

## Introduction

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. In some cases, it will be required that the signature of an Insert that is not digitally signed be notarized.

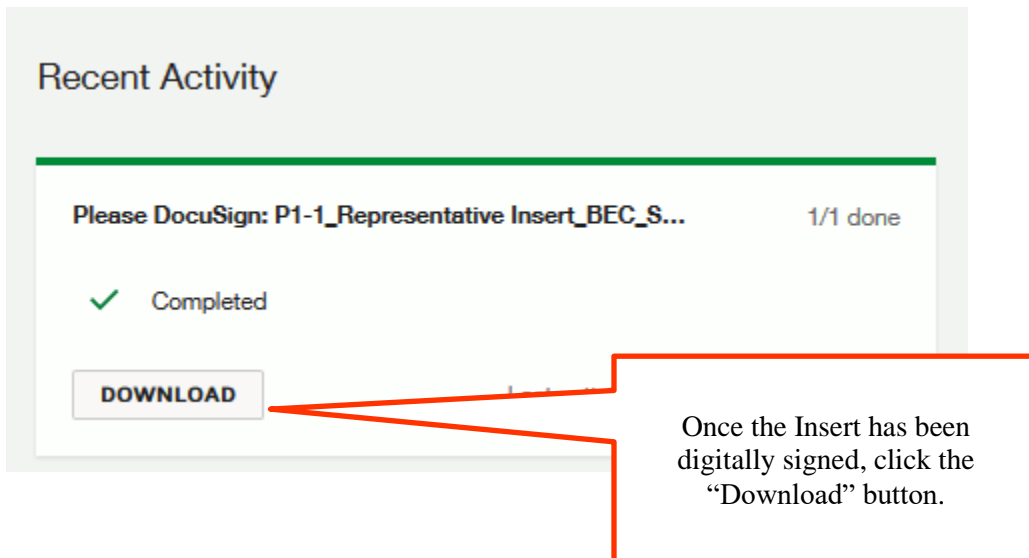
In this document, the Procurement Administrator provides instructions on how to obtain the additional document or information that verifies the identity of the signatory for Inserts that are digitally signed using DocuSign or Adobe Acrobat. This does not preclude a Bidder from using other commercially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

## Using DocuSign

DocuSign offers a 30-day free trial. Please see the details here:

<https://go.docusign.com/o/trial/?tgr=com-trial-Header>

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, DocuSign produces a certificate of completion. The certificate of completion can be downloaded along with the digitally signed Insert from the Recent Activity page as shown below.



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The image shows a 'DOWNLOAD' dialog box with the following elements:

- Title: **DOWNLOAD**
- Instruction: Select which files you want to download:
- Options:
  - All 2 files
  - Document 1 PDF
  - Certificate of Completion 1 PDF
  - Combine all PDFs into one file
- Buttons: **DOWNLOAD** (blue) and **CANCEL**

A red callout box on the right contains the following text:

From the Download box, check the box to download “All”.

Clicking the “Download” button will download a zip file with both the digitally signed Insert and the Certificate of Completion.

Note: The “Combine all PDFs into one file” does not appear to work for everyone.

The zip file with both the digitally signed Insert and the certificate of completion can be uploaded in the online Part 1 Form.

A sample digitally signed Insert and corresponding certificate of completion appear in the next pages.

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Company A, LLC

*Name of Bidder*

**DUE TO EMERGENCY MEASURES ENACTED IN THE WAKE OF COVID-19, THE PROCUREMENT ADMINISTRATOR HAS INTRODUCED CHANGES IN PROCEDURES IN THE PROPOSAL SUBMISSION PROCESS. THE PROCUREMENT ADMINISTRATOR IS ACCEPTING DIGITALLY SIGNED INSERTS.**

This Insert may be:

- *Printed, signed, notarized, scanned, and uploaded to the online Part 1 Form;*
- or*
- *Submitted with a digital signature and a certificate of completion (or equivalent document) that verifies 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 an individual signature by opposition to a digital signature entered through software such as that offered by DocuSign) are not acceptable.

**AIC ENERGY P1 CERTIFICATIONS INSERT (#P1-4)**  
**(SECOND ITEM IN SECTION 4 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 (AIC) Confirmation Agreement and the Bidder accepts all of the terms of the (AIC) Confirmation 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 (AIC) Confirmation Agreement;

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- (8) The Bidder has all regulatory authorizations necessary for it to legally perform its obligations under the (AIC) Confirmation Agreement; and
- (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 (AIC) Confirmation Agreement.

DocuSigned by: <i>Pa Ye</i>	3/24/2020
[REDACTED]	_____
Signature of Officer of the Bidder	Date

Pa Ye  
Printed Name

_____	_____
Signature and Seal from Notary Public	Date
<b>(OMIT the Notary signature if this Insert is digitally signed)</b>	

### Certificate Of Completion

Envelope Id: 739BCB1B2F2044A0974368325BD04480 Status: Completed  
 Subject: Please DocuSign: P1-4\_AIC Energy P1 Certifications Insert\_BEC\_Spring 2020\_23 MAR 2020\_signed.docx  
 Source Envelope:  
 Document Pages: 2 Signatures: 1 Envelope Originator: Kathleen Orlandi  
 Certificate Pages: 4 Initials: 0 kathleen.orlandi@CompanyA.com  
 AutoNav: Enabled IP Address: [REDACTED]  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)


### Record Tracking

Status: Original Holder: Kathleen Orlandi Location: DocuSign  
 3/24/2020 1:58:09 PM kathleen.orlandi@nera.com

### Signer Events

Pa Ye  
 Pa.Ye@CompanyA.com  
 Company A, LLC  
 Security Level: Email, Account Authentication (None)

### Signature

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

### Timestamp

Sent: 3/24/2020 1:58:47 PM  
 Viewed: 3/24/2020 2:02:33 PM  
 Signed: 3/24/2020 2:02:45 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 3/24/2020 2:02:33 PM  
 ID: c07fbb6a-31e5-43e5-b166-ead5ca78148e

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	3/24/2020 1:58:47 PM
Certified Delivered	Security Checked	3/24/2020 2:02:33 PM
Signing Complete	Security Checked	3/24/2020 2:02:45 PM
Completed	Security Checked	3/24/2020 2:02:45 PM

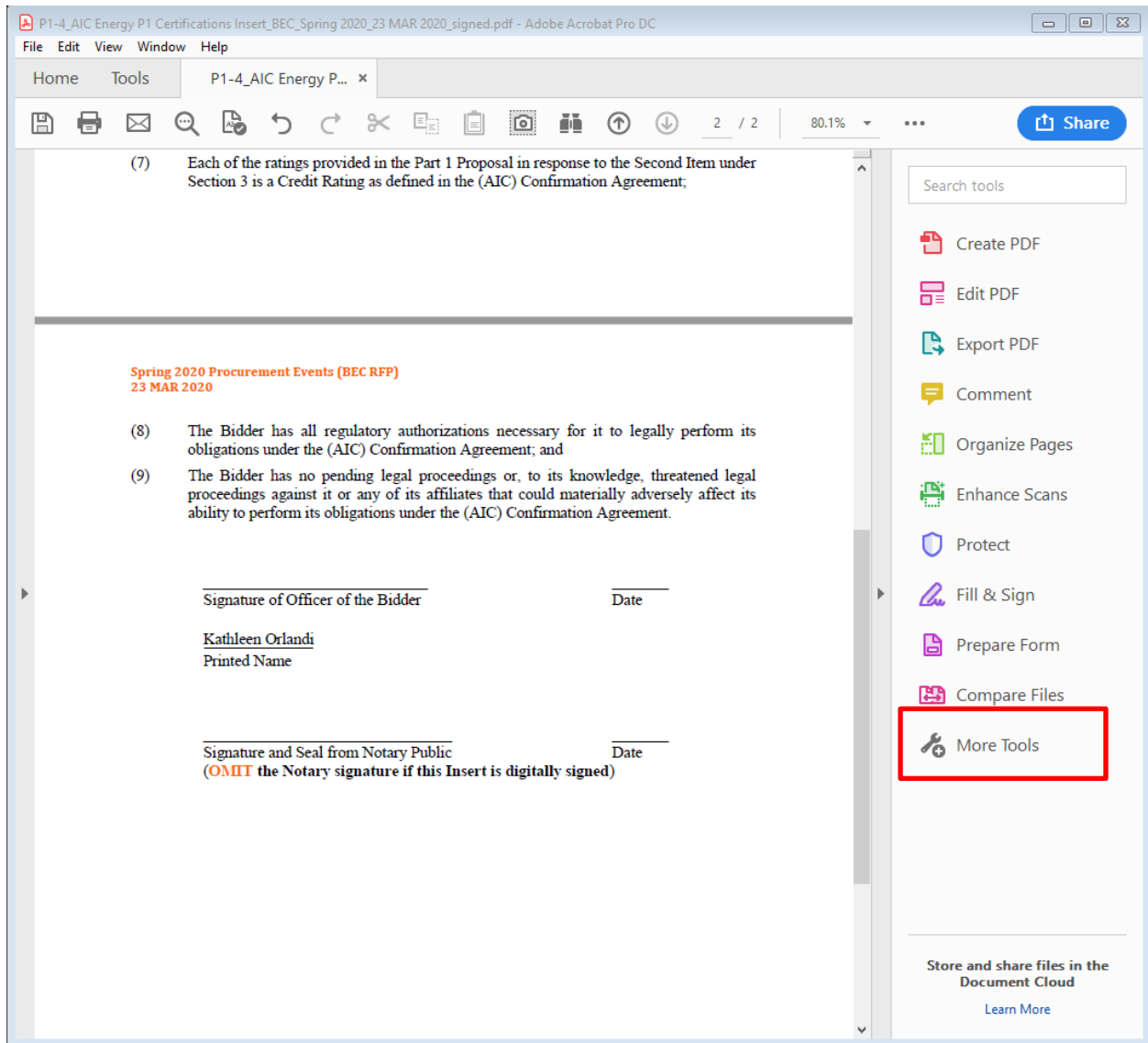
### Payment Events Status Timestamps

### Electronic Record and Signature Disclosure

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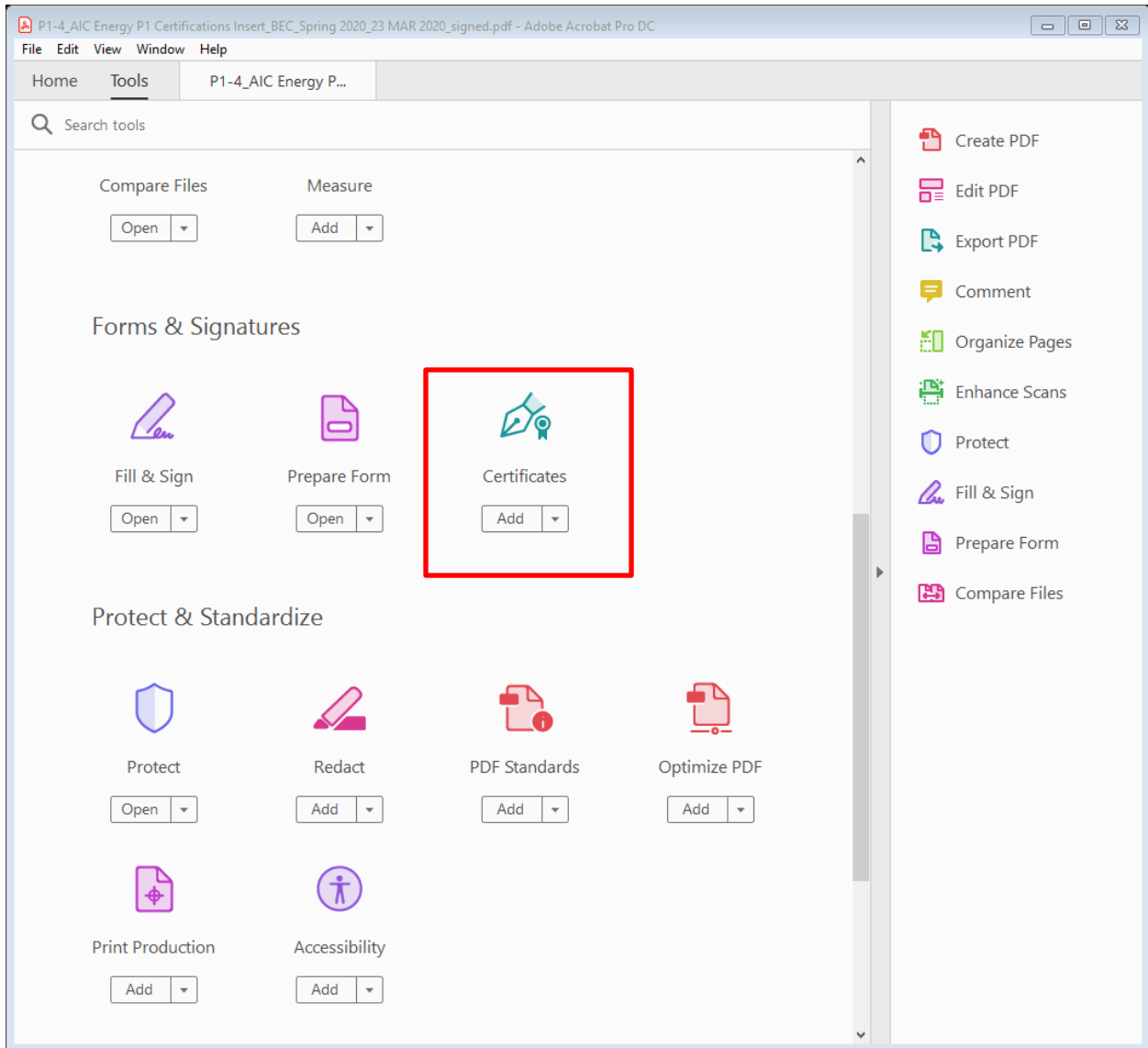
## Using Adobe Acrobat

Convert the Insert to a pdf file and open this file with Adobe Acrobat. Click on “More Tools” on the menu bar.



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

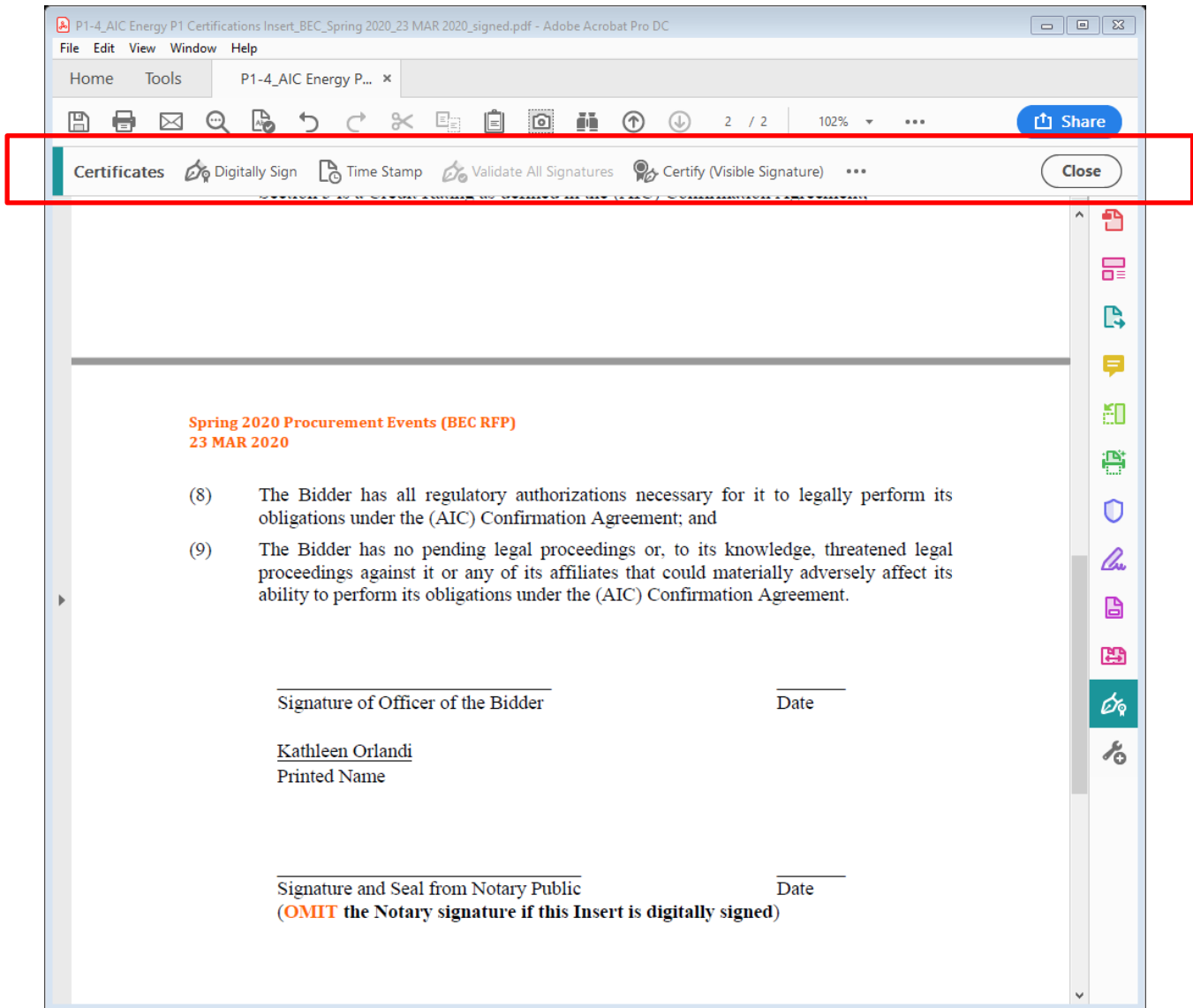


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Locate the Certificates banner at the top of the Insert.

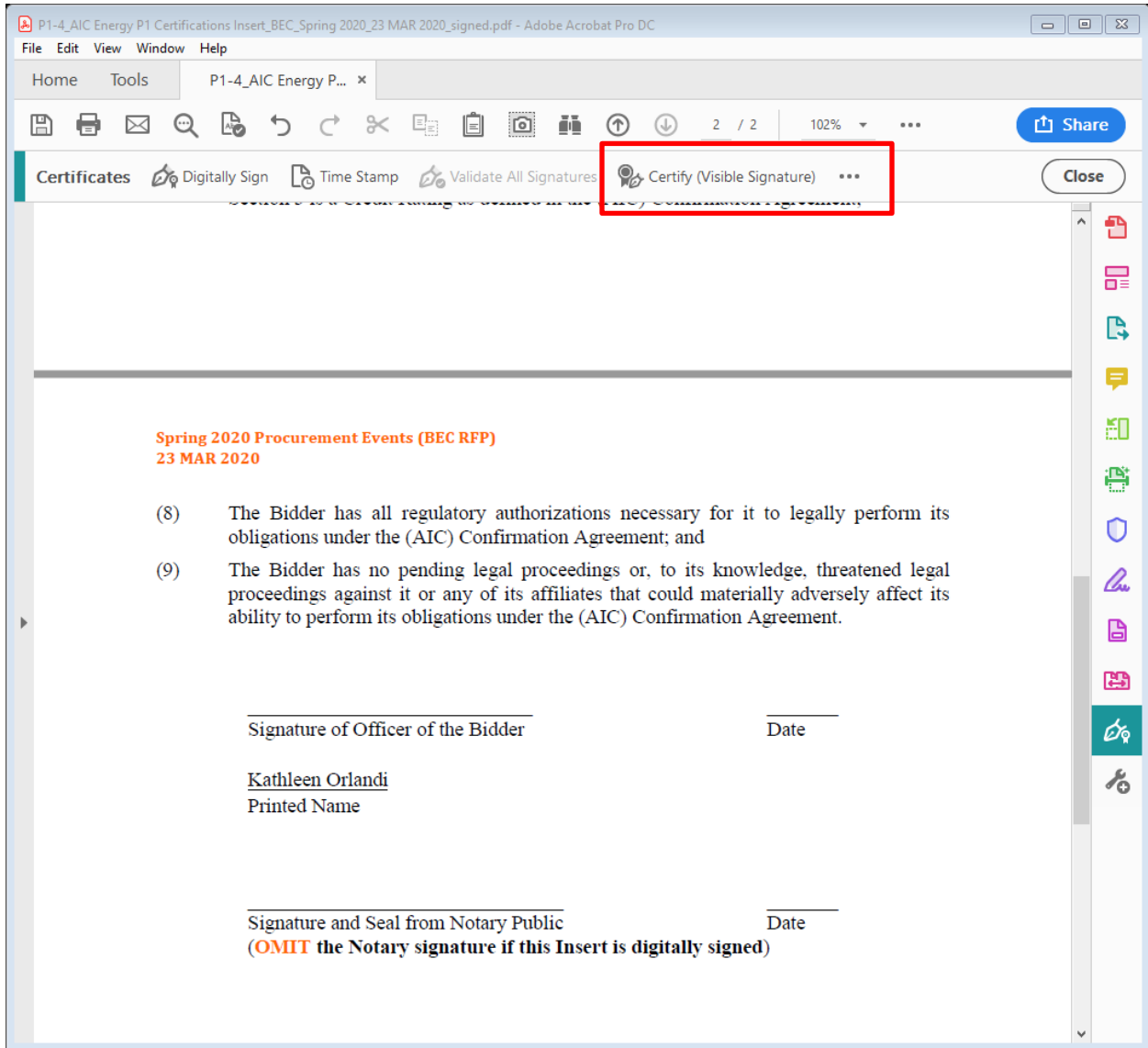
- If you see the option “Certify (Visible Signature)”, then you are able to use Adobe Acrobat to digitally sign and certify your signature.
- If you do not see this option, you cannot digitally sign and certify the Officer’s signature without first purchasing a document signing Certificate for the Officer through a certificate authority that is compatible with Adobe. Please see the link provided below for vendors approved by Adobe. The Procurement Administrator is not aware of a free-trial option for these vendors.

<https://helpx.adobe.com/acrobat/kb/certified-document-services.html>



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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.

