



Industry Expert Candidate- Application Instructions

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Revision History

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Industry Expert Candidate Application Instructions

General Information:

These instructions are being prepared to assist in completing the application to become an Industry Expert Pool member as part of the SPP Transmission Owner Selection Process (TOSP) as required by FERC Order 1000.

This document is for informational purposes only to support the SPP Tariff. Every effort has been made to reflect the SPP Tariff and all users of this document should use it in conjunction with the SPP Tariff. If any information in this document is in conflict with the SPP Tariff, the Tariff shall govern.

Industry Expert Candidate:

Pursuant to Attachment Y of the SPP Tariff, any individual that wishes to participate in the Industry Expert Pool outlined in Section III as an Industry Expert Candidate must submit an application documenting expertise in one or more of the following areas: (1) electric transmission engineering design; (2) electric transmission project management and construction; (3) electric transmission operations; (4) electric transmission rate design and analysis; and (5) electric transmission finance. The Candidate must disclose any affiliation with any SPP stakeholder or any Qualified RFP Participants (QRP) (as described in Section 9 of the application). Candidates must submit an application to the Transmission Provider (SPP) **no later than September 1.**

Submission Instructions:

All applications and supporting materials should be submitted via email to IEPApplications@spp.org

If you need additional assistance please call Customer Relations at 501-614-3200 and ask for Customer Relations.

Information Posting:

Pursuant to Section III.2.b.iii of Attachment Y of the SPP Tariff, the Industry Expert Candidate Application is public information and subject to posting on <http://www.spp.org> as deemed necessary by SPP.

Supporting Documentation:

In addition to application responses, Industry Expert Candidates may provide supporting materials for the qualification requirements listed in Attachment Y of the SPP Tariff. Supporting materials should be submitted at the same time as the application, and be clearly marked with the Industry Expert Candidate Application Section number, question number and any other identifier listed in the application document. For example, supporting materials for the Subject Matter Expertise should be marked "Section 6, Question 1".

Important Dates:

On an annual basis, the Oversight Committee or its successor shall identify a pool of candidates to serve as industry experts.

- June 1 – Industry Expert Pool Application Window begins
- September 1 – Industry Expert Pool Application Window closes
- November – Notification of Board approval for IEP Pool

Application – General:

Each Industry Expert Candidate is required to submit an application to be qualified for selection to the Industry Expert Pool and to ultimately serve on an Industry Expert Panel.

All sections of the application documents are required to be completed by all Candidates. All applications must be signed, dated, include all supporting materials, and be received by SPP **no later than September 1** to be accepted and processed for qualification determination.

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Applications that are incomplete of the above requirements may be deemed deficient and not eligible for consideration to participate in the Industry Expert Pool for the following year.

Application Section 1: Personal Information:

This section is required for all Industry Expert Candidates.

Name: Legal name of the Candidate.

Mailing Address: The official street /PO Box mailing address of the Candidate.

City/State/Zip: The City, State and Zip code for the official mailing address of the Candidate.

Email Address: The email address to be used in communications with the Candidate.

Business Phone: The main phone number of the Candidate.

Mobile Phone: The main mobile phone number of the Candidate.

In the event a Candidate is not applying individually, but is applying on the behalf of a firm or company an explanation should be provided.

Application Section 2: Acknowledgement:

This section is required for all Industry Expert Candidates.

Application Section 3: Certification:

This section is required for all Industry Expert Candidates.

Candidates will certify that they have read and understand Attachment Y of the SPP Tariff. Also, in the event of any conflicts in terms the Tariff will govern.

Application Section 4: Education:

This section is required for all Industry Expert Candidates. The Industry Expert Candidate should provide all relevant education experience obtained.

College or University: List the name of the college or university at which degree was obtained.

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Attendance Dates: Provide the dates which the Candidate attended the college or university.

Major or Emphasis: Provide what major or emphasis of course work was obtained by the Candidate.

If there is additional education experience that should be considered then provide that in the area directly below the top boxes.

Application Section 5: Employment History:

This section is required for all Industry Expert Candidates. Candidates should provide last ten years of employment history.

Employer Name: Legal name of the employer.

Mailing Address: The official street/PO Box mailing address of the employer.

City/State/Zip: The City, State, and Zip code for the official mailing address of the employer.

Business Phone: The main phone number of the employer.

Name/Role of Supervisor: The name of the direct supervisor at the employer.

Dates of Employment: List the dates in which Candidate was employed.

Position/ Job Title: List the Position and Job Titles held by Candidate at employer.

Compensation: Provide the compensation amount the Candidate was provided by employer.

Reason for Leaving: Provide reason(s) why Candidate left employer.

If more employment/experience history should be considered, provide that information in the area below the top boxes.

Application Section 6: Subject Matter Expertise:

This section is required for all Industry Expert Candidates.

Pursuant to Attachment Y.III.2.b.i each Industry Expert Candidate shall have documented expertise on file with the Transmission Provider (SPP) in one or more of the following areas: (1) electric transmission engineering design; (2) electric transmission project management and construction; (3)

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electric transmission operations; (4) electric transmission rate design and analysis; and (5) electric transmission finance.

Each question should be answered and all experience/expertise pertaining to each topic should be detailed. Any supporting documentation substantiating the experience/expertise should be provided.

In the event that the Industry Expert Candidate does not have experience in a specific area, please mark "N/A" as a response.

Application Section 7: Professional References:

This section is required for all Industry Expert Candidates. Candidate should provide three professional references.

Reference Name: The name of the professional reference being provided by the Candidate.

Reference Title: The title of the professional reference being provided by the Candidate.

Mailing Address: The mailing address for the professional reference being provided by the Candidate.

City/State/Zip: The City, State, and Zip code for the official mailing address of the professional reference being provided by the Candidate.

Business Phone: The main phone number for the professional reference being provided by the Candidate.

Email Address: The email address for the professional reference being provided by the Candidate.

Application Section 8: Other Industry Expertise and Experience:

All Industry Expert Candidates should complete this section and use it as a way to enhance their application and provide relevant information that does not fit in other sections of the application. If one of the five questions is not applicable then answer with "N/A".

Application Section 9: Affiliations:

Each industry expert must disclose to the Oversight Committee any affiliation with any SPP stakeholder or any QRP. In the event an affiliation exists, the Oversight Committee will evaluate whether the affiliation may adversely impact an industry expert’s ability to independently evaluate RFP proposals, and the Oversight Committee may disqualify that industry expert.

For purposes of SPP’s Order 1000 process, an affiliation is defined as the existence of a relationship or situation whereby an Industry Expert has past, present, or currently planned interests that either directly or indirectly (through a client, contractual, financial, organizational or other relationship) may relate to a QRP or SPP stakeholder.

Provide at a minimum the name, address, phone number, type of affiliation, and all dates relevant to the affiliation that the industry expert was/is associated with.

Application Section 10: Acknowledgement, Release, and Consent:

All Industry Expert Candidates must agree and sign the signature line acknowledging the release and consent of information to SPP. By submitting an application it does not imply or create any relationship between the Candidate and SPP.