

Access to Kiteworks and Files for External Parties

As of Friday, October 25, 2024, the GDIT Task Order Portal (GTOP) has been retired. In its place, a new process is being implemented to facilitate collaboration on task order opportunities with authorized subcontractor teammates on major contracts handled by the General Dynamics Information Technology (GDIT) Government-Wide Acquisition Contract (GWAC) Center.

Impacts to Subcontractor Teammates: **1.** The distribution of task order opportunities (now called “Task Orders”) and collection of responses will be done exclusively via email notifications. If a subcontractor teammate believes they can contribute to winning the work, they can now simply reply to the email notification (which will be shared with the GWAC Center or GDIT Capture Team). **2.** Authorized subcontractor teammates will now access Task Order files via Kiteworks, a secure file-sharing platform.

NOTE: Screenshots are taken from emails sent from a testing environment. Although not an exact match to production, they will still provide visual representation of what the user should expect to see.

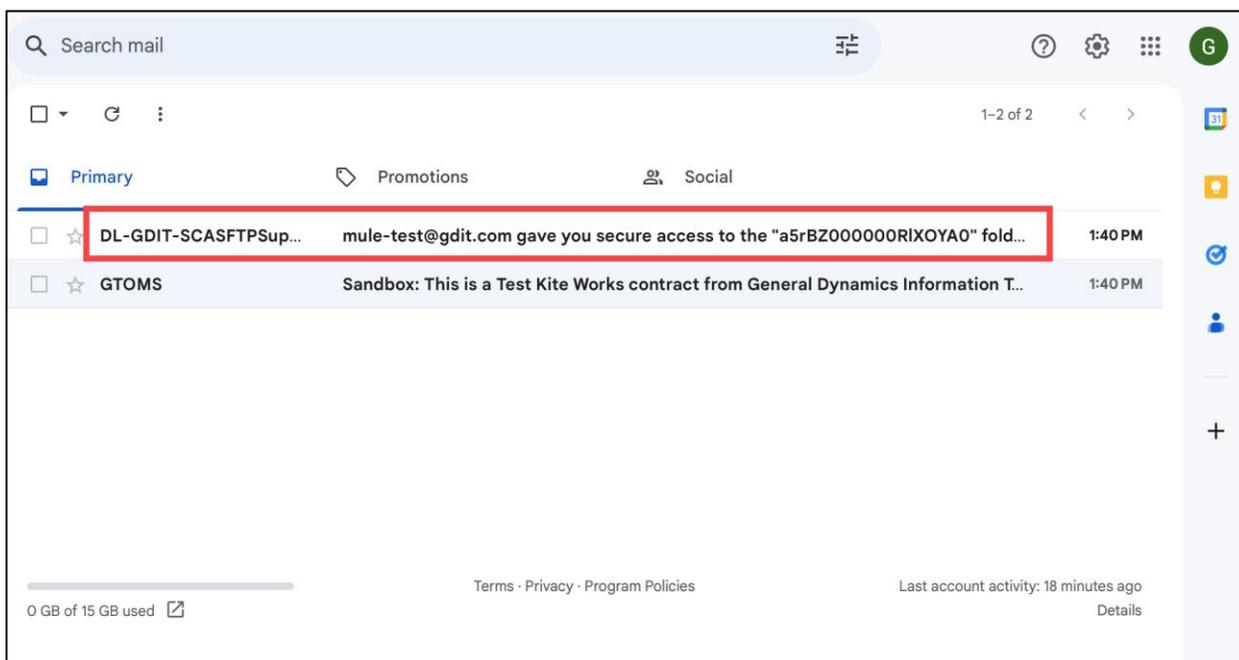
How to Register for Kiteworks

When a subcontractor teammate accesses Kiteworks for the first time, they will be asked to register their account. To register your account:

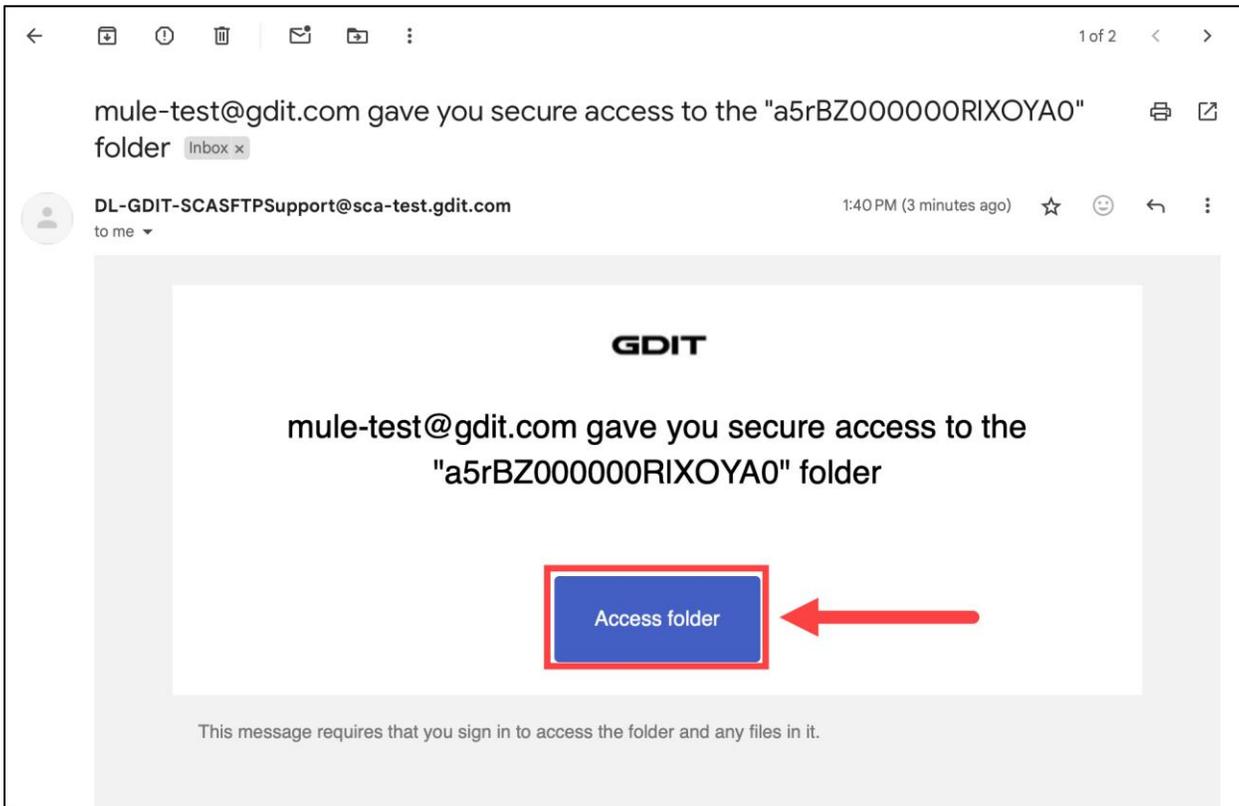
1. **Open** the Kiteworks email.

NOTE: Subcontractor teammates will receive two (2) emails each time an email notification is sent out. One will come from GTOMS (GDIT Task Order Management System) and one from Kiteworks. **Make sure to check your Spam Folder for any emails that may have been filtered.** After initial registration to Kiteworks, the user can solely focus on email notifications coming from GTOMS (however, either email link will still work and grant access to files in Kiteworks).

NOTE: Accounts are deleted after 90 days of inactivity. Subcontractor teammates will be required to re-register for Kiteworks if their account is deleted.



2. Click the 'Access folder' link in the email.



3. Enter your email address (this must match the email of subcontractor teammate, as provided to the GWAC Center), then select 'Next'.



4. Create a password and then click 'Create account'.

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Create account

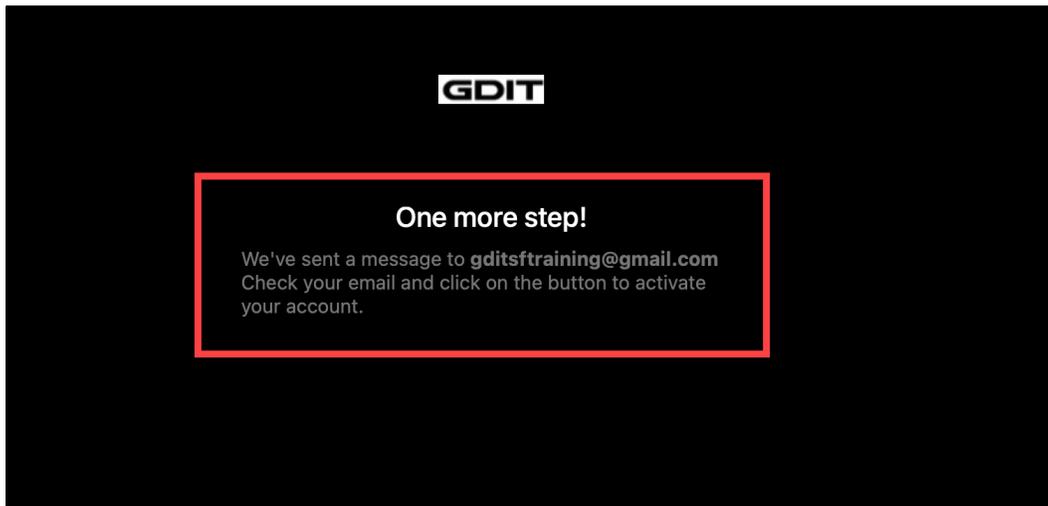
Already a kiteworks user? [Sign in](#)

Email

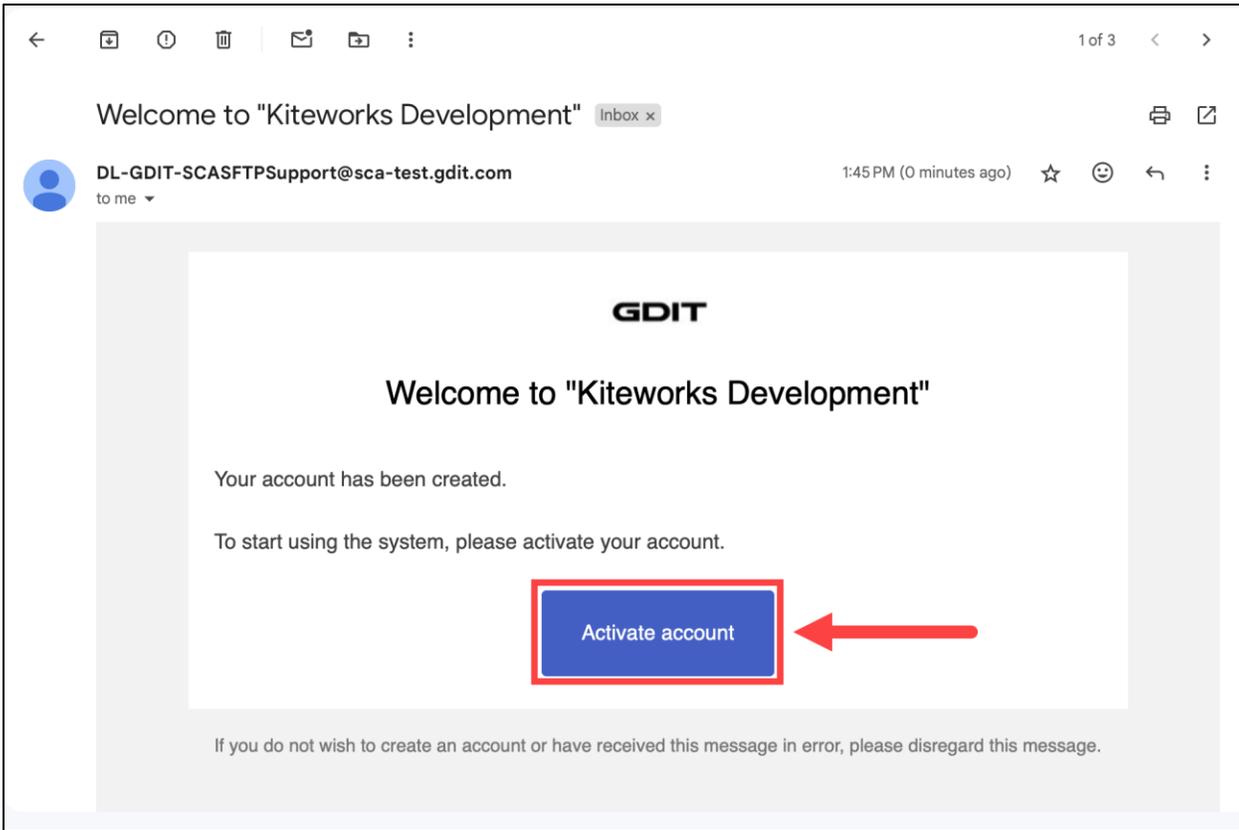
Password

 Strong Password

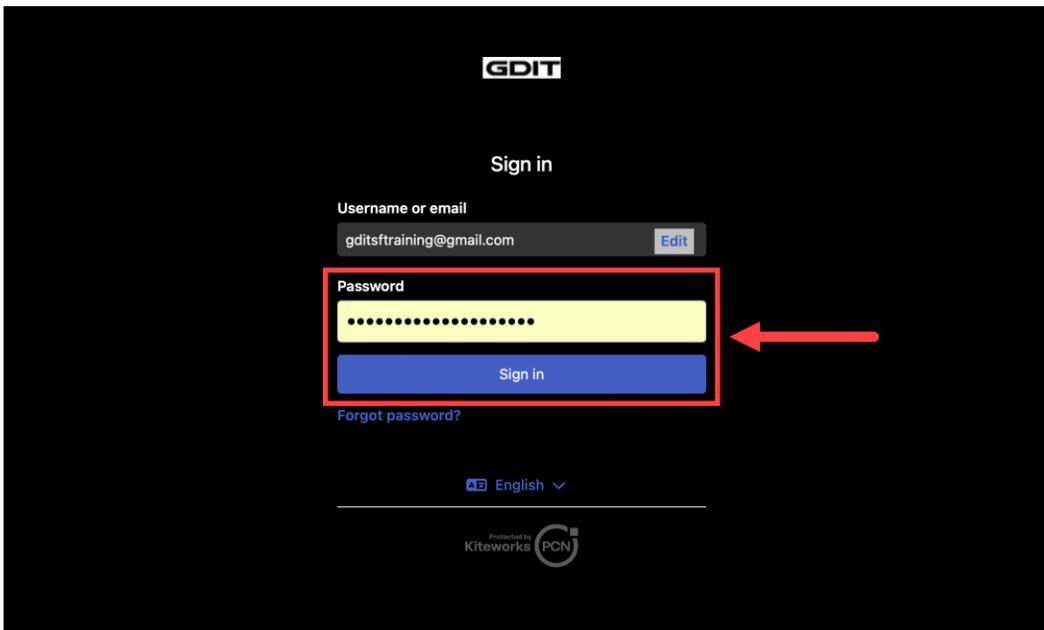
5. You will then be prompted to **activate your account**. Navigate back to your inbox and **open** the new email notification.



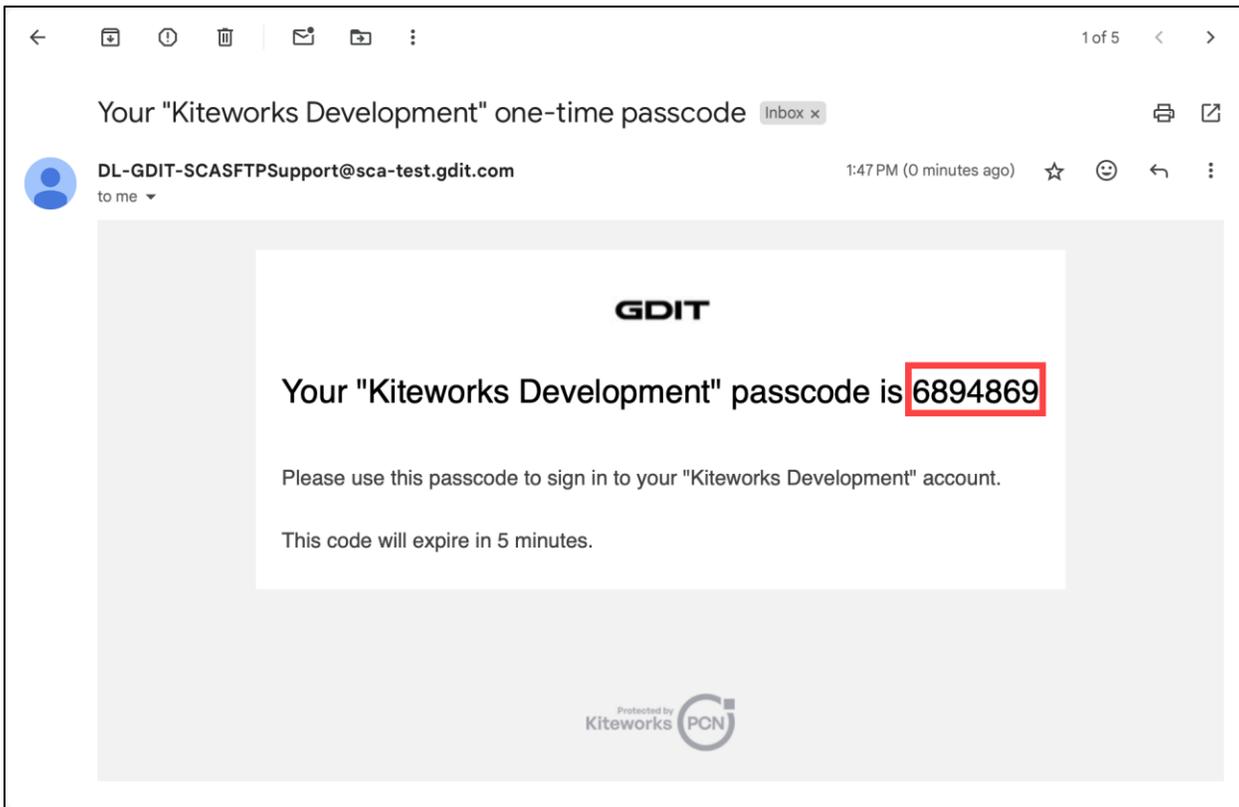
6. Click on the 'Activate account' link within the email.



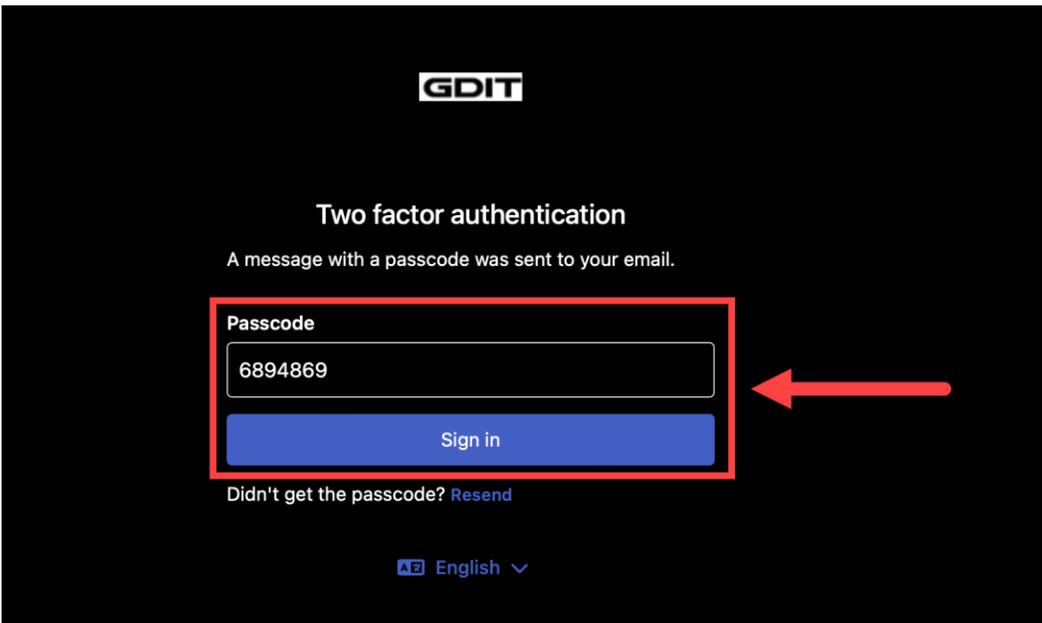
7. Login using your username/email and newly create password. Click 'Sign in'.



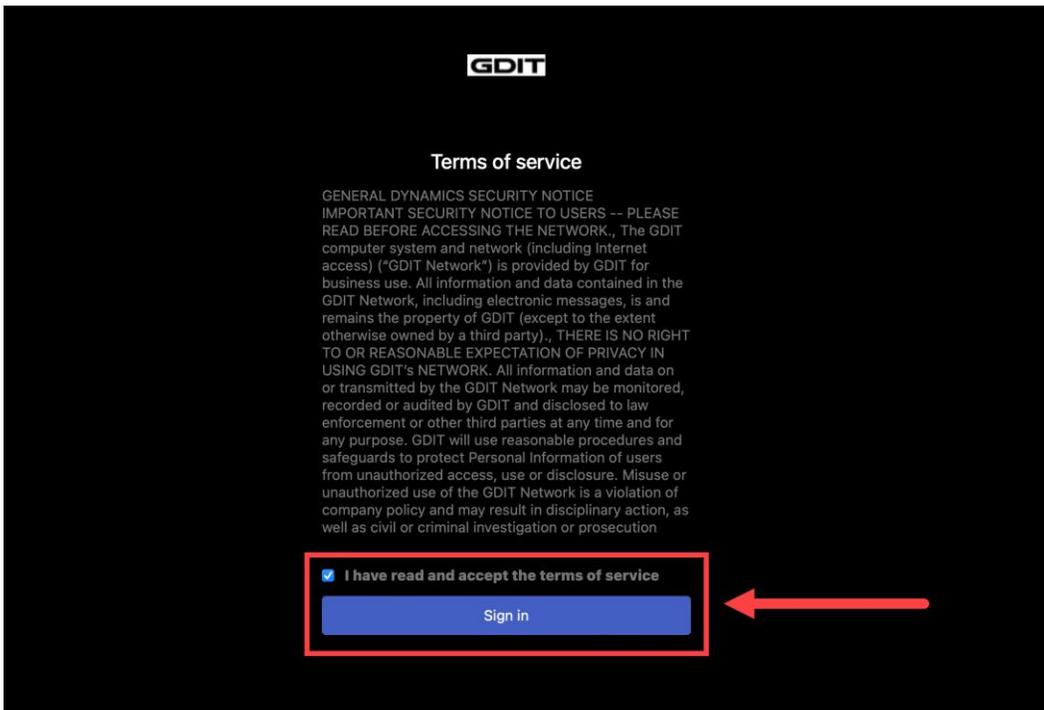
8. **Access to Kiteworks requires two-factor authentication.** A one-time passcode will be emailed to you.



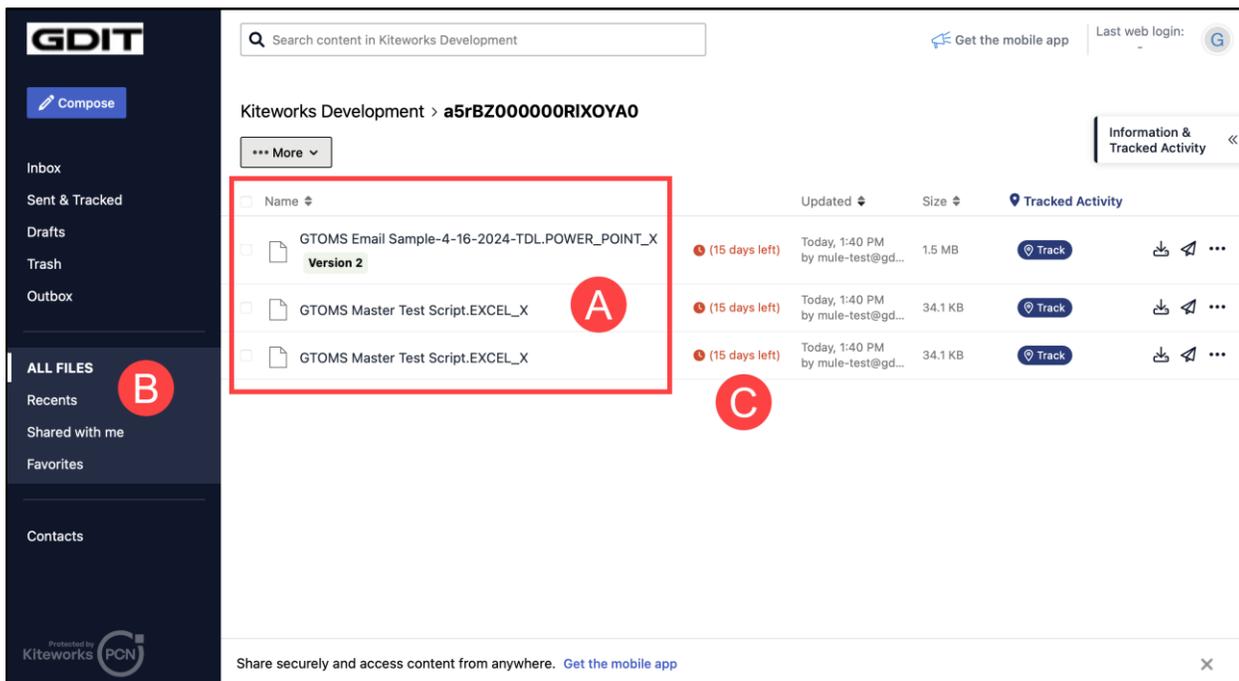
9. **Enter your passcode and click 'Sign in'.**



10. Read and accept the terms of service to complete registering your account. Click 'Sign in' one final time.



You now have access to files for the specific Task Order within Kiteworks (A). From here you can open and download the documents. If you are granted access to multiple Task Orders, you can switch between folders using the "All Files" navigation menu on the left-hand side (B).



NOTE: Access to files for each specific Task Order will expire in 15 days, and the system will display the remaining number of days you have left to view files (C).

Email Notifications

Each time a Task Order generates a notification, the subcontractor teammate will receive two emails. Once you have registered for Kiteworks, you can choose to open only the email from GTOMS. The email notification from GTOMS will include **additional information about the Task Order**, as pictured below. **Clicking on the 'Link to shared Documents'** will take the user to Kiteworks.

NOTE: Two-factor authentication is required every time you access a folder in Kiteworks. Login with your username and password, and then enter the sent passcode when prompted. Please note that the system may log you out due to inactivity; simply log-in again if this happens.

Sandbox: This is a Test Kite Works contract from General Dynamics Information Technology Inbox x

GTOMS <gtoms@gtoms.gdit.com> 1:40 PM (14 minutes ago) ☆ ☺ ↶ ⋮
to me ▾

St. Elizabeths Technology Services II (SETS II) - Market Assessment

The government documents have been attached for your convenience. Please respond to this email with your competitive intelligence.

Scope:
The purpose of the upcoming SETS II Task Order (TO) is to provide services to design, procure, configure, implement, test, secure, accredit, operate, and maintain an IT and physical security (PS) infrastructure primarily at the St. Elizabeths Campus and ensuring Confidentiality, Integrity, and Availability (CIA) of the NCR St. Elizabeths Campus IT and PS infrastructure.

Opportunity Details:
Status Code: CM DESIGNATED
Opportunity Number: RFQ1596163
Other Opportunity Id: 47QFCA22Z0051
Date Posted: 11/14/2022 1:00:00 AM EST
Respond to GD POC by: 11/15/2022 8:00:00 AM EST
Date Questions Due: 09/12/2024 12:00:00 PM EDT
Date Response Due: 11/23/2024 12:04:00 PM EST
Account: ARMY RESERVE COMMAND
Division: **Defense**
Acquisition Organization: GSA FEDSIM
Location of Work: National Capital Region, DC
Est. POP in Months: 84
Contract Vehicle: Test Kite Works
Contract Type: Cost Plus
Incumbent Contractor: US AFRICA COMMAND
Security: Mulesoft
GD Task Order POC: [Tad Laszewski](#)

[Link to shared Documents](#)

For any issues with this email, please contact the GD Task Order POC [Tad Laszewski](#)

↶ Reply ↶ Reply all ↷ Forward ☺