EXHIBIT C.5 B

Accessing the Secure File Transfer Portal (SFTP)

County of Alameda

Regional Renewable Energy Procurement Project

All Bidders that are qualified through the R-REP Pre-Qualification process will be given a username and password to access the SFTP site. The following is a step-by-step guide for accessing Participating Agencies' specific site information from the County of Alameda Secure File Transfer Portal (SFTP). Bidders are advised to use a high speed internet connection and a current version of your internet browser (*e.g. Google Chrome, Firefox Mozilla, or Internet Explorer*) to access and download site information from the SFTP site. **Please note**: Internet Explorer 10 is not supported, but versions up to and including Internet Explorer 9 are supported. The SFTP site may operate differently based on the browser being used. If you are having trouble downloading files from one browser, please try a different browser.

A Password to access the SFTP will be valid for ninety (90) days from date of issuance. If necessary, Pre-Qualified bidders will be sent a notice with a new password two (2) weeks prior to the ninety (90) day expiry. For SFTP questions please contact: Michael Lu at Michael.Lu@acgov.org.

1) Step One

a. Visit: https://sftp.acgov.org

b. Type in Username and Password

Note: Username and Password will be given only to bidders that are qualified through the County's Pre-Qualification process.

2) Step Two

Click on "Folders" on the left side of page.

3) *Step Three*

Click on the "Shared" folder tab.

4) *Step Four*

Click on the "GSA Shared" folder tab.

5) Step Five

Click on the "R-REP Participant Data" folder tab.

6) Step Six

Bidders can click on any of the available Participating Agency folder.

7) Step Seven

Click on a Participating Agency site folder to access information specific to that site.

8) Step Eight

Click on the "Download" link under "Actions" to access specific site information.

Note: Depending on your browser, you may need to disable spam filters and/or upgrade the internet browser. The SFTP site may operate differently based on the browser being used. If you have trouble downloading files from one browser, please try a different browser.

Success!

Note: The SFTP site contains large files. A high speed internet connection is highly recommended