

NOTICE TO CONTRACTORS
Execution of Contract Document at MDOT SHA

As part of increasing operational efficiency within MDOT SHA, the Office of Construction through the Contract Award Division will no longer use hard copy contract documents for signature but will instead begin utilizing DocuSign in the Contract Execution Process. All Contractors will be required to fill out and submit the DocuSign Contact Information Form.

The start date for this process will be **March 1, 2022**. All Contractors are to take note and help MDOT SHA to move the execution process to an electronic platform. We believe this will enable all Stakeholders to save time and increase productivity.

Q1: Whom should I contact for technical issues related to Contract Execution?

A1: Contact Chief, Contract Award Division at: (443) 572-5215 or at eamoako@maryland.gov for questions regarding contract execution processes.

Q2: Must I submit DocuSign Contact Information Form for every contract?

A2: Yes, unless specified otherwise.

Q3: Where do I locate the DocuSign Contact Information Form?

A3: The Link to the **DocuSign Contact Information Form** is here:

https://www.roads.maryland.gov/OOC_Forms/OOC117.pdf

DocuSign Instructional Notes

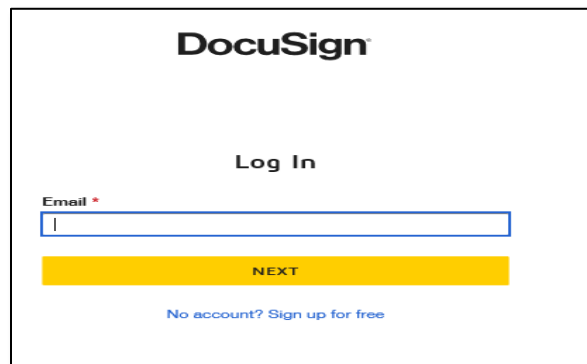
There are three parts of this presentation (Parts A-C), review carefully and follow the instructions below.

PART A

Fill out clearly and submit the [DocuSign Contact Information](#) - Refer to PART C

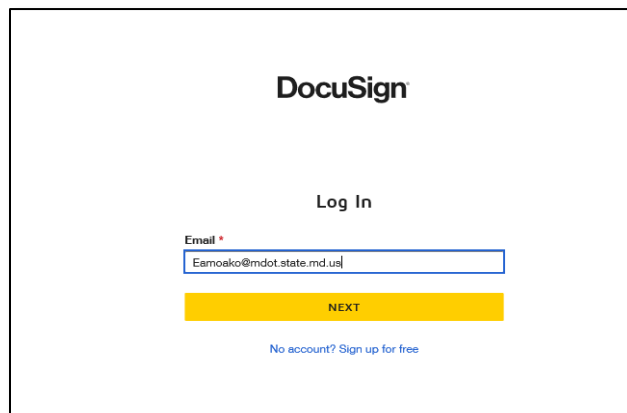
Download DocuSign unto your Desktop or Laptop or Smart phone from the App store or Website: <https://account.docusign.com/>

Popup page below will show up on your device



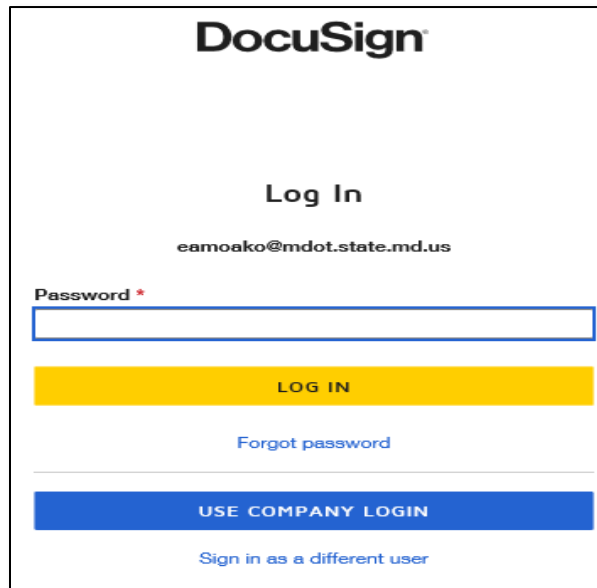
The image shows the DocuSign login interface. At the top, the DocuSign logo is centered. Below it, the text "Log In" is centered. Underneath, there is a label "Email *" followed by a text input field that is currently empty. Below the input field is a prominent yellow button with the word "NEXT" in black capital letters. At the bottom of the screen, there is a link that says "No account? Sign up for free".

Log in with your email address, password and click **NEXT** (Yellow Button below)



This image shows the same DocuSign login interface as the previous one, but with the email field filled in. The text "Eamoako@mdot.state.md.us" is visible inside the input field. The yellow "NEXT" button and the "No account? Sign up for free" link are also present.

Click on the Blue Button – **USE COMPANY LOGIN** below



The image shows a DocuSign login interface. At the top is the DocuSign logo. Below it is the text "Log In" and the email address "eamoako@mdot.state.md.us". There is a "Password *" field with a blue border. Below the password field is a yellow "LOG IN" button. Underneath is a blue link for "Forgot password". At the bottom is a blue "USE COMPANY LOGIN" button and a blue link for "Sign in as a different user".

Validate your email address by picking an account from Microsoft icon



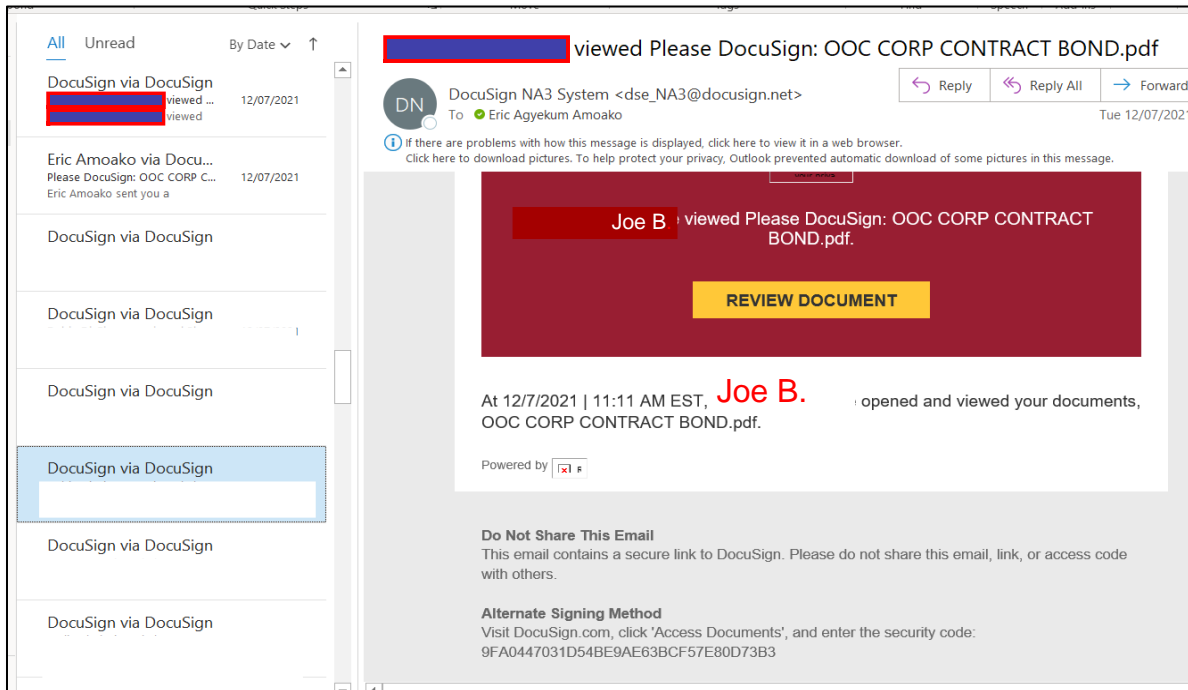
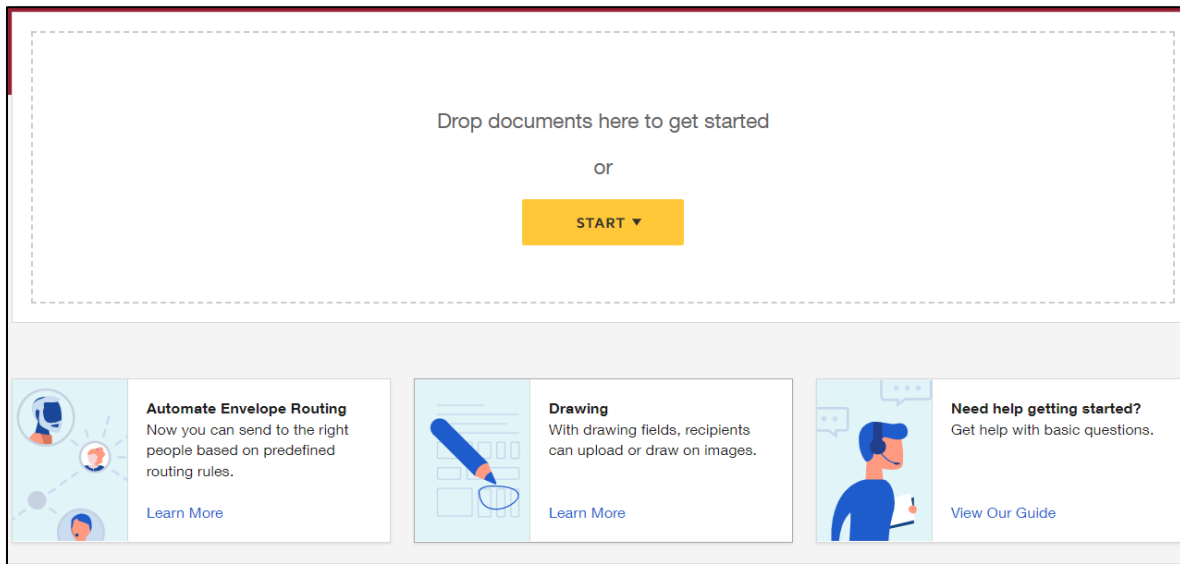
The image shows a Microsoft account selection screen. At the top is the Microsoft logo. Below it is the text "Pick an account". There are two options: a circular icon with a person and a checkmark, next to the text "Eric Agyekum Amoako", "EAmoako@mdot.state.md.us", and "Connected to Windows"; and a circular icon with a plus sign, next to the text "Use another account".

Set up User Signature and start using DocuSign – Click on START button

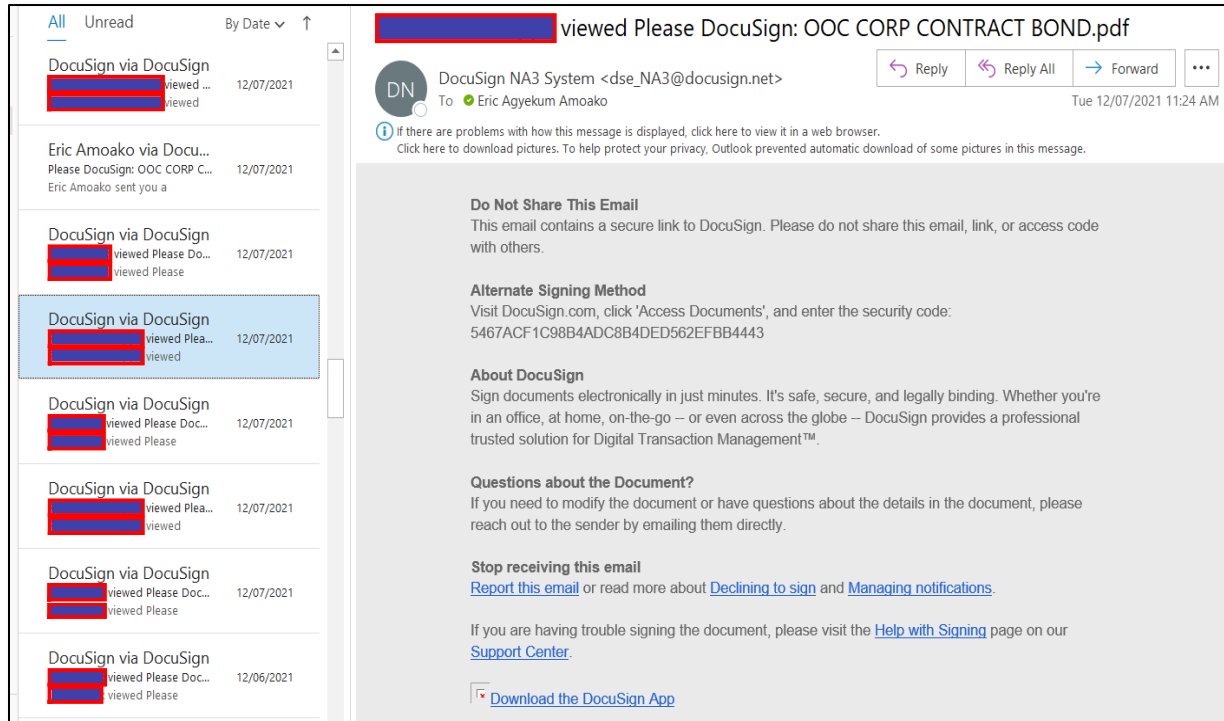
PART B

You will receive an email as shown on the left-hand side and click on it.

Click on the yellow button – **REVIEW DOCUMENT** to open file



Follow the relevant instructions below:



Open your received DocuSign email to view the DocuSign Document.

Fill out the relevant portions of the document (Contract Document).

Do not share the email link with any one not assigned to review the document.

DocuSign will show you were to fill out and sign, always follow the **START** and **NEXT** commands.

Attach the necessary documents to the Contract Document.

Input the email of your witness, he/she will receive an email to fill out section of the document.

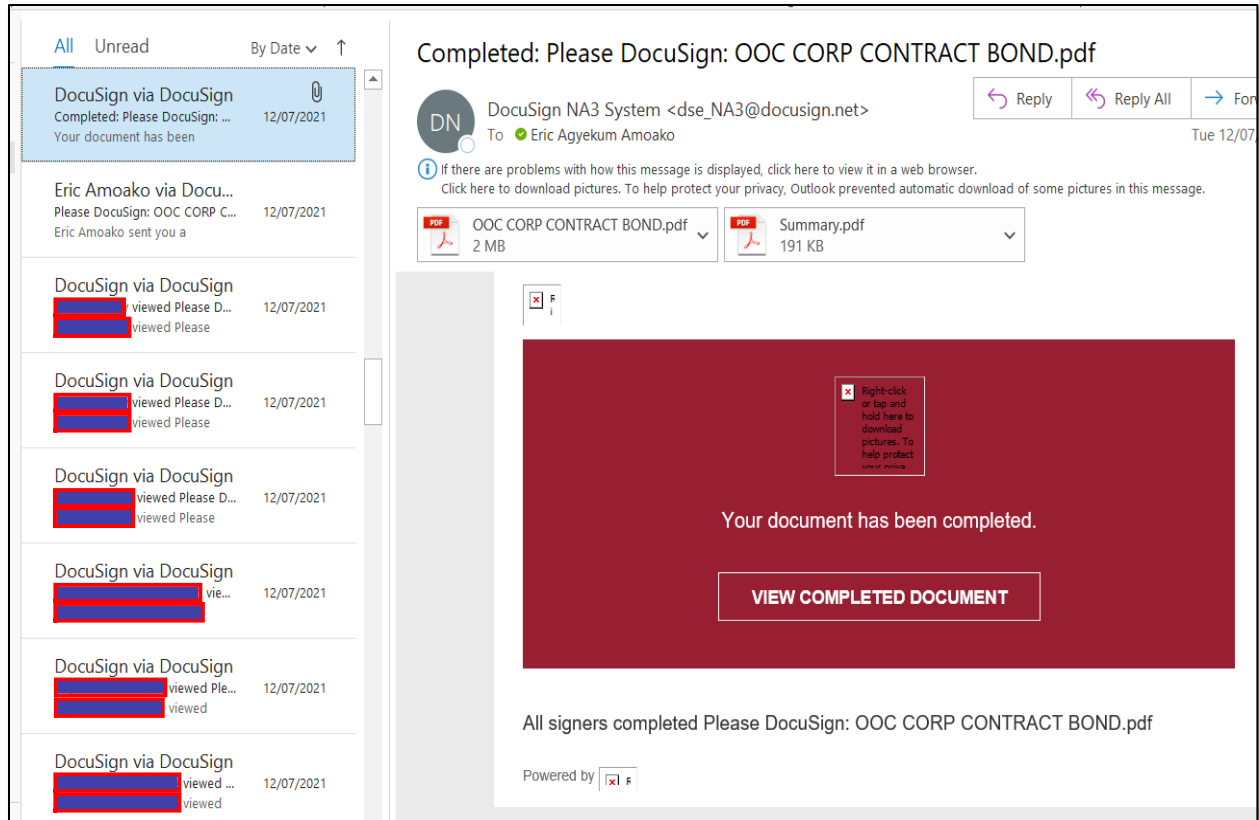
Ensure your witness fill out the section for witness.

The Bonding company agent will also fill out pages 8 & 14.

Pages 12 & 18 should be filled out clearly. Note that the name listed in the Power of Attorney should be clearly stated as Attorney-in-Fact.

When complete click on the **FINISH** command when it pops up.

The document at this point will move to the next Assigner (Bonding Agent).



When all assigners sign off on the document you will receive an email with attachment which reads **VIEW COMPLETED DOCUMENT**.

Download the attachment and save a copy on your device.


You have completed the DocuSign Yellow Book process at this point.

PART C

Fill out clearly and submit the signed DocuSign Contact Information to the email address on the Form.

DocuSign Contact Information Form

Here is an example of an unsigned Low Bid Letter

 MARYLAND DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION	Larry Hogan Governor Boyd K. Rutherford Lt. Governor James F. Ports, Jr. Secretary Tim Smith, P.E. Administrator
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January 18, 2022
Notification Date _____

RE: Contract No.: [REDACTED]
F.A.P. No.: STATE
Description: Brush and Tree Cutting and
Stump Removal at Various Locations in
[REDACTED] County

[REDACTED]

[REDACTED]

Dear Sir/Madam:

Your bid for the contract opened on January 06, 2022 is apparently the lowest competitive bid. You have (10) business days from receipt of this letter to submit an MBE Schedule of Participation and Experience & Equipment Form to this office at 7450 Traffic Drive, Hanover, Maryland 21076. MDOT SHA hereby requests that you provide your company's Corporate Resolution/ Signature Authorization Letter as part of your Experience and Equipment Statement.

As part of increasing operational efficiency within MDOT SHA, the Contract Award Division will no longer use hard copy contract documents for signature but will instead begin utilizing DocuSign in the Contract Execution Process. Please complete and return the enclosed DocuSign Contact Information Form with your submittals to enable us to expedite this process.

As you know, prior to award of MDOT SHA contracts, all bids must be verified and subject to analysis by comparison to the Engineer's Estimate. If this is favorable and the bid has shown responsiveness and responsibility, your firm may be awarded the project upon execution of the enclosed forms by your firm:

1. On the Certified MBE Utilization and Fair Solicitation Affidavit, submitted with your bid, you checked indicating that you were able to achieve the MBE participation goal and the subgoal for Women-Owned MBE firms and the subgoal for African-American owned MBE firms. I agree that the MBE firms listed in the MBE Participation Schedule - Part 2 of the MDOT MBE Form B (State-Funded Contracts - Bids Only) will be used to accomplish the MBE participation goal for this Contract for at least the dollar amounts set forth therein.

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2. Additional MBE Documentation

I understand that if I am notified that I am the apparent awardee or as requested by the Procurement Officer, I must submit the following documentation within 10 business days of receiving such notice:

- (a) Outreach Efforts Compliance Statement (MDOT MBE Form C - State-Funded Contracts – Bids Only);
- (b) Subcontractor Project Participation Statement (MDOT MBE Form D - State-Funded Contracts – Bids Only);
- (c) MBE Waiver Request documentation per COMAR 21.11.03.11 (if waiver was requested); and
- (d) Any other documentation required by the Procurement Officer to ascertain bidder's responsibility in connection with the certified MBE participation goal.

I acknowledge that if I fail to return each completed document (in 2 (a) through (d)) within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award.

3. Experience and Equipment Certification Form.

As a condition of COMAR, Title 21, all MDOT SHA Contract Awards must be posted in eMaryland Marketplace Advantage (eMMA). In order for MDOT SHA to post an award, the awardee must be registered with eMMA. MDOT SHA hereby requests that your firm register with eMMA if you have not already done so. You may register at <https://procurement.maryland.gov/>. Please complete all areas of the application and please make note that this registration process must be renewed annually. A Notice to Proceed will not be issued until your firm has registered with eMMA, thus allowing for the award to be posted on eMMA.

If you have any questions please contact Mr. Eric Agyekum Amoako on (443) 572-5215.

Sincerely,



Director, Office of Construction



Enclosure