

Introduction

Inserts are separate forms in Microsoft Word format posted under the **FINAL Spring 2021 Block Energy and Capacity RFP Documents** header on the [Final Materials](#) page of the procurement website. When an Insert requires a signature, it must be completed either by: (i) printing, signing, and scanning the Insert; or by: (ii) digitally signing the Insert and providing along with the Insert an additional document or information that verifies the identity of the signatory. Additional documentation or information may include: (i) a certificate of completion if the signatory uses DocuSign; (ii) a Final Audit Report if the signatory uses Adobe Sign; (iii) evidence that the digital signature has been certified by the signatory using a document signing Certificate; or (iv) other documentation or information produced by a commercially available software that can be used by the Procurement Administrator to verify the identity of the signatory. Digital signatures without a document or information verifying the identity of the signatory are not acceptable; signature images and other electronic signatures are not acceptable.

In this document, the Procurement Administrator provides instructions on how to obtain the additional document or information that verifies the identity of the signatory for Inserts that are digitally signed using DocuSign or a document signing Certificate in Adobe Acrobat. This does not preclude a Bidder from using other commercially available software as long as such software generates an additional document or information that can be used by the Procurement Administrator to verify the identity of the signatory.

If electing to complete an Insert with a digital signature created in DocuSign, a Bidder must include with the completed Insert the certificate of completion that is automatically created in DocuSign after completing a document.

- DocuSign offers a 30-day trial. Please see the details here: <https://go.docusign.com/o/trial/?tgr=com-trial-hero>
- An individual can create a free DocuSign account to upload and sign documents as long as the account holder is the only signatory to these documents. A paid subscription is required if the documents require the signature of individuals other than the account holder.

If electing to complete an Insert with a digital signature created in Adobe Acrobat, the signatory must have a document signing Certificate in place to validate the digital signature.

If electing to complete an Insert with a digital signature created in Adobe Sign, a Bidder must include with the completed Insert the Final Audit Report that is automatically created in Adobe Sign after completing a document:

- Adobe Sign offers a free trial. Please see the details here: <https://acrobat.adobe.com/us/en/sign/free-trial-global.html?trackingid=KLZWW>
- Various tutorials for using Adobe Sign can be found here: <https://helpx.adobe.com/sign/tutorials.html>
- Instructions for downloading the Final Audit Report can be found here: <https://helpx.adobe.com/sign/using/audit-reports-transaction-history.html>

Spring 2021 Procurement Events (BEC RFP)
Digital Signatures

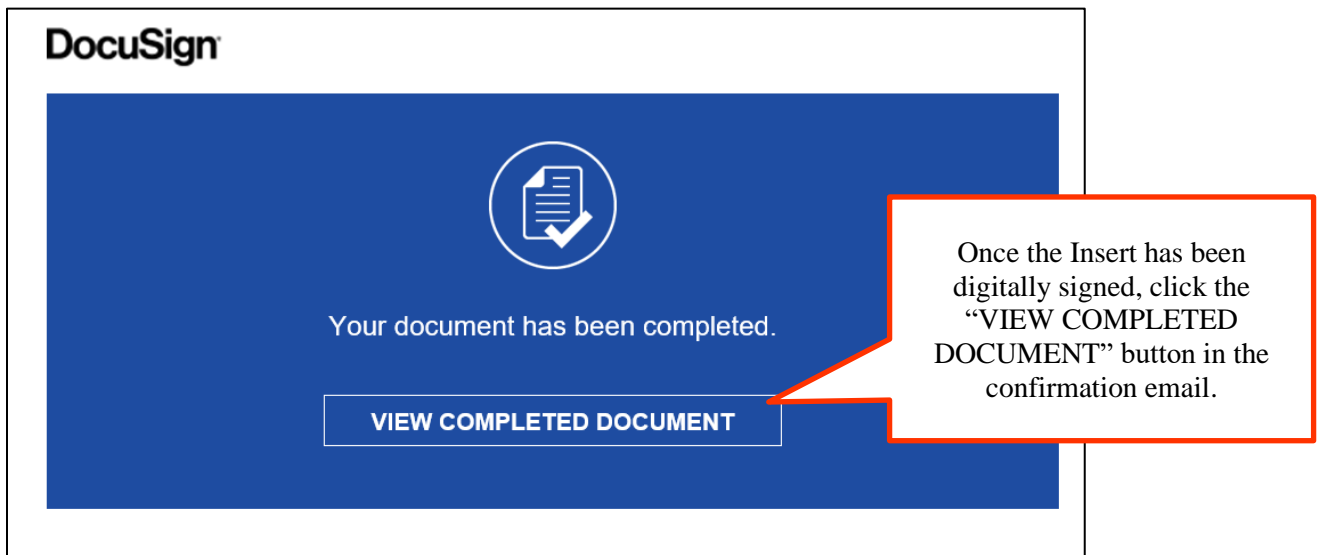
The remainder of this document provides screenshots and guidance to download the certificate of completion using DocuSign as well as using the document signing Certificate in Adobe Acrobat.

Downloading the Certificate of Completion Using DocuSign

DocuSign provides instructions for uploading the Insert to be signed to their site and completing the digital signature process. Once the Insert is digitally signed, the sender (the individual who uploaded the Insert and prepared the “envelope” in DocuSign) as well as all signatories receive a copy of the signed document. The sender may also add individuals (other than the signatories) who will receive a copy of the signed document. Any individual receiving the signed document can follow the instructions below to download the certificate of completion via either: 1) the confirmation email generated by DocuSign, or 2) their own DocuSign account.

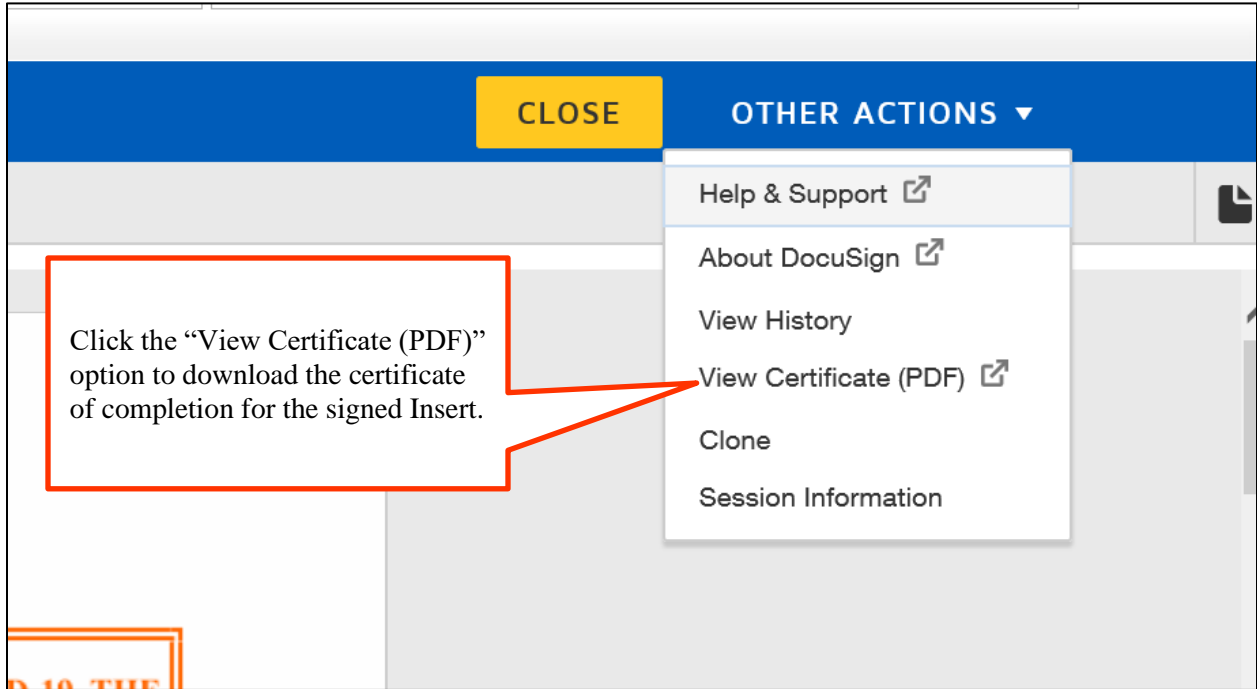
1. DOWNLOADING THE CERTIFICATE OF COMPLETION FROM EMAIL

From the confirmation email, click the “VIEW COMPLETED DOCUMENT” button to be directed to a webpage to download the signed Insert, as shown below.



In the upper righthand corner of the webpage, click on the “OTHER ACTIONS” drop down menu, and select “View Certificate (PDF)” to download the certificate of completion. See screenshot on next page.

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A sample digitally signed Insert and corresponding certificate of completion appear on pages 6-8 of this guide.

2. DOWNLOADING THE CERTIFICATE OF COMPLETION FROM A DOCUSIGN ACCOUNT

Log into a DocuSign account (<https://account.docusign.com/#/password>) and click on the Manage tab in the top navigation bar. Next, click on the Completed link at the bottom of the left-hand navigation bar. On the righthand side of the page click the download icon.

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DocuSign eSignature Home **Manage** Templates Reports Settings

START NOW

Shared Envelopes

ENVELOPES

- Inbox
- Sent
- Drafts
- Deleted
- PowerForms

QUICK VIEWS

- Action Required
- Waiting for Others
- Expiring Soon
- Completed**

Completed Search Quick Views FILTERS

Filtered by: Date (Last 24 Hours) | Edit

Subject	Status	Last Change	Folder
<input type="checkbox"/> <input checked="" type="checkbox"/> Please DocuSign: Company A - P1-6_ComEd... To: paul cardona	Completed	3/4/2021 09:29:17 pm	Sent

Looking for more? | [Edit your filters](#)

DOWNLOAD

Once the insert is completed, click on the applicable insert from your DocuSign Inbox.

DOWNLOAD

Select which files you want to download:

- All 2 files
- Document 1 PDF
- Certificate of Completion 1 PDF
- Combine all PDFs into one file

DOWNLOAD CANCEL

Check "All".

A sample digitally signed Insert and corresponding certificate of completion appear on the following pages of this guide.

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03 MAR 2021

Company A, LLC
Name of Bidder

THE PROCUREMENT ADMINISTRATOR IS ACCEPTING DIGITALLY SIGNED INSERTS.

This Insert may be:

- *Printed, signed, notarized, scanned, and uploaded to the online Part 1 Form;*
- *Submitted with a digital signature and a document or information verifying the identity of the signatory. If digitally signed, the signature line for the Notary Public may be left blank.*

Electronic signatures (e.g., a picture of a signature by opposition to a digital signature entered through software such as that offered by DocuSign) are not acceptable.

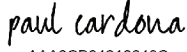
COMED P 1 CERTIFICATIONS INSERT (#P 1-6)
(SECOND ITEM IN SECTION 5 OF THE PART 1 FORM)

I certify that:

- (1) The Part 1 Proposal will remain in full force and effect until nine (9) business days after the Bid Date;
- (2) To the best of my knowledge and belief, all information provided in the Part 1 Proposal is true and accurate;
- (3) If, for any reason and due to any circumstance, any information provided in the Part 1 Proposal changes before the Bid Date, the Bidder will notify the Procurement Administrator of such changes as soon as practicable;
- (4) The submission of the Part 1 Proposal constitutes the Bidder's acknowledgement and acceptance of all the terms and conditions of the RFP Rules, regardless of the outcome of the RFP or the outcome of such Proposal;
- (5) The Bidder is not part of a bidding agreement, a joint venture for purposes of participating in the RFP, a bidding consortium, or any other type of agreement related to bidding in this RFP, it being understood that a Bidder found to be acting in concert with another Bidder will be disqualified by the Procurement Administrator;
- (6) I understand the terms of the (ComEd) Master Agreement and the Bidder accepts all of the terms of the (ComEd) Master Agreement without modifications;
- (7) Each of the ratings provided in the Part 1 Proposal in response to the Second Item under Section 3 is a Credit Rating as defined in the (ComEd) Master Agreement;
- (8) The Bidder has all regulatory authorizations necessary for it to legally perform its obligations under the (ComEd) Master Agreement; and

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03 MAR 2021

- (9) The Bidder has no pending legal proceedings or, to its knowledge, threatened legal proceedings against it or any of its affiliates that could materially adversely affect its ability to perform its obligations under the (ComEd) Master Agreement and Confirmation.

DocuSigned by:

AAA8CB84216640C...

Signature of Officer of the Bidder

March 4, 2021

Date

Paul Cardona
Printed Name

Signature and Seal from Notary Public

Date

(OMIT the Notary signature if this Insert is digitally signed)

Certificate Of Completion

Envelope Id: 5DF399635F8C4677B20560248BB624FF	Status: Completed
Subject: Please DocuSign: Company A - P1-6_ComEd P1 Certifications Insert_BEC_Spring 2021_03 MAR 2021.docx	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Kathleen Orlandi
Enveloped Stamping: Enabled	[REDACTED]
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	[REDACTED]
	Kathleen.Orlandi@CompanyA.com
	IP Address: [REDACTED]

Record Tracking

Status: Original	Holder: Kathleen Orlandi	Location: DocuSign
3/4/2021 10:14:44 PM	Kathleen.Orlandi@CompanyA.com	

Signer Events

paul cardona
Paul.Cardona@CompanyA.com
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:
paul cardona
AAA8CB84216640C...

Signature Adoption: Pre-selected Style
Using IP Address: [REDACTED]

Timestamp

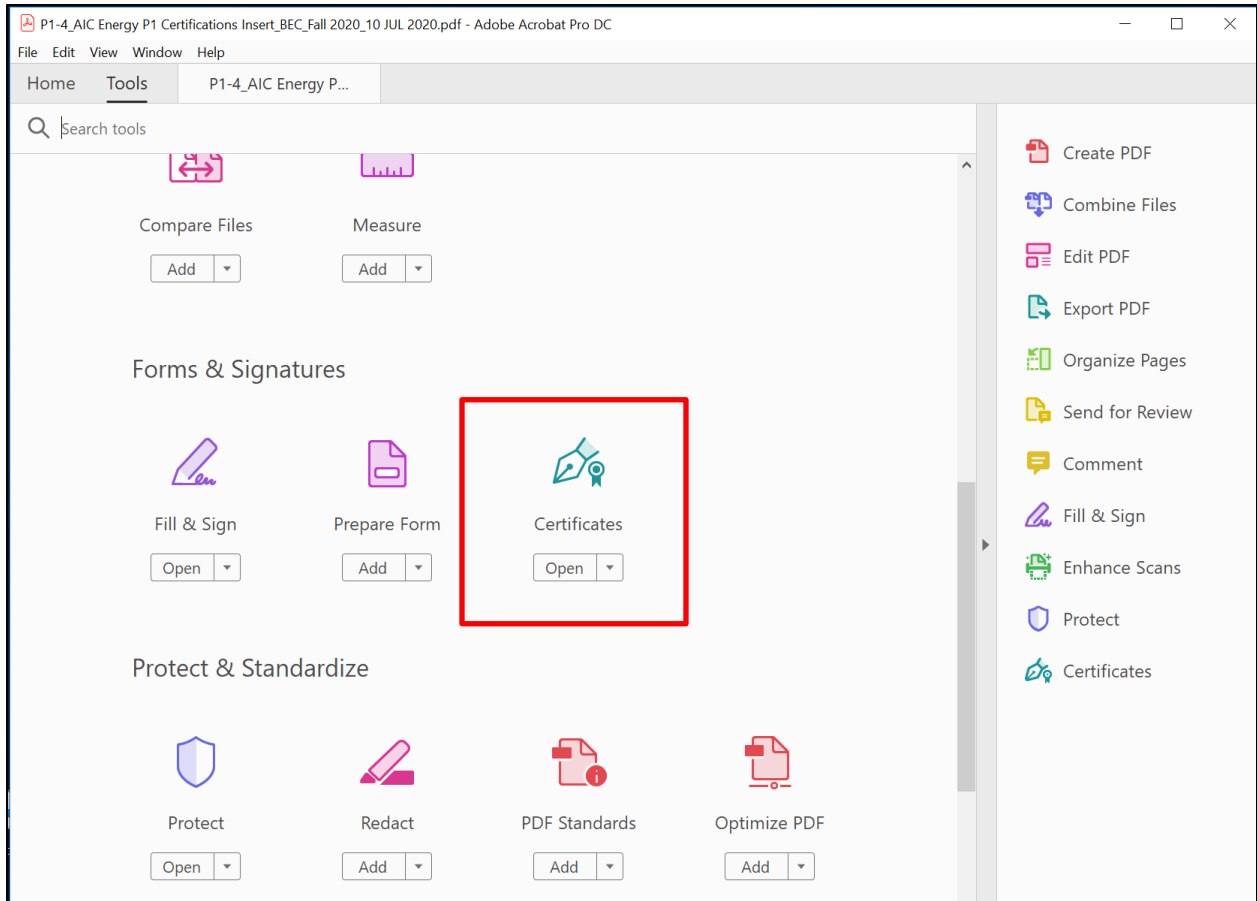
Sent: 3/4/2021 10:15:12 PM
Viewed: 3/4/2021 10:15:31 PM
Signed: 3/4/2021 10:15:41 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/4/2021 10:15:12 PM
Certified Delivered	Security Checked	3/4/2021 10:15:31 PM
Signing Complete	Security Checked	3/4/2021 10:15:41 PM
Completed	Security Checked	3/4/2021 10:15:41 PM
Payment Events	Status	Timestamps

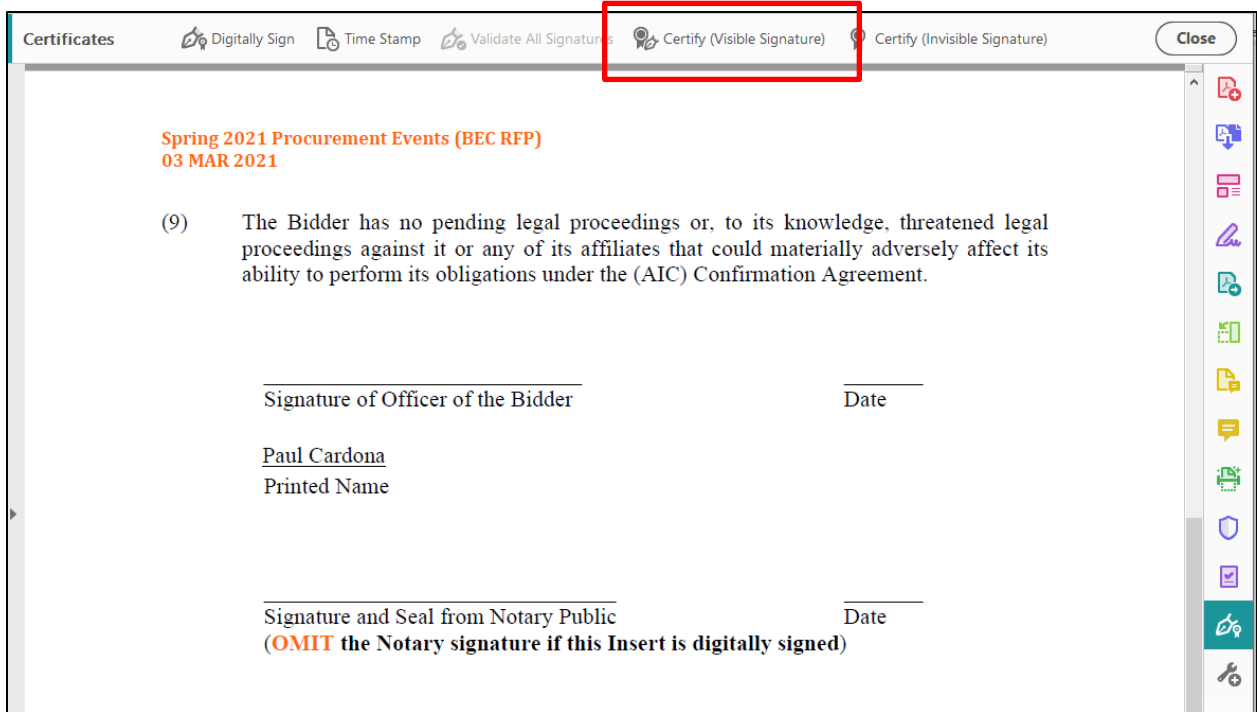
Spring 2021 Procurement Events (BEC RFP) Digital Signatures

Next, click on the “Certificates” Icon under the header Forms & Signatures.



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Click the option to “Certify (Visible Signature)” and complete the digital signature process.



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Once completed, you will see a banner at the top of the digitally signed Insert with the additional information that the signature has been certified as shown below.

The screenshot shows the Adobe Acrobat Pro DC interface. At the top, a blue banner displays the following text: "Certified by Cardona, Paul <Paul.Cardona@NERA.com>, certificate issued by MMC Corporate Issuing CA 01." To the right of this text is a "Signature Panel" button. Below the banner, the document content is visible. It includes the title "Spring 2021 Procurement Events (BEC RFP)" and the date "03 MAR 2021". A paragraph (9) states: "The Bidder has no pending legal proceedings or, to its knowledge, threatened legal proceedings against it or any of its affiliates that could materially adversely affect its ability to perform its obligations under the (AIC) Confirmation Agreement." Below this, the name "Cardona, Paul" is displayed with a digital signature icon. To the right of the name, a tooltip shows: "Digitally signed by Cardona, Paul Date: 2021.03.04 15:02:01 -08'00'". Underneath, there are two lines: "Signature of Officer of the Bidder" and "Date". Below these lines, the name "Paul Cardona" is printed. At the bottom, there is a line for "Signature and Seal from" followed by the instruction "(OMIT the Notary sign)". A red callout box points to the signature area with the text: "The digital signature includes the signature date. In this case, the Date line to the right may be left blank."