

To Whom It May Concern:

This notice is to inform Contractors of the transition to electronic signatures for the execution of Contracts. Expanding the use of electronic signatures modernizes WSDOT's business practices, aligns with current industry practices, and promotes greater flexibility while speeding up the process.

What to Expect

Contracts advertised in July and August will include provisions for the Contractor to opt-in to electronic signing of Contract documents.

Beginning in September 2021, the Standard Specifications will require Contractors to sign Contract documents electronically.

Prime Contractors will need to provide the following information to CAPS@wsdot.wa.gov within three calendar days after the Award date when signing Contract execution documents with electronic signatures:

- Authorized signer's full name, email address and phone number
- Name of bonding agent, email address and phone number

Contract execution documents will be sent to the Contractor and bonding company for electronic signature using software provided by WSDOT. Contract Form 272-006 and Contract Bond Form 272-002B will require a password authentication to verify the contractor's identity. WSDOT HQ CAPS will contact the signers in order to provide their password.

Contract Form 272-006 will no longer be attached to the Contract Provisions, but instead will reference WSDOT's Contract Advertisement and Award website as the location for the Contract Documents – including the Plans, Contract Provisions and other contractually binding documents such as the DBE forms.

The Contract Form 272-006 and the Contract Bond Form 272-002B will be sent to the Contractor for electronic signature using software provided by WSDOT. The software will send notification directly to WSDOT indicating that the document has been signed, additional notification is not necessary.

The remaining forms that are part of the Contract execution document package requiring electronic signatures will not automatically be sent to WSDOT and need to be emailed to CAPS@wsdot.wa.gov when complete.

Implementation Plan

Mandatory General Special Provision 1-03.3OPT2.GR1 will be incorporated into all Contracts issued after the date of this bulletin. This GSP provides the Contractor with an option to sign the Contract execution documents electronically or with traditional handwritten signatures. This option will be available until September 2021 when the 2022 Standard Specifications are released.

The 2022 Standard Specifications will require Contract execution documents to be signed electronically and the option for handwritten signatures will no longer be available.

All Contracts awarded that reference the 2022 Standard Specifications will require the use of electronic signatures on Contract execution documents.

Resources

GSP 1-03.3.OPT2.GR1

2022 Standard Specification 1-03.3

Adobe's training tutorial webpage: <https://helpx.adobe.com/sign/tutorials.html>

Contact Information

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