

OneSpan Digital Signatures: Consultant Contracts and Related Documents

To conform with the digital signature solution mandated for all State of Michigan agencies, MDOT is transitioning from a site hosted DocuSign Digital Signature Appliance (DSA) to the cloud based OneSpan Digital Signature software. This transition will be complete on June 30, 2023, and MDOT's DSA will no longer be available for use.

Please review the following guidelines regarding consultant contract and invoice documents submitted to MDOT Contract Services Division (CSD):

Required Use of OneSpan:

CSD is requiring only the final contract and/or amendment document to be signed digitally using OneSpan. MDOT will initiate the OneSpan signing process following acceptance of all internal reviews/approvals.

Alternate Electronic Signing Methods:

All other consultant contract and invoicing related documents (prequalification forms, selection forms, price proposals, subcontracts, and invoices) may utilize any electronic signature method available.

Contract Award Process:

CSD will route contracts to the authorized signer designated on Form 5101 - Price Proposal Cover Sheet. When the contract is ready for signature, the designated authorized signer will receive an email with an imbedded link and additional instructions. The authorized signer *will not* be required to establish a OneSpan account to sign contracts. Following final contract execution, two notifications will be provided to signers:

1. A OneSpan system generated email notifying all signing parties of final contract execution.
2. A CSD generated "*Notice To Proceed*" email with an attached copy of the awarded Contract. This email will be provided by a CSD Contract Administrator and will be sent to the prime's designated authorized signer, prime's designated recipient for signed contract distribution (as specified on form 5101 in the price proposal), the MDOT Project Manager, and other applicable MDOT stakeholders.

Work must not begin until the formal *Notice to Proceed* email (identified in #2 above) has been issued by CSD.

Support resources regarding this Consultant Advisory can be found at:

MDOT Digital Signature Website:

Technical Support:

Contract Services:

Michigan.gov/eSign

MDOT-eSign@Michigan.gov

Mike Meddaugh - MeddaughM@Michigan.gov