

Electronic Contracting with FDOT

FDOT is initiating the use of program which will use the DocuSign® application, as a part of the Department's electronic contracting and paperless initiatives. The DocuSign® application will be used as the mechanism to transmit and execute contract documents for Road and Bridge Construction and Maintenance contracts. Beginning with the August 2016 lettings, the Department's staff and the contractors will transmit and execute contract documents using the DocuSign® application products purchased by the Department. Contractors will not incur any additional costs related to the implementation of this initiative.

For more information please see the attached documents. Additional information can be accessed at: <https://www.docusign.com/>

Please direct all questions related to this notice to the Contracts Administration Office at 850-414-4000 or email us at contracts.admin@dot.state.fl.us.

Quick Summary: FDOT Pilot for E-signature Web Application

- The Department has undertaken a Paperless Initiative, with the objective of developing a paperless solution for our administrative processes.
- The first area of focus will be contracts.
- On April 6, 2016, the Secretary sent a letter to Department of Financial Services (DFS) notifying DFS of FDOT's intent to adopt electronic contracting, including electronic signatures on contract documents.
- A Request For Information (RFI) was posted through MyFloridaMarketPlace in February 2016, to solicit product information from e-signature vendors & explore available technologies on the market.
- Through the RFI process, the Department identified DocuSign as an electronic signature product available on two Department of Management Services (DMS) Alternate Source Contracts.
- DocuSign is a web based electronic signature application that includes workflow (contract routing).
- It is the most widely used electronic signature application. 50 million+ signers.
- 13 DOTs have adopted DocuSign for use: Arizona DOT, Connecticut DOT, Georgia DOT, Michigan DOT, Minnesota DOT, Nevada DOT, North Carolina DOT, North Dakota DOT, Oregon DOT, South Carolina DOT, Texas DOT, Washington DOT, and Wisconsin DOT. Locally, HSMV is also deploying DocuSign.
- Advantages of DocuSign:
 - Produces Chain of Custody and audit trail for every signed contract, for legal enforceability
 - Provides faster turnaround on contracts
 - Includes work flow; routes the contract in the order of sequence that the contract originator sets for all signers (both internal and external).
 - Does **not** require external signers (i.e., consultants/contractors/vendors) to have to purchase the DocuSign product
 - Integrates with standard technology platforms such as Microsoft Outlook & SharePoint
 - Scalability
- Routing and Signature Process:
 - Upload the document
 - Indicate within the application who needs to sign the document (email addresses). Drag and drop DocuSign tabs to indicate where the contract needs to be signed and/or dated (the application can also auto-execute agreements).
 - Click send. DocuSign emails a link to each recipient which they can use to access the contract.
 - The signer clicks the email. The signer signs the contract document using the mouse pad, or the signer can adopt a signature.
 - Once you are done signing, click Finish.
 - No other action required by the signer. DocuSign handles the routing from that point.
- FDOT will initially pilot use of the DocuSign product for a one year period, for electronic signatures and routing of original contracts and amendments only. Anticipated time frame for pilot: 2016/2017 fiscal year (August time-frame). The pilot will not include task work orders, or task work order amendments. For construction documents, a separate product is still needed

FDOT E-signature Web Application Pilot

FDOT will pilot use of electronic signature technology for contracting, as part of the Department's paperless initiative. The pilot is scheduled for implementation in August 2016. Under the pilot, contracts and amendments originating from procurement, contracts administration, and district contracts offices will be executed using an electronic signature web application known as DocuSign. Internal staff and external signers (vendors/consultants/contractors) will sign contracts and amendments using the DocuSign software product purchased by FDOT. External users sign at no additional cost. Before selecting DocuSign, the Department reviewed available digital certificate and e-signature web application technologies. In February 2016, the Department conducted a formal Request for Information (RFI) posted through the Florida Vendor Bid System. The purpose of the RFI was to solicit product information from e-signature vendors. Through the RFI process, the Department identified DocuSign as an electronic signature product available on Department of Management Services (DMS) Alternate Contract Source No. 252-000-09-ACS and on GSA Schedule 70 (GS-35F-0119Y).

DocuSign Features:

- Experience with other Governmental Entities-** DocuSign is the most widely used electronic signature application. DocuSign has been implemented by the following Departments of Transportation: Arizona DOT, Connecticut DOT, Georgia DOT, Michigan DOT, Minnesota DOT, Nevada DOT, North Carolina DOT, North Dakota DOT, Oregon DOT, South Carolina DOT, Texas DOT, Washington DOT, and Wisconsin DOT. In Florida, the Department of Highway Safety and Motor Vehicles (HSMV) is also deploying DocuSign.

- Conforms with requirements of Chapter 668, F.S. (Electronic Commerce Statute-** Section 668.004, F.S.: *Force and effect of electronic signature— An electronic signature may be used to sign a writing and shall have the same force and effect as a written signature.*

- Integrates with standard technology platforms-** DocuSign integrates with other technologies, including MS Outlook and SharePoint. Signers can sign from any mobile device platform.

- Improves productivity, and streamlines signature process-** Increases responsiveness (procurement is able to track the document real time as it is being routed through the signature process); "green" process eliminates paper; faster contract turnaround time.

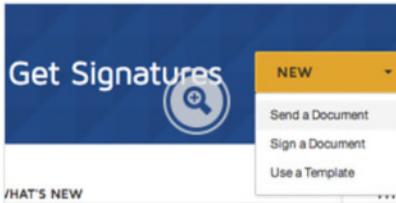
- Includes Workflow Automation-** DocuSign is not just a tool for affixing electronic signatures; it includes automated workflow. The initiator of the contract identifies the contract signers upfront, and DocuSign automatically handles the routing to all parties (internal and external), including affixing all signatures, and the final execution date (optional).

- Information Security and Audit Trail-** DocuSign e-signatures are legally enforceable, including non-repudiation digital audit trail, and chain of custody, and ISO 27001:2013 certified as an information security management system.

- Transactions-** A DocuSign envelope is similar to a manila envelope. Every document "stuffed" inside of the envelope is part of a single transaction, regardless of how many signatures or documents are included within the envelope. Attachments included in an envelope not requiring signature are also part of the single transaction.

- Implementing Offices-** The offices utilizing DocuSign for the pilot are: Central Office & District Procurement Offices; Central Office Contracts Administration; District Contracts; Central Office and District Maintenance Offices. Note; task work orders, task work order amendments, and non-contract documents will not be a part of the initial pilot effort.

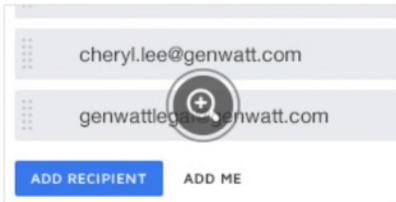
Simple Steps for Initiating a Document (Contract) for Signature using DocuSign:



STEP 1

Upload your document

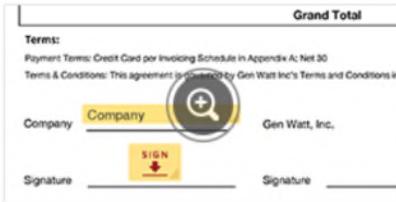
Simply upload a Microsoft Word, PDF, or other common document format



STEP 2

Indicate who needs to sign

Add the names and email addresses of your signers and other recipients, and even specify the order in which they should sign.

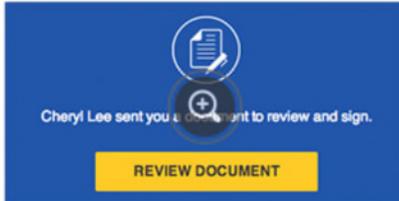


STEP 3

Place tags and send

Drag and drop DocuSign tags to indicate where you need a signature, initial, or date. You can also add standard or custom fields for signers to fill in. Then click Send. DocuSign emails a link to each recipient which they can use to access the document. Once the document is complete, it's stored securely for easy retrieval.

Simple Steps for Signing a Document (Contract) using DocuSign:



STEP 1

Click the link in email

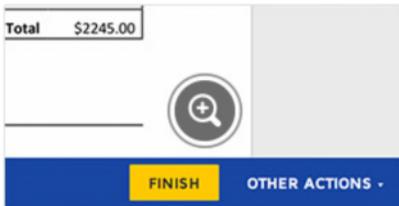
With one click, you can access the document and start the document signing process on virtually any internet-enabled device.



STEP 2

Follow the DocuSign tabs

Tabs and simple instructions guide you through the signing process. Your electronic signatures are secure, legally binding, and widely accepted for most business transactions around the world.



STEP 3

Finish, and you're done

Once you're done signing, click Finish. That's it!