

Thank you your interest in Kent State University. Kent State now utilizes DocuSign, an electronic signature and digital transaction management service, for the submittal of proposals. There is no paper to print, it can be done from anywhere in the world from your computer, tablet or smartphone, reduces contract execution times, and increases efficiency for Kent State University and its vendors. This service is free of charge for signers and does not require a DocuSign account to complete the signature process.

This correspondence will provide you with step-by-step instructions to respond to Kent State University proposals via DocuSign. If at any time you require additional assistance utilizing the DocuSign application, please contact the Kent State University Procurement Department via e-mail at procurement@kent.edu or phone at 330-672-2276.

Responding to a Proposal Using DocuSign

1. Only an authorized signatory person should respond to the bid.
2. Find active opportunities on the Kent State University Procurement webpage at www.kent.edu/procurement/bids

Active Opportunities

DOCUMENT	DESCRIPTION	ISSUED	DUE DATE	CONTRACT MANAGER	SUBMIT
RFP #1234	Procurement Consulting Services, KSU, Kent, OH 44242 <i>RFP 1234 Question and Answers</i>	September 5, 2018	September 28, 2018 5:00pmET	Janet Schramm	Respond to 1234
RFP #1552	Fleet Services Vehicle Lease, KSU, Kent, OH 44242 <i>RFP 1552 Question and Answers</i>	June 20, 2018	July 20, 2018	Janet Schramm	Respond to 1552
RFP #1559	Purchase of a List Generation Tool for Institutional Advancement	July 2, 2018	July 25, 2018	Larry McWilliams	Respond to 1559
RFP #1557	Preventative Maintenance Services, KSU, Kent, OH 44242	July 6, 2018	August 17, 2018	Janet Schramm	Respond to 1557

3. Upon clicking the corresponding link under the SUBMIT column, DocuSign will open and request the authorized signer/submitter fill in their full name and email.
 - i. Docusign will then request an access code.



PowerForm Signer Information

DocuSign time stamps upon clicking "FINISH" for submission; the DocuSign "Certificate of Completion" signed time stamp is the official and legal time submitted.

Please enter your name and email to begin the signing process.

Your Role:

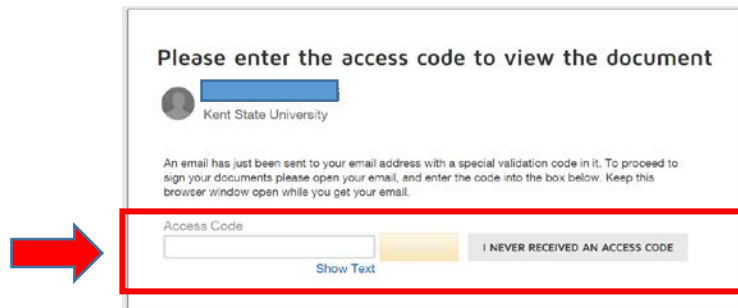
Responding Company *

Your Name:

Your Email:

Begin Signing

4. The access code will be emailed by DocuSign to the email address provided to validate and verify the authorized contact. Once received, use the code to enter into the bid's submission form.
 - a. Click [Enter] or [Tab] if the gold VALIDATE button does not appear.
 - b. Select "VALIDATE" to confirm signer's identity.



5. DocuSign will load the form, affirming the use of electronic and legally binding signature by the signer through checking the box on the top left.
 - a. Select "Continue" to begin the form



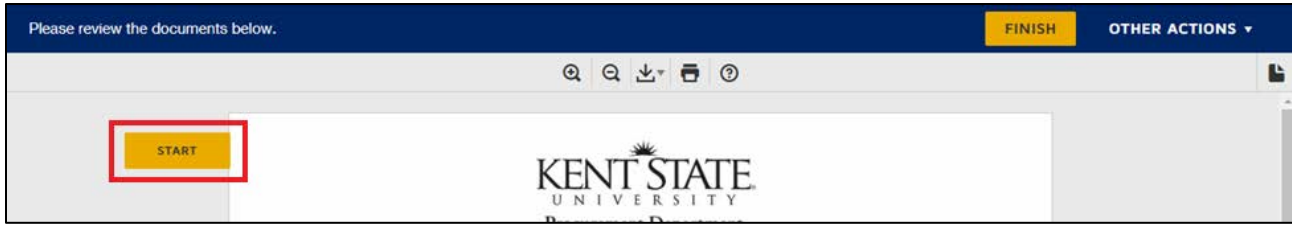
Follow the DocuSign tabs. Tabs and instructions will guide you through the signing process. Your electronic signatures are secure, legally binding and widely accepted for most business transactions.

If you have never signed a document in DocuSign, you will need to read the Electronic Record and Signature Disclosure, and then click the check box to indicate you agree to use e-records and signatures, and you will need to adopt a signature. Once you check the box, the "CONTINUE" button will become bright gold.

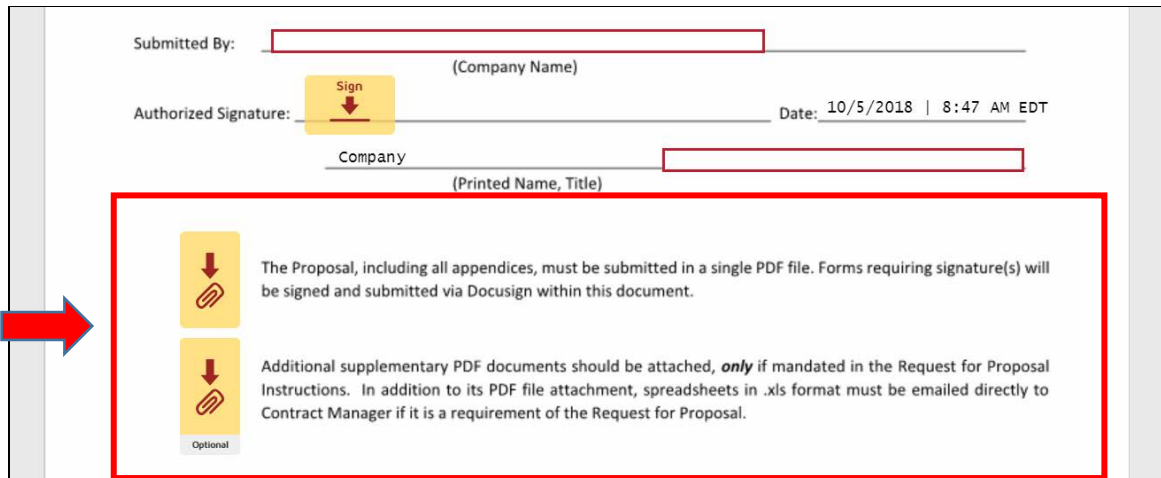
Important! To view and sign the documents, you must agree to conduct business electronically.

If you previously read and agreed to the Electronic Record and Signature Disclosure, clicking the link will send you directly to the document you need to sign.

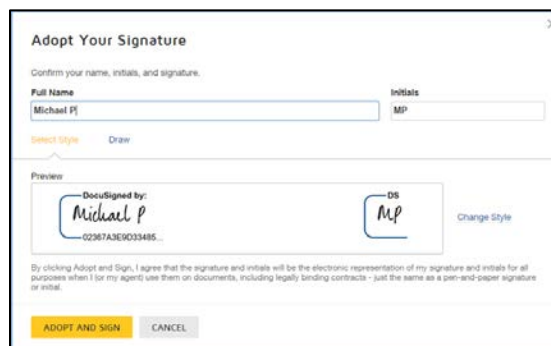
6. Clicking on the "CONTINUE" button will open the signing screen. In the signing screen, click on the gold "START" tab. This will direct you to the areas where your signature or other information is required.
 - a. It is advised not to use the "NEXT" arrow, as it will only bring you to the required fields. There are optional fields that are important and should be addressed.



7. The company's proposal for submission will be uploaded on Form 1. The document must be in a single PDF file. Any additional spreadsheets or forms to the bid must be included in the submission as a second attachment.
 - a. The attachment will auto-generate into a PDF file. Attach all documents as a single attachment
 - b. In addition to its PDF file attachment, spreadsheets in .xls format must be emailed directly to Contract Manager if it is a requirement of the Request for Proposal



For the “Signature” field, you will be asked to Adopt Your Signature.



Verify that your name and initials are correct. If not, change them as needed.

This is a one-time process that will only need to be done the first time you sign a document. (If you set up a free account as instructed at the end of the signing process. If you choose not to set up an account you will have to select a signature each time you are requested to sign.)

To adopt a signature, do one of the following:

- Accept the default signature and initial style, and go to the next step.
- Click Change Style, and select a different signature option.
- Click Draw. Draw your signature/initials using a mouse, or your finger or a stylus on a touchscreen.

Note that your electronic signature does not need to look like your actual signature to be legal.

Click “Sign” to adopt and save your signature information and return to the document.

Your signature will then be automatically placed when you click the field and the “date signed” field will be automatically populated with the date you signed. If there are other fields that require input, you may need to type in the requested information, such as your organization’s name, or your e-mail address.

8. Complete the form in full, noting some forms may request additional attachments such as diverse certification, VPAT compliance and data security clearance verification

<input type="checkbox"/>	more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.
<input type="checkbox"/>	Minority-owned business – A business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.
<input checked="" type="checkbox"/>	State of Ohio Certified MBE (Attach Certificate)
<input type="checkbox"/>	State of Ohio Certified EDGE (Attach Certificate)
<input type="checkbox"/>	Ohio OMSDC Certification (Attach Certificate)
<input type="checkbox"/>	Veteran Owned Business

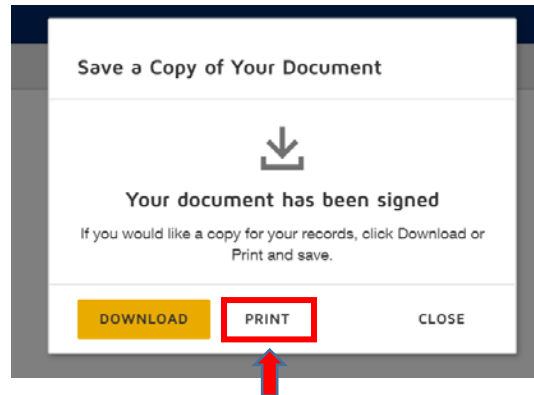


9. All uploaded documents will be loaded after the Kent State University Bid Submission Form. Check all documents before selecting "FINISH" when the form is complete.
 - a. Click “FINISH” when ready to send.

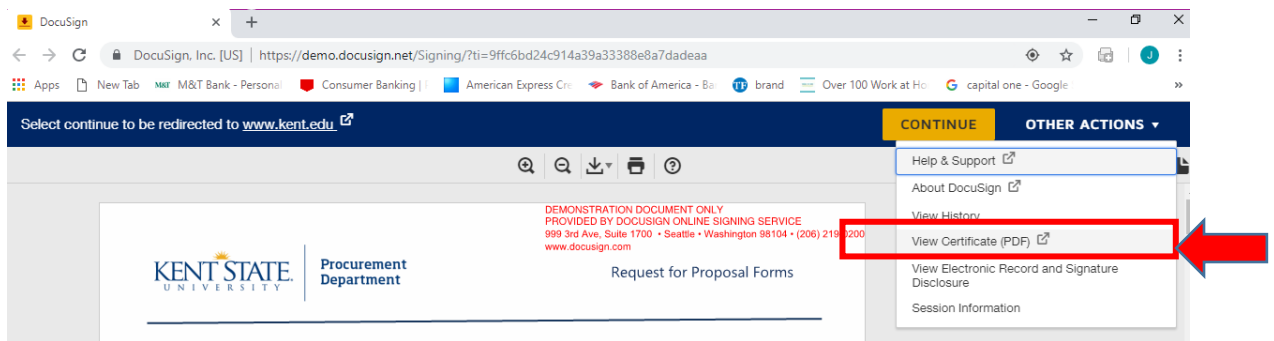
Sample FFP.pdf 1 of 1

FINISH

10. At this point, you have submitted your document and it has been electronically sent to its Contract Manager for later viewing. The signer will have a chance to save and print the completed document.



11. You may verify your submission date and time by closing the PRINT option box and clicking on the “OTHER ACTIONS” tab in the top right hand corner of the screen. Choose the dropdown box “View Certificate (PDF)”. The “Signed” time is the official timestamp of the document.




Certificate Of Completion

Envelope Id: 487C5F9E66844D8A99FE972228AD106 Status: Sent
 Subject: Proposal Submission - RFP #1234
 Test Dept:
 AppXTender:
 Source Envelope:
 Document Pages: 11 Signatures: 3
 Certificate Pages: 4 Initials: 0 Envelope Originator:
 AutoNav: Enabled [Redacted]
 EnvelopeId Stamping: Disabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original Holder: [Redacted] Location: DocuSign
 10/5/2018 10:45:17 AM

Signer Events

Signature	Timestamp
DocuSigned by:  008790571801450...	<div style="border: 2px solid red; padding: 5px;"> Sent: 10/5/2018 10:45:20 AM Viewed: 10/5/2018 10:46:42 AM Signed: 10/5/2018 10:47:42 AM </div>

12. The signer will receive a DocuSign notice of completion email after the due date when the Contract Manager has viewed and verified the signed date/time compliance and recorded the submission.
13. To close the form, select “CONTINUE” to a landing page advising you that your signature is complete.

**Important Information:**

- As bids are only collected electronically through DocuSign, we will no longer accept email, fax, paper or jump-drive/CD submissions. This includes forgotten supplemental or ancillary materials.
- NOTE: The Procurement Department or Kent State University is not responsible for ensuring each company receives bid copies and corresponding documents. Check this website, <https://www.kent.edu/procurement/bids> often for updated information as due dates and response material can change.
- Additionally, DocuSign time stamps upon clicking "FINISH" for submission; the DocuSign "Certificate of Completion" signed time stamp of is the official and legal time submitted.
- If a signed date and time is after the given due date and time, the proposal will be rejected. Beginning the DocuSign process prior to the bid close, however signing and lapsing the official due time will also deem the proposal as invalid.
- Certificate of Completion signed time stamp is found on the Completed Document under "Other Actions".
- Questions relating to the new process may go to the Procurement Department at procurement@kent.edu.