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).

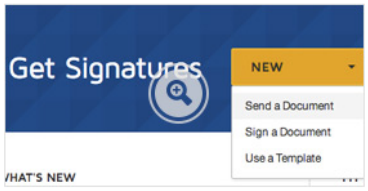
- **Information Security and Audit Trail-** DocuSign e-signatures are legally enforceable, including non-repudiation digital audit trail, and chain of custody, and ISO 27001:2013 certified as an information security management system.

- **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.

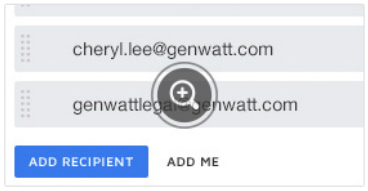
Simple Steps for Initiating a Document (Contract) for Signature using DocuSign:



STEP 1

Upload your document

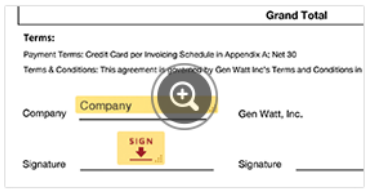
Simply upload a Microsoft Word, PDF, or other common document format



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.

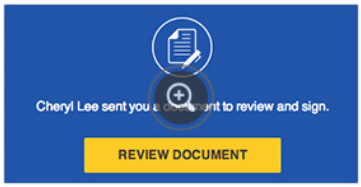


STEP 3

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.

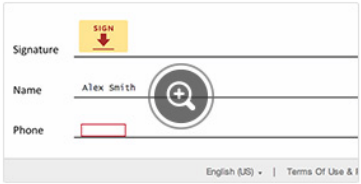
Simple Steps for Signing a Document (Contract) using DocuSign:



STEP 1

Click the link in email

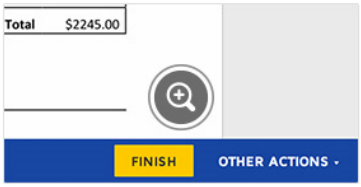
With one click, you can access the document and start the document signing process on virtually any internet-enabled device.



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!