

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.