

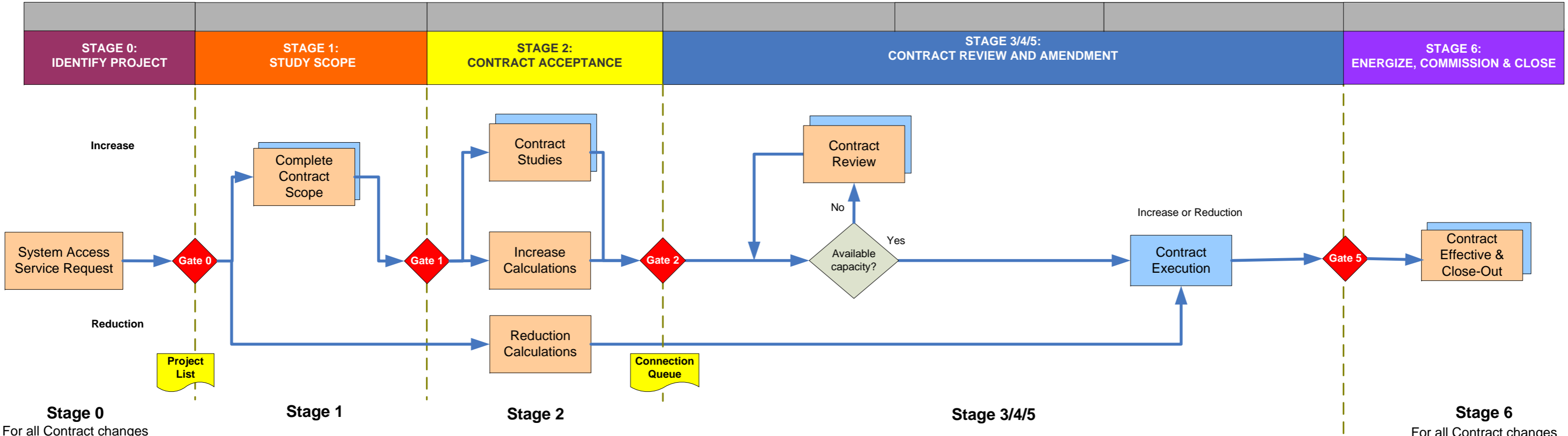
# CONTRACT PROCESS OVERVIEW

The Process below is to be used for a Contract Increase or Reduction. Some or all of the activities may be required for a Contract Change and will be determined on a project by project basis.



There are no current timelines for the Contract Process

For Contract Terminations please contact Customer Connections (customer.connections@aeso.ca)



**Key Activities:**

- MP submits SASR to AESO
- AESO reviews SASR for completeness
- MP resolves any data deficiencies if required
- Project is created

**Stage 0 Gate Requirements:**

- SASR is complete

**Contract Increase Key Activities:**

- Project Kick-off and project expectations, as required
- Contract Study Scope completed
- Identify AESO/MP/Consultant, as required

**Contract Increase Stage 1 Gate Requirements:**

- Non-Disclosure Agreement in place if Consultant will perform studies
- Study Scope signed by all parties

**Contract Increase Key Activities:**

- Complete capacity studies, as required
- Confirm contract request can proceed
- Contract Acceptance Letter issued
- Project CCD updated
- GUOC recalculated (STS only)

**Contract Increase Stage 2 Gate Requirements:**

- AESO accepts study results, if completed by Consultant
- Contract capacity confirmed
- Contract Acceptance Letter signed, as required

OR

**Contract Reduction Key Activities and Gate 2 Requirements:**

- Project CCD updated
- Contract Acceptance Letter issued

**Contract Increase Review**

When capacity requests **can't** be accommodated, Contracts will not proceed until updated capacity studies confirm the Contract can proceed.

- Requested capacity will be reviewed every 6 months.

When requested capacity **can** be accommodated, the AESO will issue an updated Contract Acceptance Letter to confirm the request should proceed.

**Contract Increase Key Activities:**

- MP invoiced for Contract Increase calculation
- CCD updated and GUOC recalculated(STS only) (if not previously adjusted in Stage 2)
- SAS agreement signed no later than five weeks prior to new effective date of operation.

**Contract Increase Stage 3.4.5 Gate Requirements:**

- SAS Contract signed

OR

**Contract Reduction Key Activities and Requirements:**

- MP invoiced for Contract Reduction calculation
- SAS agreement signed no later than five weeks prior to new effective date of operation.

**Please Note:**

If Contract Increase studies determine that a Functional Specification is required the Contract may transition to a **Behind the Fence or Connection** project

**Key Activities:**

- AESO closes project

**Stage 6 Gate Requirements:**

- AESO Project Closeout Checklist completed

**Legend**

AESO = Alberta Electric System Operator  
 AUC = Alberta Utilities Commission  
 CCD = Construction Contribution Decision  
 DTS = Demand Transmission Service  
 FS = Functional Specification  
 GUOC= Generating Unit Owner's Contribution  
 MP= Market Participant previously referred to as 'Customer'  
 SASR = System Access Service Request  
 SAS= System Access Service  
 STS = Supply Transmission Service

Document symbol denotes where projects are added to the Project List or the Connection Queue.

**Lead:**

