of the applicable Proposal Submission Deadline. This will help ensure that any banking or processing delays can be resolved before the Proposal Submission Deadline. As outlined in Section 3.7(c)(i), **the Proposal Fee must be received in the IESO's designated bank account before the Proposal Submission Deadline**. If any Proposal-related payment is not received **in its entirety** prior to the Proposal Submission Deadline, **the entire Proposal will be rejected**.

Please refer to Section 3.7 of the LT2(e-1) RFP or LT2(c-1) RFP, as applicable, for the Proposal Fee requirements and instructions.

## 2.3 The Proposal Submission – Email

Proponents must submit the applicable Prescribed Forms for their Proposal via email submission to the [LT2.RFP@ieso.ca](mailto:LT2.RFP@ieso.ca) inbox. Please note the "." (period) in the email address.

**Email size limits:** Recognizing there are email size limits for attachments, email submissions may have to be split into two or more emails, as applicable. To ensure the IESO receives all the attachments, ensure the file size for a single email does not exceed 20MB. Please note, size limits for emails can differ between servers, so even if a sender is able to attach over 20MB in an email, it does not mean that the IESO would receive that email or its attachments. If your email is blocked due to surpassing the email size limit, your submission may be considered incomplete or late, resulting in disqualification under the LT2 RFP due to non-receipt.

**Email servers:** Proponents are advised that the IESO's firewall may reject emails containing attachments when originating from certain public email platforms such as **gmail.com; yahoo.com; hotmail.com; msn.com; sympatico.ca; rogers.com and similar public email systems**. Proponents are strongly encouraged to utilize email systems operating on private servers for the electronic submission of a Proposal as certain domains or configurations may be blocked by the IESO's firewall. If your email is blocked as a result of the emails originating from a public email platform, your submission may be considered incomplete or late, resulting in disqualification under the LT2 RFP due to non-receipt.

**Reminder:** As stated in Section 3.7 of the LT2 RFP, **Proponents are solely responsible for their technology and the transmission of the Proposal submission**. Any delays due to firewalls, technical faults, file size, unreadable or partial scans of compiled documents, forms or attachments, electronic funds transfers, or a high volume of Proposals will not be taken into account. For clarity, the IESO will not be responsible for late deliveries, deliveries to the incorrect email address or location or other electronic delivery failures.

Due to high email volume related to LT2 RFP proposal intake, please note **that individual confirmations for Proposal Submission materials cannot be provided via email**; additionally, **multiple emails sent within a short time frame may not each receive an auto-reply due to system limitations**. We recommend Proponents assign a single point of contact to oversee and manage any Proposal submissions.

## 2.4 Hard Copy Submission Requirements – Proposal Security

A Proponent must provide their Proposal Security in hard copy submission to the IESO's address provided in Section 3.7(d)(iii) of the LT2(e-1) RFP or LT2(c-1) RFP, prior to the Proposal Submission Deadline:

The Proposal Security should:

- be in a separate, opaque and sealed envelope marked "Proposal Security" and display the Unique Project ID;
- include a cover letter, which clearly identifies: the Proponent's name, Unique Project ID and Long-Term Energy Project's name to which the enclosed Proposal Security relates;
- include a label, affixed to the outside of the hard copy package, that clearly indicates the Proponent's name and address along with the IESO's mailing address (this "Proposal Submission Label" has been provided in APPENDIX C to the LT2(e-1) RFP and LT2(c-1) RFP).

**Please note:** The IESO shall create a time stamp upon receipt of the hard copy materials and provide the Proponent a record of such time stamp. This time stamp will be the sole determinant of whether hard copy Proposal documents were received prior to the applicable Proposal Submission Deadline.

Refer to Section 3.7(d) of the LT2(e-1) RFP or LT2(c-1) RFP, as applicable, for the Proposal Security requirements.

## 2.5 The Proposal Submission – Prescribed Forms

To constitute a complete Proposal, Proponents must submit several Prescribed Forms as set out in Section 3.7(c)(i), as applicable.

The Prescribed Forms are found on the [Long-Term 2 RFP](#) webpage, under both the Energy documents section for the LT2(e-1) RFP and the Capacity documents section for the LT2(c-1) RFP. Ensure the correct version of these forms (Energy or Capacity) and the most up to date versions are submitted.

Proponents should keep all pages of the Prescribed Forms in sequential order, and attach any supplementary evidence to the corresponding exhibit, as applicable. Each Prescribed Form should be saved as a separate document, and Proponents are strongly encouraged to use the naming convention provided for each document under Section 3.7(c)(i) of the LT2(e-1) RFP or LT2(c-1) RFP, as applicable. Proponents must not alter any wording on the Prescribed Forms.

All required Prescribed Forms must be signed by an individual who has authority to bind the Proponent and the signature section must include the Proponent's name, signee's signature, signee's printed name, signee's title, and date.

The following is a list of Prescribed Forms and some considerations to keep in mind.

### 1. Access Rights: LT2(e-1/c-1)PF-AR100

Proponents must demonstrate access rights to the Project Site for projects located on private and/or Crown land as required under Section 4.2(f) of the LT2(e-1) RFP or LT2(c-1) RFP, as applicable, as part of their Proposal.

For projects located in whole or in part on land that is not Crown Land (i.e., not a Crown Land Project entirely located on Crown Land), Proponents must meet the requirements for each of the Properties included as part of the Project Site. The Ontario land parcel register (or equivalent for Properties not registered on the Ontario land titles system) in respect of the Project Site evidencing the registered owner of the Properties included in the Project Site must be dated no earlier than the RFP Effective Date.

For projects located in whole or in part on Crown land managed by the Ministry of Natural Resources (i.e., a Crown Land Project) Proponents must meet the requirements for a Crown Land Project including a Crown Land Shapefile. The IESO has published [LT2 Crown Land Shapefile Guidelines](#) and encourages Proponents to utilize the Crown Land Shapefile template provided.

For projects located in whole or in part on Crown land managed by the Ministry of Natural Resources (i.e., a Crown Land Project) Proponents must attest that their Project Site does not overlap with or use any of the same Crown land as AOR Held Lands for which the Proponent is not the Applicant of Record. To support this analysis, the Ministry of Natural Resources has published [Waterpower Legacy Applicant of Record site maps](#) and [Windpower Legacy Applicant of Record site maps](#).

## **2. Confirmation of Unincorporated Territory: LT2(e-1/c-1)PF-CUT100**

For projects located in whole or in part on Unincorporated Territory, Proponents must demonstrate that the Project Site is located in whole or in part in Unincorporated Territory as required under Section 4.2(c)(v) of the LT2(e-1) RFP or LT2(c-1) RFP, as applicable, as part of their Proposal. The letter from the Land Use Planner must include the seal or certificate of such Land Use Planner issued by the Ontario Professional Planners Institute.

## **3. Economic Bid Statement: LT2(e-1/c-1)PF-EB100**

Proponents must submit the Economic Bid Statement as part of their Proposal. Proponents must indicate a Fixed Price (energy) or a Fixed Capacity Payment (capacity) for the Primary Proposal PQ and may, but is not obligated to, indicate up to two (2) Proposal PQ Alternate(s), as applicable. All bids must be made in Canadian dollars and should be to two decimal places.

Proponents submitting a Proposal under the LT2(e-1) RFP are encouraged to review the [LT2\(e-1\) Fixed Price Tool](#) prior to completing the Prescribed Form.

## **4. Evidence of Indigenous Support: LT2(e-1/c-1)PF-IS100**

Proponents must demonstrate Indigenous support for a project proposed in whole or in part on Indigenous Lands as required under Section 4.2(c)(ii) of the LT2(e-1) RFP or LT2(c-1) RFP, as applicable, as part of their Proposal. An Indigenous Support Confirmation is required from each Indigenous Community with authority over the Indigenous Lands that comprise the Project Site.

The Indigenous Support Confirmation must be dated no earlier than seven (7) months prior to the RFP Effective Date (which RFP Effective Date, for both the LT2(e-1) RFP and LT2(c-1) RFP, is June 27, 2025). Indigenous Communities are encouraged to utilize the template provided as Exhibit A, however if an Indigenous Community wishes to develop their own resolution Proponents must ensure that the resolution is substantively in the form of the template provided as Exhibit A (see the Guidance for Indigenous Communities section of the Prescribed Form for more details).

## **5. Evidence of Municipal Support: LT2(e-1/c-1)PF-MS100**

Proponents must demonstrate municipal support for a project proposed to be located in whole or in part on Municipal Project Lands as required under Section 4.2(c)(iii) of the LT2(e-1) RFP or LT2(c-1) RFP, as applicable, as part of their Proposal. In cases where the Project Site is located in more than one municipality a Municipal Support Confirmation from each Local Municipality with the authority over the Municipal Project Lands is required. In cases where the Project Site is located on Crown lands but also falls within a Municipality a Municipal Support Confirmation is required.

The Municipal Support Confirmation must be dated no earlier than seven (7) months prior to the RFP Effective Date (which RFP Effective Date, for both the LT2(e-1) RFP and LT2(c-1) RFP, is June 27 2025). Local Municipalities encouraged to utilize the template provided as Exhibit A, however if a Local Municipality wishes to develop their own resolution Proponents must ensure that the resolution is substantively in the form of the template provided as Exhibit A (see the Guidance For Municipalities section of the Prescribed Form for more details).

In cases where a Proponent has utilized a previous (draft) version of the Prescribed Form: Evidence of Municipal Support please refer to 6.4 of the [LT2 FAQ V4 \(July 9, 2025\)](#).

## **6. Evidence of Indigenous Community Participation LT2(e-1/c-1)PF-IP100**

Proponents seeking Rated Criteria Points under Section 4.3(a) and 4.3(b) of the LT2(e-1) RFP or LT2(c-1) RFP, as applicable, must demonstrate Indigenous Community Participation as part of their Proposal. In cases where the Economic Interest is held by an Indigenous Holding Vehicle, the Proponent must include the name(s) of the Indigenous Community(ies) that form the Indigenous Holding Vehicle in Section 2 b. of the applicable Prescribed Form.

## **7. Proponent Information, Declaration and Workbook: LT2(e-1/c-1)PF-PI100**

Proponents must submit the Proponent Information, Declaration and Workbook as part of their Proposal.

## **8. Proposal Workbook: LT2(e-1/c-1)PF-PW100**

Proponents must submit the applicable Proposal Workbook as part of their Proposal. The Proposal Workbook must be completed and submitted in Microsoft Excel format. The Proposal Workbook contains five separate worksheet tabs (General Proposal Information, Project Information, Connection Information, Team Member Experience, Rated Criteria) and all required fields must be completed. All green fields should be completed. If an item is not applicable to their Proposal, Proponents should mark "Not Applicable" in the associated field.

## **9. Notice of Proposal Withdrawal: LT2(e-1/c-1)PF-NW100**

Proponents may formally withdraw a Proposal submitted under the of the LT2(e-1) RFP or LT2(c-1) RFP, as applicable, prior to the Proposal Submission Deadline as per Section 2.1(c)(viii) of the of the LT2(e-1) RFP or LT2(c-1) RFP, as applicable. To formally withdraw a Proposal, an email submission of the Prescribed Form: Notice of Proposal Withdrawal is required. A Notice of Proposal Withdrawal submission should be sent from the primary contact of the Proponent.

## **2.6 Submitting Multiple Proposals**

If a Proponent is planning to submit more than one Proposal, note the following requirements:

### **1. Separate documentation:**



Each individual Proposal must include its own set of required Prescribed Forms and documentation. Submitting combined documentation for multiple projects would be contrary to Section 3.7(a)(i) of the LT2(e-1) RFP or LT2(c-1) RFP, as applicable, which requires one Proposal per Long-Term Energy or Capacity Services Project. This would result in the Proposal being deemed **incomplete or non-compliant**, and therefore disqualified during **Stage 1 – Completeness Requirements** (Section 4.1 of the LT2(e-1) RFP or LT2(c-1) RFP, as applicable) evaluation.

## 2. Proposal Fees:

A Proposal Fee of \$11,300 CAD must be **submitted separately for each Proposal**. A combined payment for two or more Proposals is not permitted. Failure to submit separate fees would be contrary to the financial submission requirements and could result in disqualification under **Stage 2 – Mandatory Requirements** (Section 4.2 of the LT2(e-1) RFP or LT2(c-1) RFP, as applicable).

## 3. Email submissions:

When submitting the Proposal materials to the IESO via email, Proponents are to send a separate email (or multiple separate emails depending on attachment size restrictions indicated in section 2.3 above) for each Proposal that is being submitted. Bundling multiple Proposals into one email, could lead to confusion or misprocessing of submissions, and may result in the Proposal being considered **not received** or **incomplete**, risking disqualification under **Stage 1**.

### Example:

A Proponent wishes to submit three Proposals. They should submit the following, each time referencing the Unique Project ID:

- Make three separate Proposal Fee payments and send three separate emails to the IESO (LT2 and Treasury) with payment details.
- Send three separate emails to the IESO with the corresponding Proposal materials.
- Submit 3 separate hard copy Proposal Security materials to the IESO's address.

## 3. Common Mistakes of Rejected Proposals

This section will provide some common examples of why a Proposal may be rejected as part of the RFP process. **This list is not comprehensive** and does not replace any provisions in the LT2(e-1) RFP or LT2(c-1) RFP. This information is provided solely to help prospective Proponents understand some common and **avoidable mistakes**.

1. **Late submissions:** Any materials the IESO **receives** on or after the Proposal Submission Deadline will not be considered. This includes (among other things) the **email submission** of Proposal documents, the payment of the **Proposal Fee**, and the hard-copy submission of **Proposal Security** to our IESO office.

2. **Insufficient Proposal Fee amount:** If the IESO receives less than the required amount of \$11,300, then that Proposal will be deemed incomplete and will be rejected, without opportunity for rectification. Historically, **third-party banking fees** have sometimes resulted in the fee received in the IESO account to be less than the required amount.
3. **Insufficient Proposal Security amount:** Proposals who have submitted a Proposal Security amount that is below the required amount will not be able to rectify this mistake and their Proposal will be rejected.
4. **Incorrect Letter of Credit:** Letters of Credit which are not substantially in the form that is required by the LT2(e-1) RFP or LT2(c-1) RFP, as applicable, will be rejected without opportunity for rectification.
5. **Missing Forms:** Proposals which are missing any of the required Prescribed Forms will be deemed as an incomplete Proposal and will be rejected as such.

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