



OPERATIONAL MEMO

TITLE:	ELECTRONIC SIGNATURES FOR ALL STATE CONTRACTS WITH COUNTIES
SUPERSEDES NUMBER:	N/A
EFFECTIVE DATE:	APRIL 15, 2020
DIVISION AND OFFICE:	COMMUNICATIONS AND GOVERNMENT RELATIONS, POLICY, COMMUNICATIONS & ADMINISTRATION OFFICE
PROGRAM AREA:	COUNTY RELATIONS AND ADMINISTRATION
KEY WORDS:	WET SIGNATURE, ELECTRONIC SIGNATURE, STATE CONTRACTS, DOCUSIGN SIGNATURE/DOCUSIGN
OPERATIONAL MEMO NUMBER: HCPF OM 20-041	
ISSUE DATE: APRIL 15, 2020	
APPROVED BY: RACHEL REITER	

HCPF Memo Series can be accessed online: <https://www.colorado.gov/hcpf/memo-series>

Purpose and Audience:

The purpose of this Operational Memo is to inform all County Departments of Human/Social Services, Single Entry Points (SEP) and Healthy Communities contractors that the Department is transitioning from wet signatures on all contracts to electronic signatures for all Department Contracts effective immediately. The program is called DocuSign and requires that each agency provide the Department with the email address for your agency's authorized Signor.

Once the Department has sent the applicable contract for signature, your agency's designated signing authority, which may include your agency's County Administrator/Director will receive a copy of the document that they will have to "approve" before it is released to the signatory. This will allow the administrator to hold the document until the signatory is ready to sign the document. Once it is approved, then the "signor" will receive an email from DocuSign. Please note that the applicable contract will be sent to the Signer for signature only once the County Administrator/Director has released it.

Process for DocuSign

- The Department will email through DocuSign to your agency's County Administrator/Director
- The County Administrator/Director will receive an email from DocuSign
- The County Administrator/Director can "hold" the document in DocuSign until the Agency's Board has approved the applicable contract or release it to the signor immediately based on your organization's processes. (The County Administrator/Director can download the contract in PDF form, and either print it out and distribute it or download it to email in order to distribute it.)
- Once approved by the County Administrator/Director, the DocuSign system will email your agency's Signer automatically
- The Signer will receive an email from DocuSign
- The Signer can also "hold" or print the document in DocuSign, if necessary
- Upon review and required approvals, the Signer can go open the DocuSign email, and follow the attached instructions to electronically sign the applicable contract
- Once the Signer has electronically signed their contract, DocuSign will send the signed contract back to the Department for the next steps on the process

When can we expect to receive the contracts through DocuSign?

Each of the Department's contract managers that are your regular point of contact will provide the timeline attached to that contract. In general, contracts must be executed before June of each state fiscal year.

What if we need to review the contractor with our Board of County Commissioners?

The County Administrator/Director and Signer can both hold off on approving and signing the contract until your agency's Board of Commissioners have reviewed and approved the applicable contract. Either of those people can print or download the contract to distribute for reviewing purposes. Once your agency's Board of County Commissioners have approved the contract, the Signer can go back to the DocuSign email and proceed with the next steps to electronically sign the contract.

What happens if our agency's Signor accidentally signs the contracts prior to the Agency's review or Board of Commissioners approve?

The appropriate contract manager will notify our Contracts and Procurement Section to put a hold on your agency's contract until we receive notification from your agency that the contract has been reviewed and approved by all appropriate parties. The Contracts and Procurement Section will take it off hold, and then it will proceed with the next steps.

Attachment(s):

DocuSign Signature Step Action Guide

Department Contact:

HCPFCountyRelations@state.co.us