

INTRODUCTION

RFP Bidders have an additional option to use digital signatures for completing the Inserts to the Part 1 Form and Part 2 Form that require a signature. These Inserts may be completed either by:

1. Filling in each applicable Insert, printing and signing the Insert using a wet signature (and have the signature notarized when instructed), and scanning the signed and completed Insert; or by:
2. Filling in each applicable Insert, digitally signing the Insert and providing along with the completed Insert an additional document or information that verifies the identity of the signatory. Additional documentation or information may include:
 - a) a certificate of completion if the signatory uses DocuSign;
 - b) a Final Audit Report if the signatory uses Adobe Sign;
 - c) evidence that the digital signature has been certified by the signatory using a document signing certificate; or
 - d) other documentation or information produced by a commercially available software that can be used by the Independent Evaluator to verify the identity of the signatory.

For Inserts that require the signature to be notarized, notarization is not required if the Insert is digitally signed. 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 Independent Evaluator 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. **These are options a) and c) in the list of acceptable additional documentation and information above.** This does not preclude a Bidder from using the other options listed above.

[DOWNLOADING THE CERTIFICATE OF COMPLETION USING DOCUSIGN](#)

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

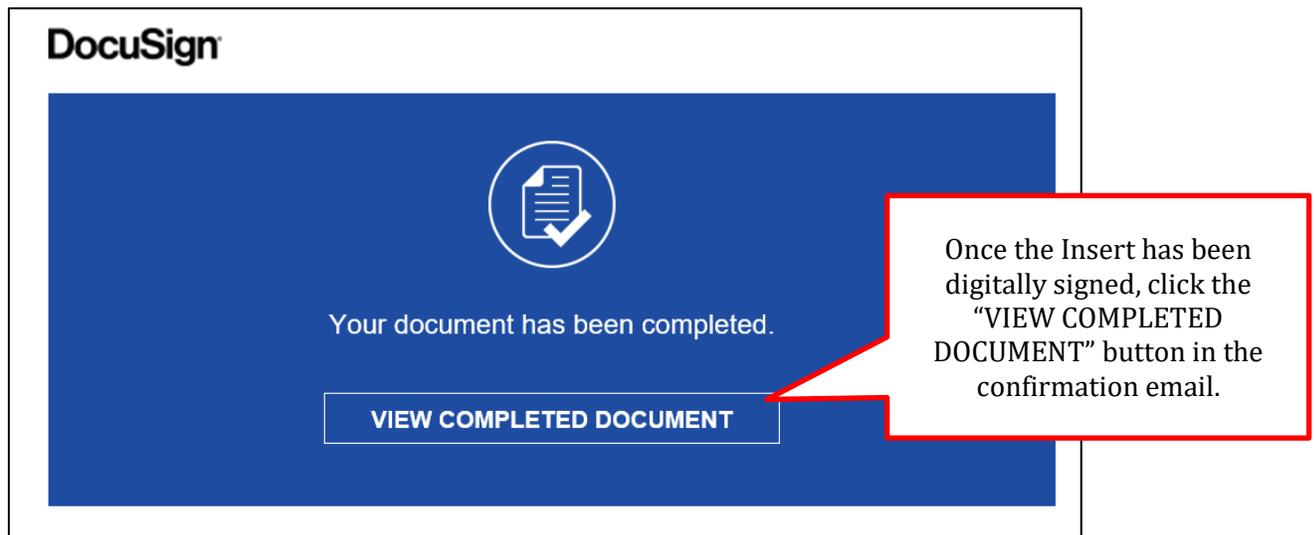
<https://go.docusign.com/o/trial/?tgr=com-trial-hero>

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, both the sender (the individual who uploaded the Insert and prepared the envelop in DocuSign) and any recipients that were inputted to receive a copy of the signed document can follow the instructions below to download the certificate of completion via either: 1) the confirmation email, or 2) their account on the DocuSign website.

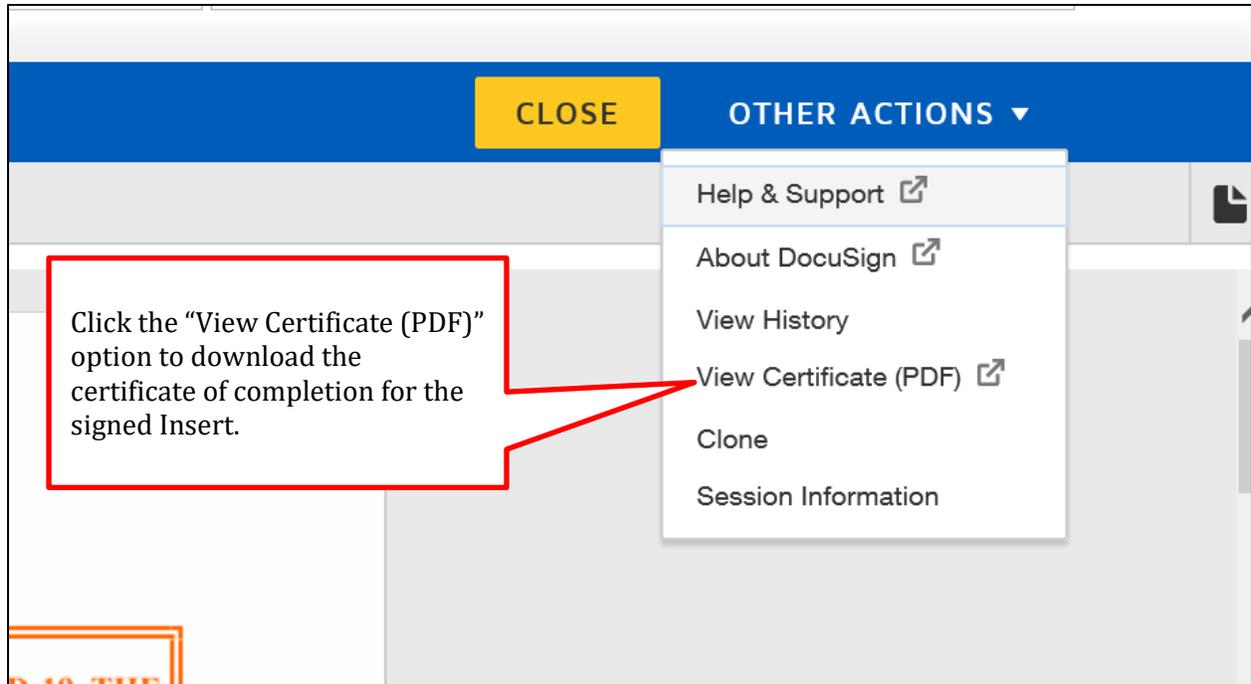
NOTE: It is a good idea for the sender to add the Representative and Nominees (if applicable) as a recipient to receive a copy of the signed document. The sender can add individuals when preparing the envelop.

1. DOWNLOADING THE CERTIFICATE OF COMPLETION FROM EMAIL

Once the Insert is digitally signed, DocuSign will send a confirmation email to the sender (the individual who uploaded the Insert and prepared the envelop in DocuSign) and to any recipients that were inputted to receive a copy of the signed document. From the confirmation email, click the “VIEW COMPLETED DOCUMENT” button to be directed to a webpage to download the signed Insert, as shown below.



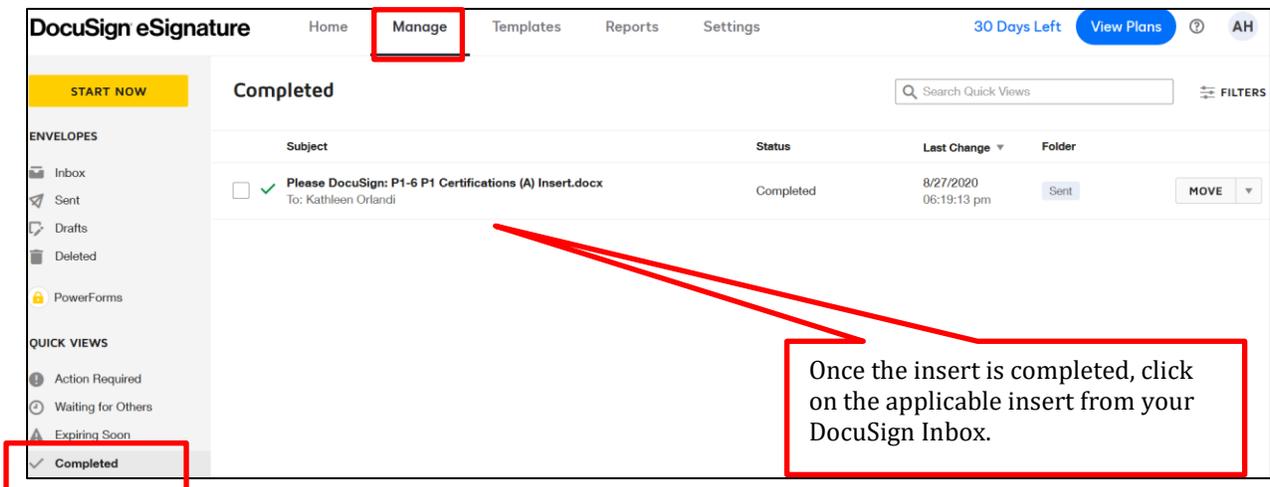
In the upper righthand corner of the webpage that opens, click on the “OTHER ACTIONS” drop down menu, and select “View Certificate (PDF)” to download the certificate of completion. See screenshot on next page.



Once you have downloaded the certificate of completion, upload both the digitally signed Insert and the certificate of completion to the online Part 1 Form. A sample digitally signed Insert and corresponding certificate of completion appear on pages 5-7 of this guide.

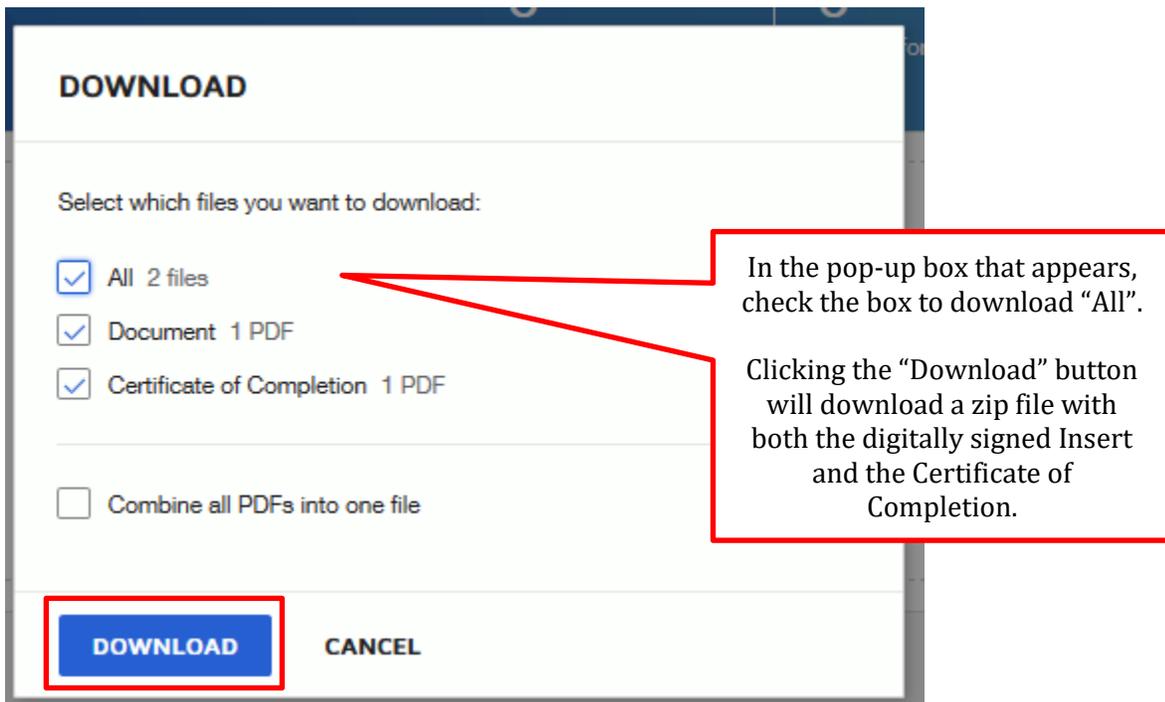
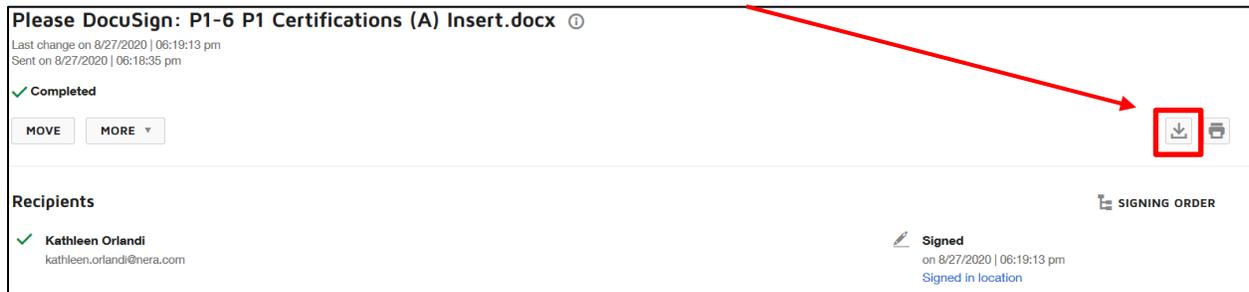
2. DOWNLOADING THE CERTIFICATE OF COMPLETION FROM THE DOCUSIGN WEBSITE

The sender (the individual who uploaded the Insert and prepared the envelop) and any recipients that were inputted to receive a copy of the signed document can log into DocuSign (<https://account.docusign.com/#/password>) using his/her email address and password and click on the Manage tab in the top navigation bar. Next, click on the Completed link at the bottom of the left-hand navigation bar.



Digital Signatures Instructions

On the righthand side of the page click the download icon.



The zip file with both the digitally signed Insert and the certificate of completion can be uploaded to the online Part 1 Form. A sample digitally signed Insert and corresponding certificate of completion appear on the following pages of this guide.

PECO DSP IV

Bidder A, LLC
Name of RFP Bidder

DUE TO EMERGENCY MEASURES ENACTED IN THE WAKE OF COVID-19, THE INDEPENDENT EVALUATOR 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 along with an additional document or information 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 a signature by opposition to a digital signature entered through software such as that offered by DocuSign) are not acceptable.

P1 CERTIFICATIONS (A) INSERT (#P1-6)

(First Item in Section 4 of the Part 1 Form)

An RFP Bidder found to be acting in concert with another RFP Bidder may be disqualified by the Independent Evaluator.

I certify that:

- (1) I am an officer, a director, or an individual otherwise authorized to undertake contracts (including the PECO Energy Company - Pennsylvania Default Service Supplier Master Agreement) and bind the RFP Bidder.
- (2) All information provided in this Part 1 Proposal is true and accurate to the best of my knowledge and belief.
- (3) If, for any reason or due to any circumstance, any information provided in this Part 1 Proposal changes or any previous certification fails to remain valid before the sixth business day after the Bid Date, I or the Representative will notify the Independent Evaluator of such changes as soon as practicable but in no event later than one (1) day before the Bid Date.
- (4) This Part 1 Proposal will remain valid and remain in full force and effect until six (6) business days after the Bid Date.

PECO DSP IV

- (5) The RFP Bidder is not part of a bidding agreement, a joint venture for purposes of participating in any solicitation for this RFP, a bidding consortium, or any other type of agreement related to bidding in any solicitation of this RFP.

DocuSigned by:
Kathleen Orlandi
EA0E235A76D04CA...

8/27/2020

Signature of the Officer of the RFP Bidder

Date

Kathleen Orlandi
Printed Name

Signature and Seal from Notary Public

Date

Certificate Of Completion

Envelope Id: 5780E029EA254F0388E313868CB45FAF	Status: Completed
Subject: Please DocuSign: P1-6 P1 Certifications (A) Insert.docx	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator: Andrew Hahm
Envelopeld Stamping: Enabled	andrew.hahm@bidderA.com
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	IP Address: [REDACTED]

Record Tracking

Status: Original	Holder: Andrew Hahm	Location: DocuSign
8/27/2020 3:16:36 PM	andrew.hahm@bidderA.com	

Signer Events

Kathleen Orlandi
kathleen.orlandi@bidderA.com
VP
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

EA0E235A76D04CA...
Signature Adoption: Pre-selected Style
Using IP Address: [REDACTED]

Timestamp

Sent: 8/27/2020 3:18:35 PM
Viewed: 8/27/2020 3:19:04 PM
Signed: 8/27/2020 3:19:13 PM

Electronic Record and Signature Disclosure:
Accepted: 8/27/2020 3:19:04 PM
ID: 830a2817-6947-4bfd-9c99-29864ca3db5a

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	8/27/2020 3:18:35 PM
Certified Delivered	Security Checked	8/27/2020 3:19:04 PM
Signing Complete	Security Checked	8/27/2020 3:19:13 PM
Completed	Security Checked	8/27/2020 3:19:13 PM

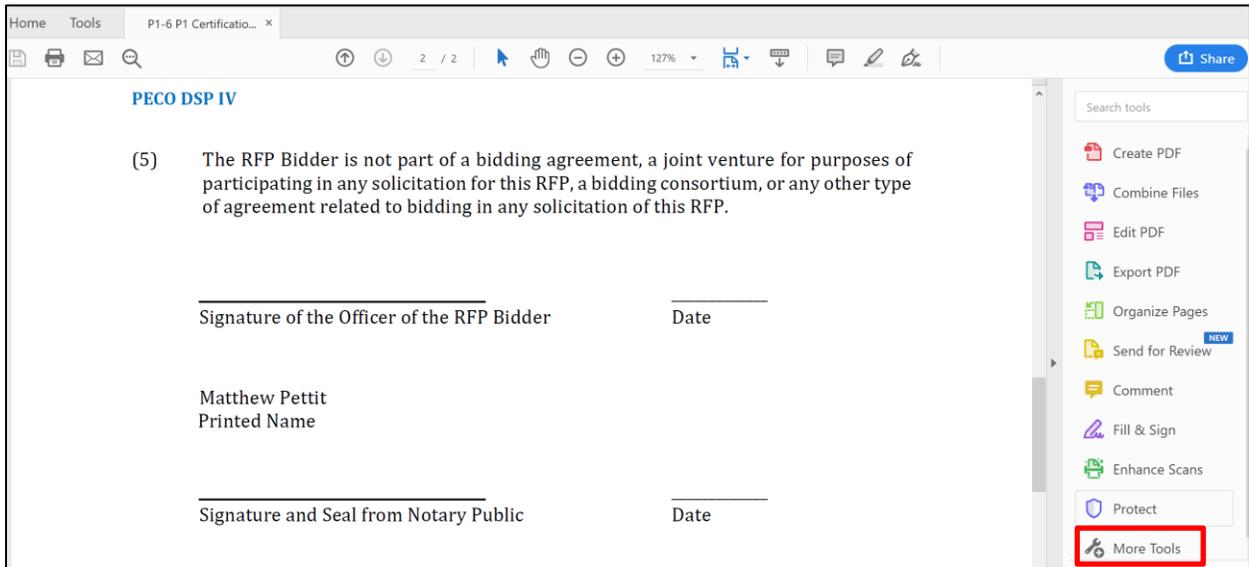
Payment Events Status Timestamps

Electronic Record and Signature Disclosure

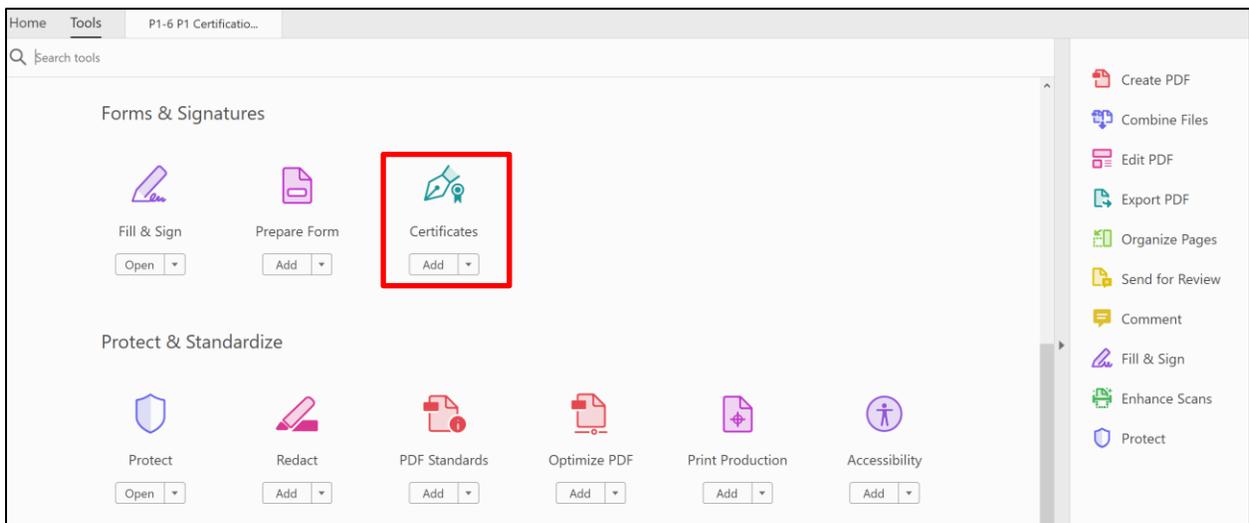
USING A DOCUMENT SIGNING CERTIFICATE IN ADOBE ACROBAT

NOTE: This section outlines the steps to Certify and apply a digital signature using a document signing certificate purchased through a certificate authority that is compatible with Adobe Acrobat. This example is not related to the software Adobe Sign.

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



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

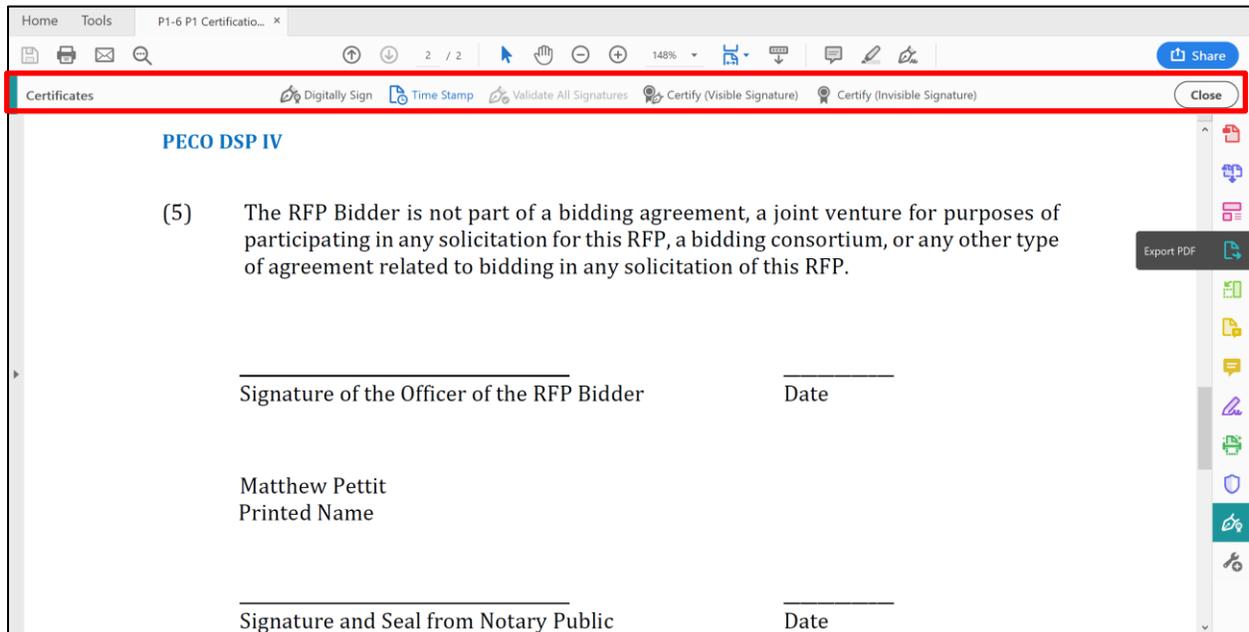


Digital Signatures Instructions

Locate the Certificates banner at the top of the Insert.

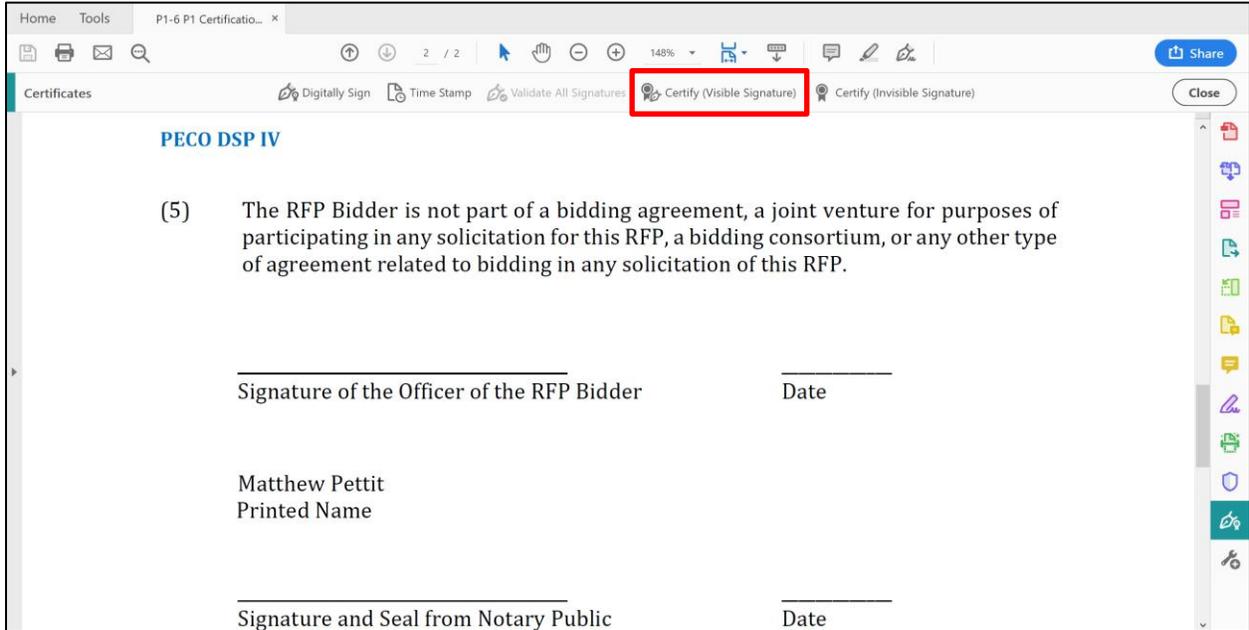
- If you see the option “Certify (Visible Signature)”, then you are able to Certify and apply a digital signature using a document signing certificate using Adobe Acrobat.
- If you do not see this option, you cannot use this option without first purchasing a document signing Certificate for the Officer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

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



Digital Signatures Instructions

Click the option to “Certify (Visible Signature)” and complete the digital signature process.



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.

