

Appendix:- Secure File Transfer Facility

Notification to be sent out:

EOI Layer 1 Passive Infrastructure – Electronic Submissions

In the request for Expressions of Interest (EOI) for Layer 1 Passive Infrastructure, Crown Fibre Holdings Limited (CFH) advises all Respondents that a secure electronic method by which Respondents can lodge an electronic version of their response is now available at:

<https://filesubmission.crownfibre.govt.nz>

Key things to note:

1. The facility allows Respondents to upload one document at a time in a secure and confidential manner, which is then delivered directly to CFH.
2. The maximum file size for each document is 10MB.
3. File names should start with the Respondent's organisation name for identification and include EOI Layer 1 in the name.
Example: ABC Ltd_Response to EOI Layer 1_13 Dec 2010.doc
4. On first use of the facility, Respondents must sign up by registering their email addresses and creating a secure password. The password is set by the Respondent directly. Files can then be uploaded directly to CFH whereupon a confirmation email will be sent back to Respondents notifying them that the document has been received at CFH.
5. The address that the files will be sent to (which is the Recipient's Email Address to input on the main page of Send A File) is: tenders2010@crownfibre.govt.nz.
6. Once registered, confirmation emails to you from the system are prone to being sent to your spam/junk email folder (they will be from alerts@sendtoperson.com) and need to be moved to your inbox before the activation can work (CFH's IT provider has arranged that we use sendtoperson.com as the secure file transfer provider).

The security features of the facility include:

1. You use your own email address and set your own secure password to register.
2. The designated address –tenders2010@crownfibre.govt.nz - is the only Recipient Email Address that will work (you are not able to send the files to another email address).
3. All files will be encrypted and are not able to be viewed by any party other than CFH and the EOI's Evaluation Team.

Respondents may wish to test the facility by sending a test file ahead of submitting their Proposal. Any issues should be directed in the first instance to Francie Chung, Procurement Officer, Crown Fibre Holdings via email to francie.chung@crownfibre.govt.nz).