

## Introduction

Inserts are separate forms in Microsoft Word format posted 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>

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- Instructions for downloading the Final Audit Report can be found here:  
<https://helpx.adobe.com/sign/using/audit-reports-transaction-history.html>

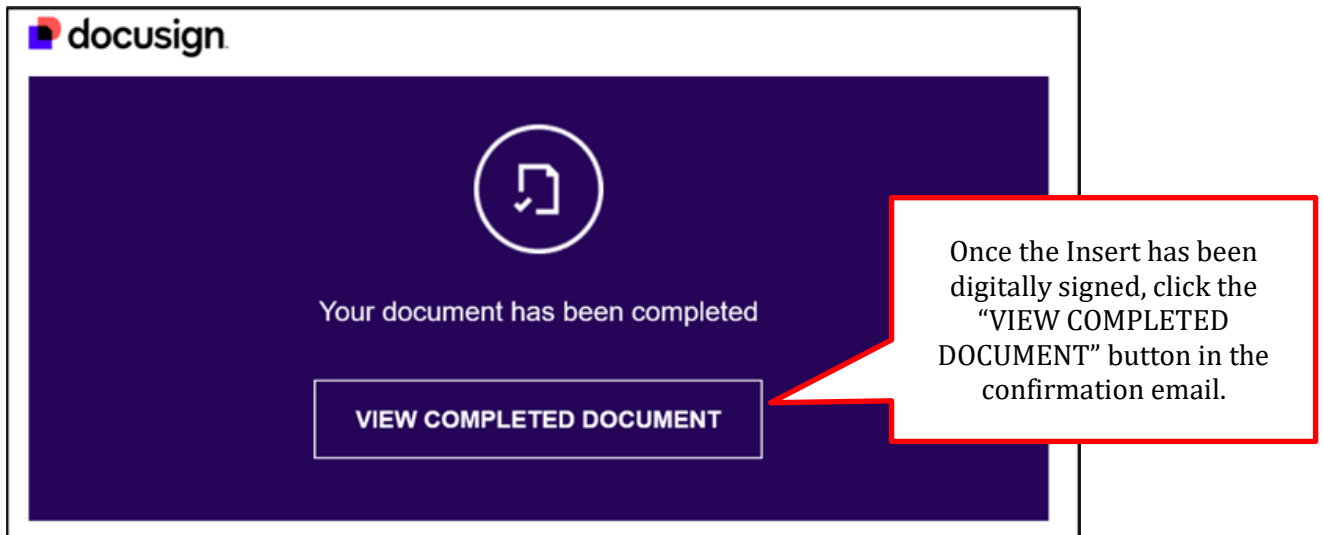
The remainder of this document provides screenshots and guidance to download the certificate of completion using DocuSign as well as using the document signing Certificate in Adobe Acrobat.

## **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**

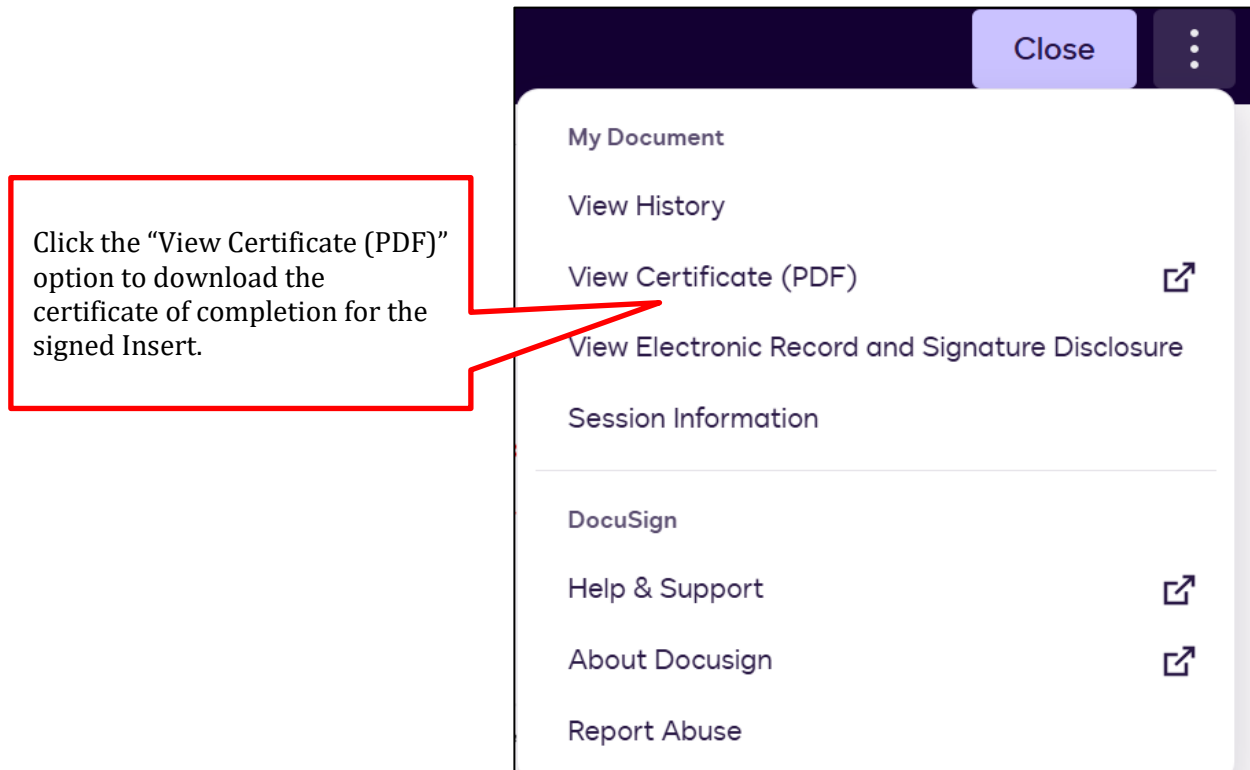
DocuSign provides instructions for uploading the Insert to be signed to their site and completing the digital signature process. Once the Insert is digitally signed, DocuSign will send a confirmation email. Click the “VIEW COMPLETED DOCUMENT” button in the confirmation email to be redirected to a webpage to download the signed Insert, as shown on the following page.



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In the upper righthand corner of the webpage, click the vertical ellipsis symbol to open the dropdown menu, and select “View Certificate (PDF)” to download the certificate of completion.



Once you have downloaded the certificate of completion, upload both the digitally signed Insert and the certificate of completion to the applicable online form(s). A sample digitally signed Insert and corresponding certificate of completion appear on the next three pages.

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### Summer 2026 Procurement Events (Energy Storage RFP)

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#### Project A

Name of Project

Seller A, Inc.

Name of Seller

Modifications to this Insert, other than providing the specific information requested by the Procurement Administrator or providing the signature, are strictly prohibited. Any such modification will not be considered and the Part 1 Proposal will be considered deficient. Any covert modification to the Insert will be considered a material misrepresentation of the Proposal, for which the Companies may draw on bid assurance collateral posted for the Project, regardless of whether the Bidder subsequently resubmits such Insert in a manner that is compliant with the RFP Rules.

This Insert may be:

- Printed, signed, scanned, and uploaded to the online Part 1 Form;
- or
- Submitted with a digital signature and a document or information verifying the identity of the signatory.

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.

### **P1 PROJECT LABOR AGREEMENT INSERT (#P1-5)**

**(SECOND ITEM IN SECTION 2 OF THE PART 1 FORM)**

I, Abigail Sinotte [enter the name of the Officer of the Seller],

1. acknowledge the Project Labor Agreements Requirements provided in Section 6.3 of the ISC Contract;
2. certify that the Project will be built by General Contractors that have entered into a pre-hire Project Labor Agreement, as this term is defined in the ISC Contract, prior to construction;
3. acknowledge that the Project Labor Agreement shall specify the terms and conditions as defined by the Project Labor Agreements Act and the IPA Act. Specifically, each Project Labor Agreement shall: (a) set forth effective, immediate, and mutually binding procedures for resolving jurisdictional labor disputes and grievances arising before the completion of work, (b) contain guarantees against strikes, lockouts, or similar actions, (c) ensure a reliable source of skilled and experienced labor, (d) contain provisions for minorities and women as defined under the Business Enterprise for Minorities, Women, and Persons with Disabilities Act, set forth goals for apprenticeship hours to be performed by minorities and women and set forth goals for total hours to be performed by underrepresented minorities and women, (e) permit the selection of the lowest qualified responsible bidder, without regard to union or non-union status at other construction sites, (f) bind all contractors and subcontractors on the public works project through the inclusion of appropriate bid specifications in all relevant bid documents, and (g) include such other terms as the parties deem appropriate; and
4. acknowledge that the Project Labor Agreement shall cover all terms and conditions of employment on a specific construction project and must include the following: (aa) provisions establishing the minimum hourly wage for each class of labor organization employee; (bb) provisions establishing the benefits and other compensation for each class of labor organization

CONTINUED ON NEXT PAGE...

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| Summer 2026 Procurement Events (Energy Storage RFP)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 29 JUN 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                      |
| <p>employee; (cc) provisions establishing that no strike or disputes will be engaged in by the labor organization employees; (dd) provisions establishing that no lockout or disputes will be engaged in by the General Contractor building the project; (ee) provisions for minorities and women, as defined under the Business Enterprise for Minorities, Women, and Persons with Disabilities Act, setting forth goals for apprenticeship hours to be performed by minorities and women and setting forth goals for total hours to be performed by underrepresented minorities and women; and (ff) the efforts that Seller will take or has taken to achieve such goals, including recruitment of minorities and women into apprenticeship roles. A labor organization and the General Contractor building the project shall have the authority to include other terms and conditions as they deem necessary.</p> |                                      |
| <div>Digitally signed by<br/><br/>60155560FBAC438</div> <div>Signature of Officer of the Seller</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <div>6/29/2026</div> <div>Date</div> |

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**Certificate Of Completion**  
Envelope Id: EE80A19E-85B8-8C57-8325-80A4371CF808  
Subject: Complete with DocuSign: P1-5 P1 Project Labor Agreement Insert\_29 JUN 2026.docx  
Source Envelope:  
Document Pages: 2  
Certificate Pages: 1  
AutoNav: Disabled  
EnvelopeId Stamping: Disabled  
Time Zone: (UTC-08:00) Pacific Time (US & Canada)  
Signatures: 1  
Initials: 0  
Envelope Originator:  
Abigail Sinotte  
1186 Avenue of the Americas  
New York, NY 10036  
Abigail.Sinotte@nera.com  
IP Address: 170.85.73.27  
Status: Completed

**Record Tracking**  
Status: Original  
6/29/2026 2:48:07 PM  
Holder: Abigail Sinotte  
Abigail.Sinotte@nera.com  
Location: DocuSign

**Signer Events**  
Abigail Sinotte  
Abigail.Sinotte@nera.com  
Security Level: Email, Account Authentication (None)

**Signature**  
(DocuSigned by)  
  
80733393F08C438...  
Signature Adoption: Pre-selected Style  
Using IP Address: 170.85.73.27

**Timestamp**  
Sent: 6/29/2026 2:47:07 PM  
Viewed: 6/29/2026 2:47:10 PM  
Signed: 6/29/2026 2:47:27 PM  
Freeform Signing

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 | 6/29/2026 2:47:07 PM |
| Certified Delivered          | Security Checked | 6/29/2026 2:47:10 PM |
| Signing Complete             | Security Checked | 6/29/2026 2:47:27 PM |
| Completed                    | Security Checked | 6/29/2026 2:47:27 PM |
| Payment Events               | Status           | Timestamps           |

1

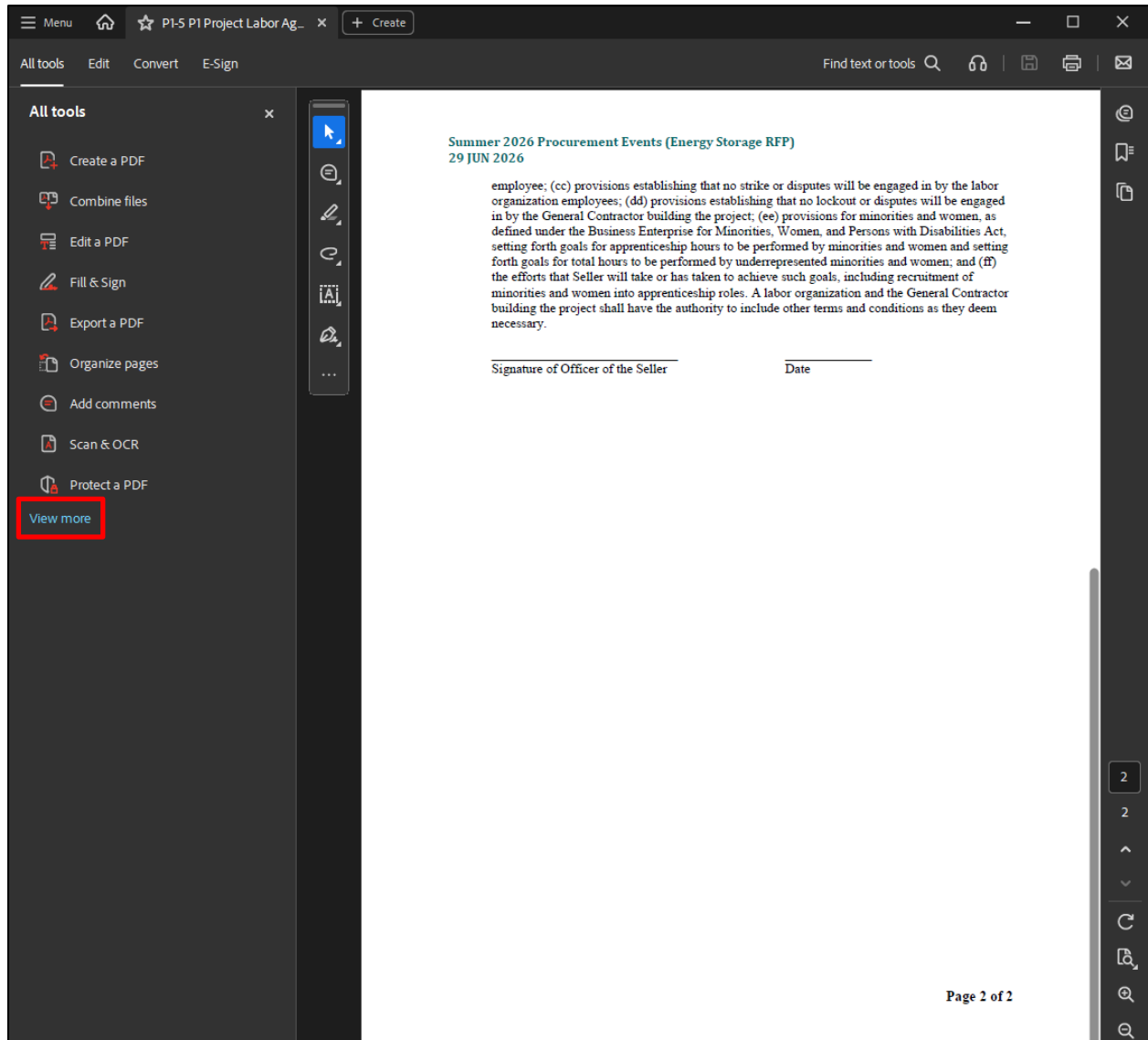
1

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### USING A DOCUMENT SIGNING CERTIFICATE IN ADOBE ACROBAT

Convert the Insert to a pdf file and open this file with Adobe Acrobat. Click on “View more” on the “All tools” menu bar.

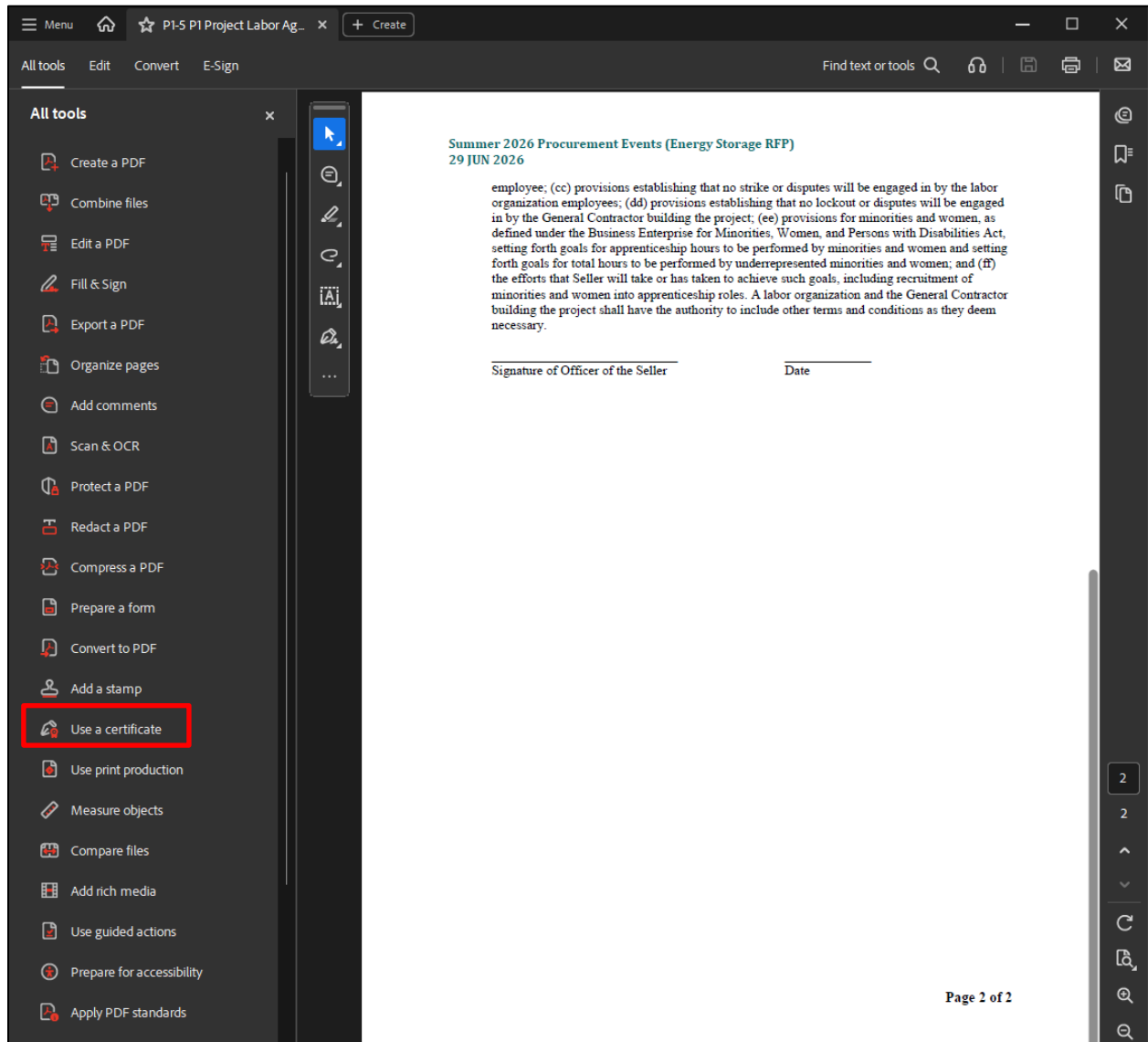




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Next, click on the “Use a certificate” Icon under the header “All tools”.



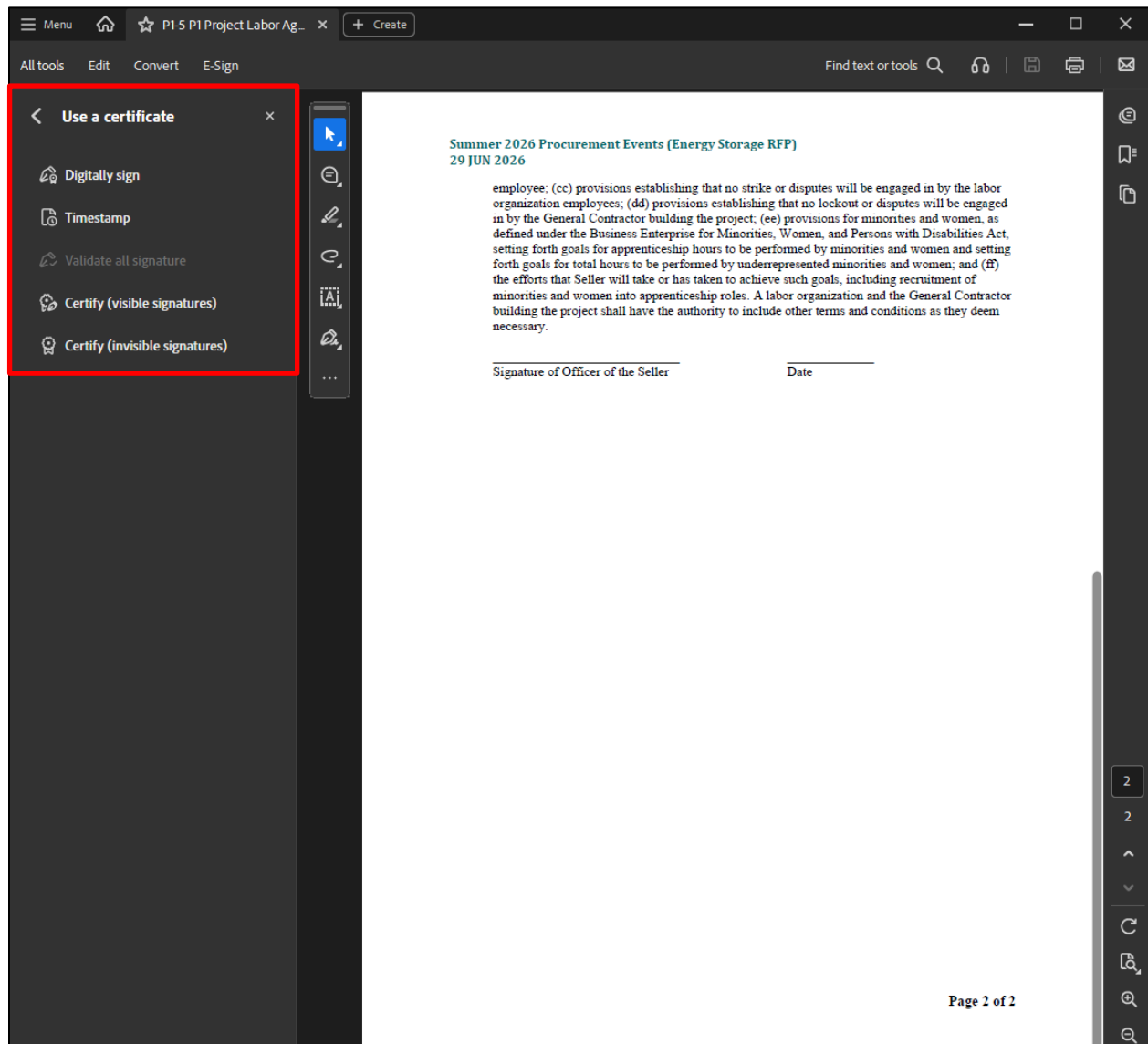
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Locate the “Use a certificate” heading:

- 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 signature without first purchasing a document signing Certificate for the signatory through a certificate authority that is compatible with Adobe. Please see the link provided below for vendors approved by Adobe. The Auction Manager is not aware of a free-trial option for these vendors.

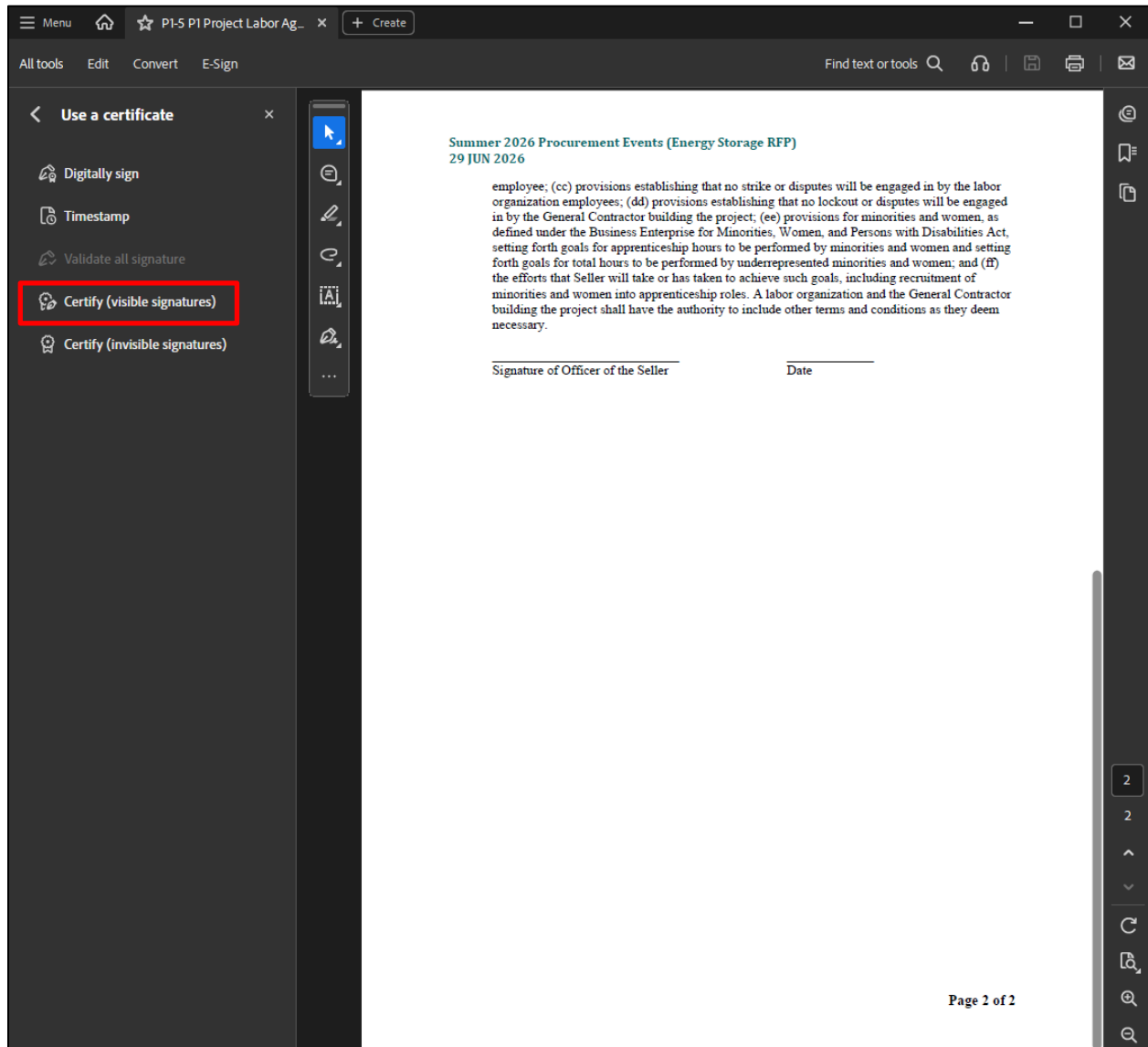
<https://helpx.adobe.com/acrobat/kb/certified-document-services.html>



## Summer 2026 Procurement Events (Energy Storage RFP)

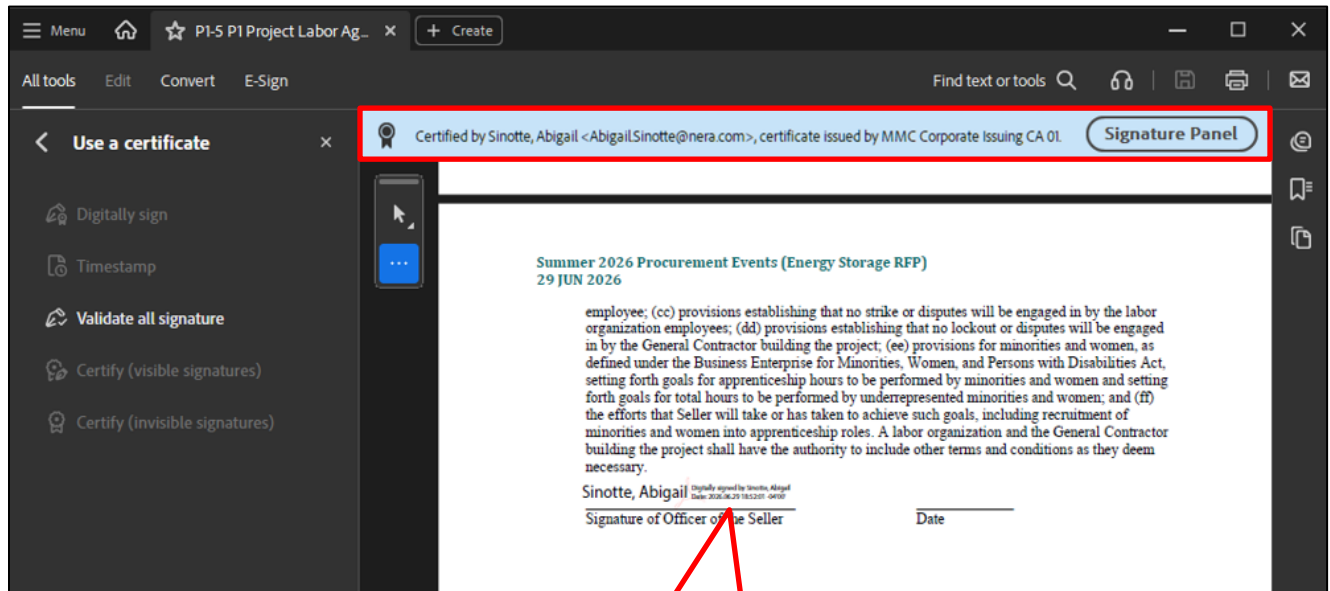
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Click the option to “Certify (visible signatures)” and complete the digital signature process.



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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 digital signature includes the signature date. In this case, the Date line to the right may be left blank.