Doc Express Contract Signing Instructions for Local Public Agencies (LPA)

Electronic signing of contracts let through the Iowa DOT has been required since the October 2018 letting. A software program called Doc Express is utilized to sign the contracts. Doc Express is also used as the project file that contains all contract documents and project documentation. This document contains instructions explaining how to electronically sign contracts in Doc Express, how to create a Digital ID that is needed to sign the contract, and how to register with Surety 2000 (the bonding company utilized for all Iowa DOT let contracts).

If you have not previously registered for a Doc Express account, please contact Derek Peck at derek.peck@iowadot.us or call (515) 239-1391. Derek will help you register for the appropriate type of Doc Express account. Please do not try to register for a Doc Express account by yourself, or you will be registering for a contractor type account which does not contain the same type of permissions as a Local Public Agency account.

If you need to add additional employees to your Doc Express account, you can do so by clicking on the blue My Account that is found on the top right of the Doc Express screen. Then choose Invite Employees. Enter their email address and click the blue `Invite Employees' button. This will generate an email from Infotech to be sent to the employee. After they accept the invitation, please notify Derek Peck of all Doc Express contracts that they will need access to.

To sign a contract in Doc Express, log into Doc Express and choose the appropriate Contract ID Number. Then click on the drawer titled `Contract Signing'. There are several transitions that need to occur on the contract document before the contract will be considered fully executed. These transitions are only to occur on the contract document, that will be titled similar to "BO nnn XX-XXXX-XXX YYMMDD CONTRACT". Do not perform any transitions on any other documents located in the Contract Signing drawer, such as the Contractor's Insurance, Sales Tax Exemption Certificates, etc.

To receive email notifications as each of these transitions are completed, login to Doc Express. On the left side of the screen, look for a vertical menu bar and select `Notifications'. Under `Progressed Document', toggle the button to `On', select `all documents I have access to', and under `or', choose the file symbol and then select `Contract Signing'. Follow the same process under the `Completed Document' option found in the middle of the screen.

The various transitions that need to occur on the contract document are noted below. The entity that performs the transition is also noted after the hyphen. These transitions must occur in the order they are noted.

Submitted - Contracts and Specifications Bureau
Local Public Agency Awards Contract - Local Public Agency
Contractor Verifies Performance Bond - Contractor
Signed by Contractor - Contractor
Received by Local Public Agency - Local Public Agency
Local Public Agency Views and Signs Performance Bond - Local Public Agency
Local Public Agency Signs Contract - Local Public Agency
Checked by Contracts and Specifications Bureau - Contracts and Specifications Bureau
Signed by Contracts and Specifications Bureau - Contracts and Specifications Bureau
Marked Completed by Contracts and Specifications Bureau - Contracts and Specifications Bureau

To perform the needed transitions, look to the right of the contract file and find the blue `Transition' option. Click on 'Transition' and choose the transition step that needs to be completed. Your first transition will be 'Local Agency Awards Contract'. After this transition has occurred, the Contractor will need to perform their two transitions as `Contractor Verifies Performance Bond' and `Signed by Contractor'. For the contractor to verify their performance bond, your city, county, or conservation board will need to be registered with a company called Surety2000. Instructions for registering with Surety2000 are noted below.

After the contractor has completed their two transitions, your Transition button will again change to blue. You then have three additional transitions to complete. The first transition is `Received by Local Public Agency'. This transition is your acceptance of the Contractor's bond. The second transition is 'Local Public Agency Views and Signs Performance Bond'. This transition will require you to type your name (sign the bond) and check a box stating that you are electronically signing the bond. The third transition is `Local Public Agency Signs Contract'. This transition will apply your digital signature to the contract. This signature requires a Digital ID, which will need to be obtained from Infotech. Infotech is the company that produces the Doc Express software. Instructions for obtaining your Digital ID are also noted below.

After you have completed the `Local Public Agency Signs Contract' transition, the Contracts and Specifications Bureau will complete their final check of the various documents to assure they are complete and accurate. If everything looks good, they will transition the document to `Checked by Contracts and Specifications Bureau'. They will then transition the document to `Signed by Contracts and Specifications Bureau' when the Contracts Engineer, or their designee, signs the contract. Finally, the document will be transitioned to `Marked Completed by Contracts and Specifications Bureau'. At this point, the contract is considered fully executed and you can begin to have discussions with the Contractor. <u>In no circumstance should you ever have discussions with a contractor prior to the contract being transitioned to Marked Completed by Contracts and Specifications Bureau.</u>

How to Register with Surety2000

Local Public Agencies need to be registered with Surety2000 for the Contractor to be able to verify their performance bond. Surety2000 handles the performance bonds for all contracts let through the Iowa DOT. There is no cost to register, and you will only need to register one time regardless of the number of contracts that are let for your agency through the Iowa DOT. If you have previously registered with Surety2000, you can skip these instructions.

1. Visit https://dashboard.surety2000.com/#/register.
2. Choose the option Obligee / Project Owner.
3. Complete the blanks for the first two screens. The first screen is titled `Company' and the second screen is titled `Account'. Do not complete any information on the third screen titled `Additional Info', as this is for contractors only.
4. For counties, the Company Legal Name should be listed as **"(county name) County**". For cities, the Company Legal Name should be listed as "**City of (city name)**". Any employee can register on behalf of the city or county.
5. After your request to register has been submitted, a message will indicate a representative will contact the individual that submitted the registration request. A phone call will be utilized to acknowledge the registration.

How to Create a Digital ID

A Digital ID is required for a Local Public Agency employee to be able to have their name/signature applied to the contract. When you register for the Digital ID, a .json file will be saved on your computer. It is important to be using the electronic device (laptop, desktop, tablet, etc.) that you will be using when you sign the contract when you register for the Digital ID. Please make note of where the .json file is saved on your computer. If a different electronic device or web browser is used to sign the contract, other than the device that was used when registering for the Digital ID, the .json file will need to be imported into the new device/browser for the Digital ID to be recognized.

Select your Contract ID Number in Doc Express and then select the "Contract Signing" drawer. You will see a white pop-up box appear that asks if you want to create a Digital ID. Click on the blue `Create Digital ID' and follow the prompts for information.

You will be asked to provide photo identification as part of the registration process. A scanned copy of your State ID, driver's license, or passport will need to be available to upload. Please note- when the setup wizard asks for your name to be typed, it must be typed exactly as it shows on your photo identification. You will also need to provide a phone number and a

general timeframe in which you will be available to receive a phone call to confirm your identity. After you have submitted your registration, you will return to the Contract Signing drawer and a pop-up box will appear stating that Infotech is reviewing your application.

After you have received the phone call verifying your identity, the next time you select the Contract Signing drawer you will see a pop-up message stating that your account has been verified. Click on "Install Digital ID".

If you are using a different web browser or computer than the one that was used to create the Digital ID, a pop-up message will appear for you to import the backup file of your Digital ID. Select the `Import' link, then select `Select backup file'. Choose the .json file that you saved previously to your computer.