

COUNTY OF



ALLEGHENY

RICH FITZGERALD
COUNTY EXECUTIVE

June 2019

Dear Applicant:

It is my pleasure to inform you that the County of Allegheny, including the Department of Economic Development, will go live with electronic signatures for all Department contracts effective July 1, 2019. The eSignature process will begin with Funding Year 2019 with a full launch on July 1st for all contracts/amendments.

We trust that this new method of doing business will be efficient and accelerate the contract execution process.

Please read the attached information carefully. If you have any questions or would like more information, please contact Bud Schubel at (412) 350-1044.

Sincerely,

A handwritten signature in blue ink that reads "Lance Chimka".

Lance Chimka
Director

CC/Is

Attachment

LANCE CHIMKA, DIRECTOR

ALLEGHENY COUNTY ECONOMIC DEVELOPMENT

ONE CHATHAM CENTER • SUITE 900 • 112 WASHINGTON PLACE • PITTSBURGH, PA 15219
PHONE (412) 350-1000 • WWW.ALLEGHENYCOUNTY.US/ECONOMIC-DEVELOPMENT/INDEX.ASPX



ALLEGHENY COUNTY ECONOMIC DEVELOPMENT (ACED) eSIGNATURE CONTRACT INFORMATION

Effective July 1, 2019

To implement the e-Signatures process, ACED will issue and collect the contract documents as described below-

PRECONTRACT PREPARATION

This phase consists of completing and gathering documents that are part of the contract (i.e., budget, certification, insurance, Executive Action, etc.). The documents in this phase are prepared by either the Contractor or internally by ACED staff.

SIGNATURE

Once the required documents are submitted and approved, ACED will assemble the documents into a single electronic file. The contract will be housed in DocuSign, a software system purchased by Allegheny County. You will receive an email, with a link to your contract, once the document is ready for your agency's signature.

*All email notices for ACED DocuSign documents will come from the ACED Master Provider Enterprise Repository (MPER) contract list. It is **imperative** that your MPER contacts with email addresses be up to date. Please notify ACED of the email address your agency would prefer to use for contract transmittal.*

Upon opening of the Contract in DocuSign,

- You will be prompted to agree to sign documents electronically. This should only happen on your first experience using DocuSign. If you happen to have DocuSign for any other activity (i.e. other county contracts, electronic loan documents, etc.) DocuSign may recognize you from your email address and may not require this step.
- You can page through the document and/or print it before taking any action. This allows you to thoroughly review before signing or taking action.
- If at any point during the processing, a signer or reviewer rejects or declines to sign the document, all signature(s)/approvals before that point are voided. **PLEASE** use the reject or decline to sign options judiciously; contact your ACED Contract Lead for more information or to discuss your concerns before rejecting/declining.

- To watch a brief video on the signing process, please go to DocuSign learning center at: <https://support.docusign.com/en/videos/New-Signing-Experience>

Or review the screen shots at: <https://support.docusign.com/en/articles/How-do-I-sign-a-DocuSign-document-Basic-Signing>

DOCUSIGN STEPS

1. Your assigned ACED Contract Lead, through DocuSign, will send an email notice to the designated Contract Processing Contact (CPC), with in your organization, to review the Contract.
2. Your CPC will open the document from the review button in the DocuSign email. The CPC will not sign the document, but will have an approval button to click. Once they have reviewed the contract, they will click the approval and then the finish button. The document will automatically move to the next designated signer, in your organization (if applicable.)
3. If your organization does not require a CPC or review person to approve the contract, before it is signed, the contract will go directly to your organization's designated signer.
4. The designated signer will open the document from the review button in the DocuSign email, electronically sign the document, type their title and click finish.
5. From the designated signer, the document automatically travels sequentially through all the County signatures and tracking process. The completed contract will be emailed by DocuSign to all parties who participated in the processing of the Contract; it will include the Contract Number at the top of the signature page.