

Contract Signing for Local Public Agency (LPA) In Doc Express Instructions

Contract Signing has been required since the October 2018 letting using the Doc Express program. This document is instructions on how to create the Digital ID and include signing the contract using Doc Express.

DO NOT create the Digital ID from the “My Account” screen, that is for the BID EXPRESS program only.

These instructions are for the group administrator to add the official individual(s) to the (County or City) Doc Express group. Do Not go to docexpress.com directly and create the person’s log in. Need to follow the following instructions to have the individual be added to the group.

1. The group administrator for the Local Public Agency named business (County or City) Doc Express group goes to the “**My Account**” screen and selects “Invite Employees”.
2. Then in the box types in the individuals email address (can hit return to add another email address for another individual) then selects the “Invite Employee” option.
3. That will send an email to the individual that needs added to the group. This email is sent from the Doc Express system with return email address of “Info Tech”. If this email doesn’t show in the individuals “Inbox” might need to check the “Junk/Spam” areas, pending the settings it might be in there.
4. In the body of the email will be the link that the individual needs to click on to enter in their log in information. After that has been completed, the individual logs in they will not see any contracts on their contracts page as they won’t have access to any yet. Regular log ins can be done from the website www.docexpress.com.
5. Once those steps have been done, someone either the individual or the administrator needs to notify the Iowa DOT contact (current contact is Tammi Bell) either by email or telephone (515-239-1529 or tammi.bell@iowadot.us). Then access will be given to the individual to the “Contract Signing” drawer and added in the steps for the signing.

Here are the steps for the Contract Signing.

Submit Contract (Office of Contracts)
Local Public Agency Award Contract (by County Board Chair / City Official or Engineer)
Contractor Verify Performance Bond (Contractor)
Signed by Contractor (Contractor)
Received by Local Public Agency (by Engineer)
Local Public Agency View and Sign Performance Bond (by County Board Chair / City Official)
Local Public Agency Signed Contract (Digital ID) (by County Board Chair / City Official)
Checked by Office of Contracts Personnel (DOT)
Signed by Office of Contracts (DOT)
Marked Complete (by Office of Contracts)

Register with Surety2000

Local Public Agency does need to be registered with Surety2000 for the Contractor to verify performance bond step. The Local Public Agency(LPA) will need to register with Surety2000, they handle the performance bond part of the signing of the contract. Need to get registered before your local has a contract let and will be using the contract signing process in Doc Express. There is no cost for an Owner/Oblige to register. A one-time registration is the only requirement. If you have already registered with Surety2000, this section can be skipped.

1. Simply go to www.surety2000.com
2. For county's make sure to list the county as the following "**Board of Supervisor (county name) County**". For city's make sure to list the city as the following "**City of (city name)**". For County Conservation Board make sure to list the conservation board as the following "**County (county name) Conservation Board**". Anyone with the county or city can do the registration (Secretary, Office Manager, Tech, Engineer).
3. Click on Home page and under the American Flag icon, the third selection is registration (New Owner/Oblige Registration) is the section to select. Complete all of the fields and use the correct naming as indicated above for county or city or conservation board. In the field selection for if they are registering for bid bonds or certificates, do not need to check either selection.
4. In the comments section type in "performance bonds" then click on the submit option.
Note: Since performance bonds is a limited service, it is not currently shown in the listing as an option for registration.
5. Once registered, a message will indicate a representative will contact the individual registering. The call will acknowledge the registration.

Instructions for signing the contract

These instructions are written to help assist in the process, there might be some variations with some of the steps due to update changes that occur.

First make sure to be on the device that you will always use for the signing of the contract process.

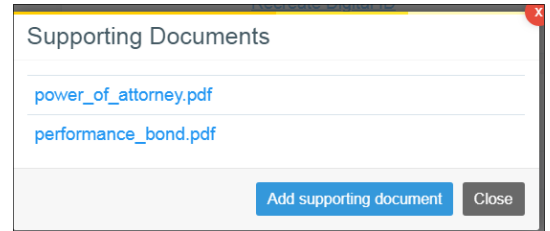
Find the contract that you need to access (if you have more than one listed). Then click on the title of the drawer "Contract Signing".

Transition of the Contract

The contract submittal will appear titled as *Contract* (letters and numbers in submittal title. **EXAMPLE: BO 001 00-C000-333 YYMMDD**). Do Not Transition any other documents that may be in the same drawer.

Click "Transition" then the transition dialog box will open. Click the dropdown arrow for the "Status" field and then select the status name for your transition. The first transition is to "Award" the contract to the contractor. This can be done by either the Engineer or the County Board Chair person / City Official.

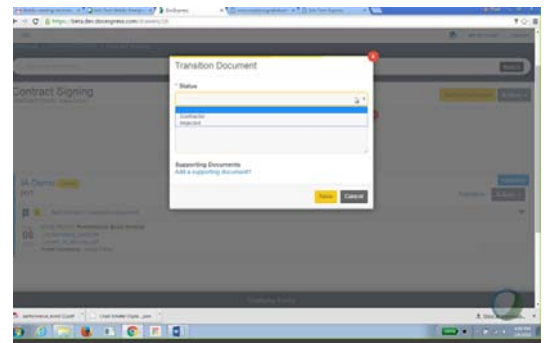
After the contract has been awarded to the contractor, the contractor will have to provide the required documents. Including Verify the Performance Bond, that becomes a "Supporting Documents" to the contract. It will not be included in the actual contract document file. In order to view the bond document, there is a separate link to open up the bond.



The LPA's will need to wait until the contractor does all the required transitions for the contract before being able to do any transition actions needed.

When it is the LPA's turn to transition for the contract, there will be one for the county / city engineer to transition before the County Board Chair person / City Official. Then the County Board Chair person / City Official will have two transitions.

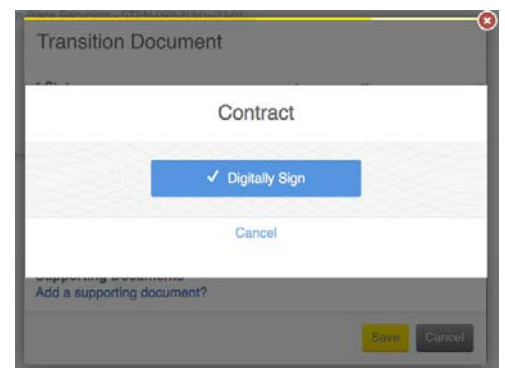
First transition will be necessary for the Performance Bond. This will be accomplished by marking the check box acknowledging that you intend to electronically sign the document statement "By checking this box I am electronically signing the attached document". Then the individual will need to type their name in the field shown.



When typing in the name, Doc Express will then verify that the name typed matches the name of the Doc Express account of the user that is logged in.

Second transition will be for the signing of the contract. Click "Transition" then the transition dialog box will open. Click the down arrow for the "Status" field and select the status name. Then click the "Save" button.

Now the choice to sign by digital signature option will be shown, click on the "Digitally Sign". Confirmation of signing of the contract will be shown in a message dialog box that it has been completed.

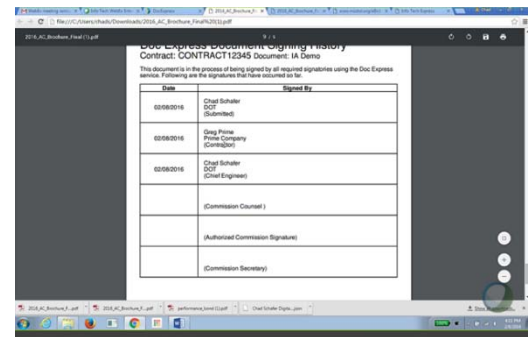


Do Not Transition any submittal with the "(DO NOT TRANSITION THIS DOCUMENT or SIGN)" included in the title tag. **(DO NOT TRANSITION THIS DOCUMENT or SIGN)**

NOTE: If the digital signature option is grey out and won't allow you to select the option, you will need to use a different web browser like Internet Explorer or Google Chrome.

After the signing process is completed, a signature page is created and included in the contract document file. The signature page, will show who has signed, by transitions, the document and is the last page in the contract document.

After a document has been transitioned, everyone with access to the contract will receive an email notice from the Doc Express system. Be sure to check that your notification settings are set in order to be notified when transitions and submittals have been done for the contract. Instructions for setting up the notifications can be found in the "Local Public Agencies User's Guide" on page 20. (https://iowadot.gov/local_systems/project-inspection-and-administration)



When the Office of Contracts has received the notification email from the Doc Express system. Then the Office of Contracts will verify all of the required submittals and documents are in order prior to their office signing the contract. Once the Office of Contracts has signed the contract and "Marked Completed" the Contracting Authority and the Prime Contractor should receive the notification email stating the completed transition. Any time after the contract is marked Completed, the LPA can talk to the Prime Contractor concerning the project.

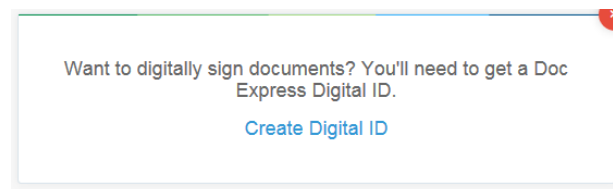
Marked Completed (by Office of Contracts DOT)

Creating Digital ID

First be sure to be logged on the device; laptop, computer station, or tablet, that you plan to use every time for signing the contract. There will be a ".json" file saved to the device for future signing of contract(s).

When you select your contract number in Doc Express and select the "Contract Signing" drawer, you'll see the option to create a digital ID. Only the person(s) who will sign the contract will see the link for creating the digital ID. Others working within the drawer will not have the option to create the digital ID link. **Do NOT try to create the digital ID from the "My Account" screen,** that icon is for the Bid Express program only.

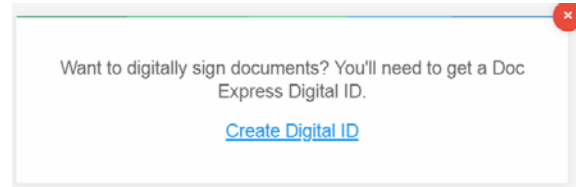
If you do need to create a digital ID, click on "Create Digital ID" and follow the wizard. This is something that can be done as soon as you have access to the "Contract Signing" drawer even if the contract is not in the drawer.



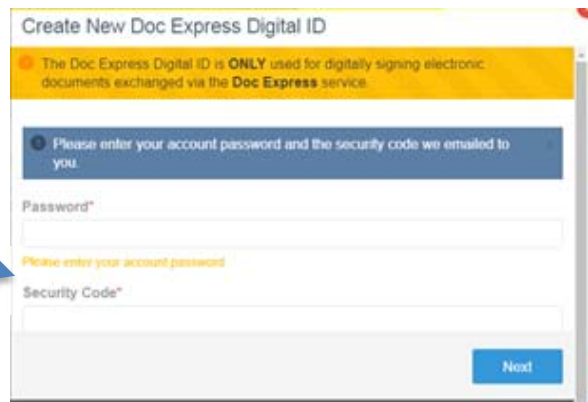
NOTE: if you select the create Digital ID and you end up back at your "My Account" page, then there might be some issue. Suggested troubleshooting are listed below:

1. Might be a pop-up blocker window setting that is preventing you from moving on. You need to look in your tools option and change the “Pop-up Blocker Settings” or hold down the “CTRL” key at the same time you are selecting the link for creating your ID.
2. Could be the web browser you are using, “Google Chrome” usually does work for this process. Internet Explorer may not be compatible.
3. Close the web browser and reopen it and try again.
4. Contact the Doc Express Support at 888-352-2439 for assistance.

Click on the link for creating your digital ID that is labeled “Create Digital ID”.



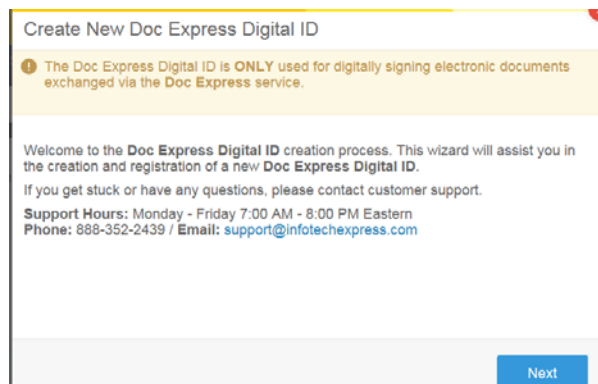
Next you will be required to enter in your Doc Express password and a security code that will be emailed to your account email address.



Will need to be able to access your email to complete this step.



After you enter in the required information, Click the “Next” button. A welcome to the Doc Express Digital ID message will appear. After reading it click on “Next” to proceed.



The next step will require you to provide a copy of your identification and upload it by attaching it when you click on the “Attach Identification” box. Enter in your name EXACTLY as it appears on the identification being used, in the “Name” field. **The name of the person registering for the digital ID must match exactly as it appears on the form of identification.**

If the identification shows your full First, Middle, Last name, that is what needs to be placed in the “Name” field.

Create New Doc Express Digital ID

1 Step 1 of 4 / Verification

For verification please provide, a copy of a State ID, Driver's License or Passport*

Attach Identification

Name*

EX: JANE DOE

Name exactly as it appears on your attached identification

Back Next

You will need to enter your full legal business name in the “Legal Business Name” field. Legal Business Name will be the “County Name”, “City Name”, or the “County Conversation Board County Name”.

Then enter in or select the correct state in the “State” field.

Create New Doc Express Digital ID

2 Step 2 of 4 / Organization

Legal Business Name*

EX: ACME INC.

Organization name as it appears on your state business license or registration.

State*

State in which organization is present.

Back Next

As part of getting your digital ID, you will need to furnish a phone number in the “Contact Number” field to be contacted for verification purpose. Enter in the phone number where you can be contacted anytime they call.

Select from the “Contact Time” field which will work best for you to be contacted to verify your identify. The choices are “Morning, Midday, Afternoon or Evening”. If completing this in the morning and want it to be completed in the same day, might want to select afternoon time to call.

Create New Doc Express Digital ID

3 Step 3 of 4 / Contact

Contact Number*

EX: (352) 555-0123

A customer support representative will contact you shortly to verify your information.

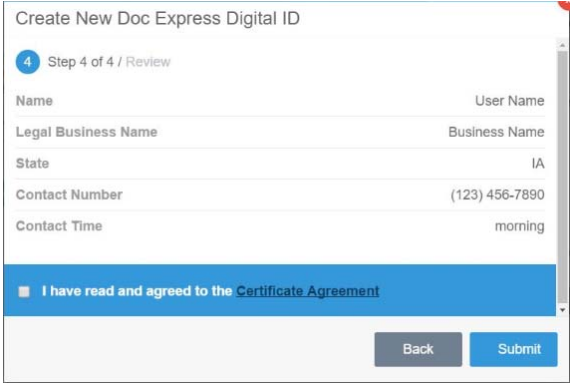
Contact Time*

What's the best time to contact you?

Please select the time of day you'd like to be contacted.

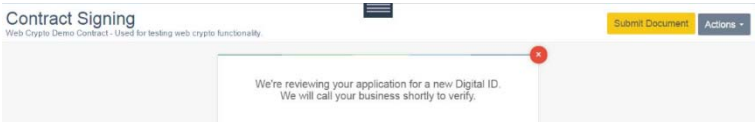
Back Next

In the last step you will be given the chance to review your information. If anything is incorrect, you'll have a chance to change it prior to checking the box "I have read and agree to the Certificate Agreement". Then clicking on the Submit button.



If you see any of the information that is incorrect, click on the "Back" button to go back to the area that you need to correct.

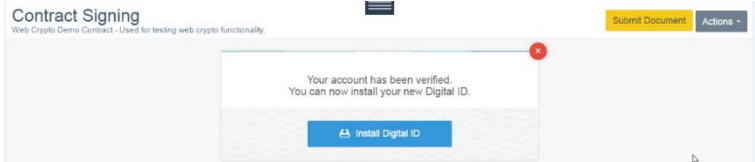
After clicking the "Submit" button option, you will be back in the "Contract Signing" drawer and there will be a message stating that your application is being reviewed.



Need to allow up to 24 hours for this approval.

You can exit the "Contract Signing" drawer.

Once you have received the phone call for verification, the next time you select the "Contract Signing" drawer you will see a message that your account has been verified.



Click on the "Install Digital ID". Be sure to make note of where the document ".json" file is placed. This may be needed if a different web browser is used, than the one used when creating the Digital ID.

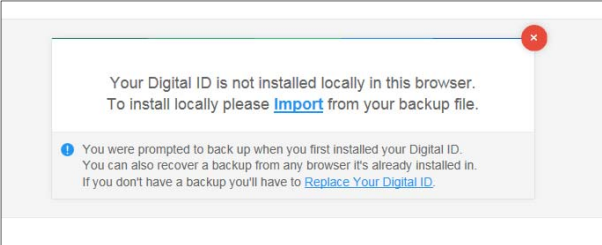
If your Digital ID application gets rejected, you will receive an email stating why it was rejected. And you will have the opportunity to "Recreate Digital ID" and repeat the process.

You will NOT need to go through the process of getting a digital ID again after it's been approved and they do not expire.

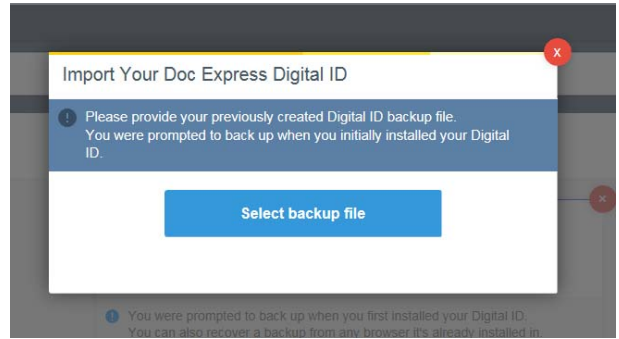
Digital ID ".json" file

When using a different web browser than the one that was used originally to create the Digital ID, an message box will appear for you to import the backup file of your Digital ID.

Select the "Import" link.



Then the message box will appear for you to select the backup file. Important to know the location of the “.json” file to import it for a different web browser.



Other Submitted Documents

The following documents can be found in the “Contract Signing” drawer. The items found in the drawer are just like **IF** you had received them in the mail (which will not be mailed out).

DO NOT TRANSITION ANY OF THE FOLLOWING DOCUMENTS.

- Certificate of Insurance/Insurance Cert (Contractor submits)
- Liability Insurance Letter

Only the “Contract” needs to have transitions done.

- *Contract* (letters and numbers in submittal title. **EXAMPLE: BO 001 00-C000-333 YYMMDD**)

After the contract has been signed and “Marked Completed” the following documents can be found in the “Contract Signing” drawer. **DO NOT TRANSITION ANY OF THE FOLLOWING DOCUMENTS.**

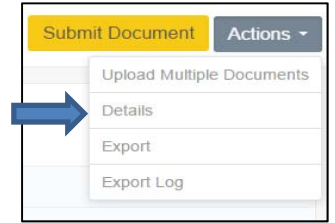
- Sub-Contract Requests and
- Tax Certs and AA/EEO poster (**must print, sign and provide by email or mail**).

NOTE: Storm Water Discharge Co-Permittee Form (830215)- The forms are no longer provided to the local agencies by the Iowa DOT Office of Contracts. They can be downloaded at the following address: <http://intforms/FormsMgt/External/830215.doc> .

Contract Signing Drawer Workflow (steps)

- Submit (Office of Contracts, Prime Contractor)
- Local Public Agency Award Contract (by County Board Chair / City Official or Engineer)
- Contractor Verify Performance Bond (Contractor)
- Signed by Contractor (Contractor)
- Received by Local Public Agency (by Engineer)
- Local Public Agency View and Sign Performance Bond (by County Board Chair / City Official)
- Local Public Agency Signed Contract (Digital ID) (by County Board Chair / City Official)
- Checked by Office of Contracts Personnel (DOT)
- Signed by Office of Contracts (DOT)
- Marked Complete (by Office of Contracts)

To view the “Workflow” while working through the contract signing process, select the “Actions” option (which is by the “Submit Document” title) by clicking on the arrowhead symbol, and then select “Details”. That will then display the workflow, this will help to know when it is the LPA, Contractor or DOT’s turn with transitioning the contract.



The most current document of the Contract Signing Instruction can be found at the following website.
https://iowadot.gov/local_systems/project-inspection-and-administration
Scroll down to the section titled “Doc Express”.