



## **Purpose**

Inform Contractors and WSDOT staff of the transition to electronic signatures for the execution of Contracts. This will expand the use of electronic signatures and modernize our process to align with current industry practice.

## **Guidance**

To make this transition, WSDOT will be phasing this into our contracts between now and September 2021. The first phase will allow the Contractor to opt into electronic signing of the Contract. In September electronic signing of Contracts will become mandatory. The details are explained in the Implementation section of this bulletin.

The Contractor will be required to provide the following information to WSDOT HQ CAPS 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

WSDOT HQ CAPS will send the contract execution documents to the Contractor and bonding company for electronic signature using software provided by WSDOT – Adobe Sign. Password authentication is needed for the Contractor's signature as the Contract execution documents have been identified to require additional identity verification.

***A scanned copy of the Power of Attorney (POA) from the bonding is acceptable for Contract execution.***

The Contract form has been updated to 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 DBE forms. These documents will no longer be attached to the Contract when it is issued.

WSDOT will continue to provide a conformed set of Plans to the Contractor and Project Engineering offices for their convenience. However, it's important to understand that the official version of the Contract documents are on Contract Ad and Award's website.



## **Background**

Contract execution documents were previously omitted from the Construction Division's Electronic Signature Policy. For the past months we have continued to issue paper documents while WSDOT adjusted our processes to allow for electronic signatures.

Until now, Contracts were signed with handwritten signatures, the paper Contract form and a printed version of the Contract documents, including the Contract Provisions and Plans, were mailed to the Contractor and manually routed to the various signers to collect their handwritten signatures.

## **Implementation Plan**

Mandatory General Special Provision 1-03.3.OPT2.GR1 must 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 issued.

At that time, the optional use of electronic signatures will be replaced with language that requires Contract execution documents to be signed electronically. The option for paper documents will no longer be available.

The Contract form has been updated to reference WSDOT's Contract Advertisement and Award website as the location of Contract documents. Effective immediately, all parties shall obtain official versions of the Contract documents from WSDOT's Contract Advertisement and Award website. For convenience, unofficial conformed plan sets will also be made available at that website.

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

## **Resources**

GSP 1-03.3OPT2.GR1

2022 Standard Specification 1-03.3

[Contract Form \(272-006\)](#)



**Washington State  
Department of Transportation**

# **CONSTRUCTION BULLETIN**

State Construction Office  
Multimodal Development & Delivery

**Executing Contracts with Electronic  
Signatures**

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Date: 11/18/21

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