## J.23 – Kiteworks Instructions

Offerors shall submit their proposals utilizing AOC's secure file transfer protocol site "Kiteworks", which will be provided to offerors at no cost. Offerors must request access for Kiteworks from the CO and CS via email. Offerors are limited to two (2) users and must provide a first name, last name and email address as well as a completed Non-Disclosure Agreement for each user, which can be found in Attachment J.22 Non-disclosure Agreement for Contract Employees. Once AOC has created the account(s), offerors will receive an email with access to Kiteworks and instructions on how to use the site.

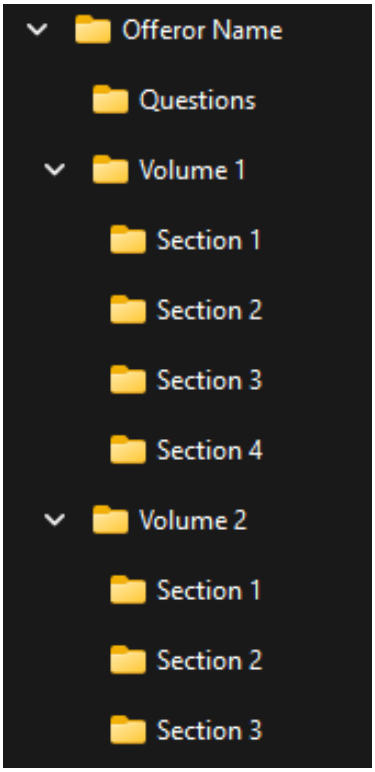
Kiteworks has the ability to track activity by date, time and user within the folders and individual documents. The official time of receipt is the timestamp recorded by Kiteworks. Any document uploaded or modified after the deadline will be deemed late and will not be considered. It is recommended to fully exit Kiteworks before the time any submissions are due.

### Access to J.2 – Facility Contractor Area of Responsibility

Attachment J.2 will be shared with each user to view on Kiteworks. This document will not be available to download, print or edit.

### Proposal Submissions

All users will have "Uploader" permissions, which will only allow the users to upload, view and edit their documents to the folder which has been shared with them. Each offeror will have their own folder and will not be able to access or view any other folders.

Each offeror's folder will come pre-organized. An example of the file structure for each offeror's folder is shown below, which mimics Section L.3(b). Volumes 1 and 2 shall be uploaded with separate documents for each Section. Section 2 of Volume 1 shall be uploaded by venue. Each venue in Section 2 contains four (4) parts – all parts for each venue may be consolidated into one (1) document and uploaded to the appropriate folder.

Kitworks File Structure: