

Introduction

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 some cases, it will be required that the signature of an Insert that is not digitally signed be notarized.

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 Adobe Acrobat. This does not preclude a Bidder from using other commercially available software as long as such software generated an additional document or information that can be used by the Procurement Administrator to verify the identity of the signatory.

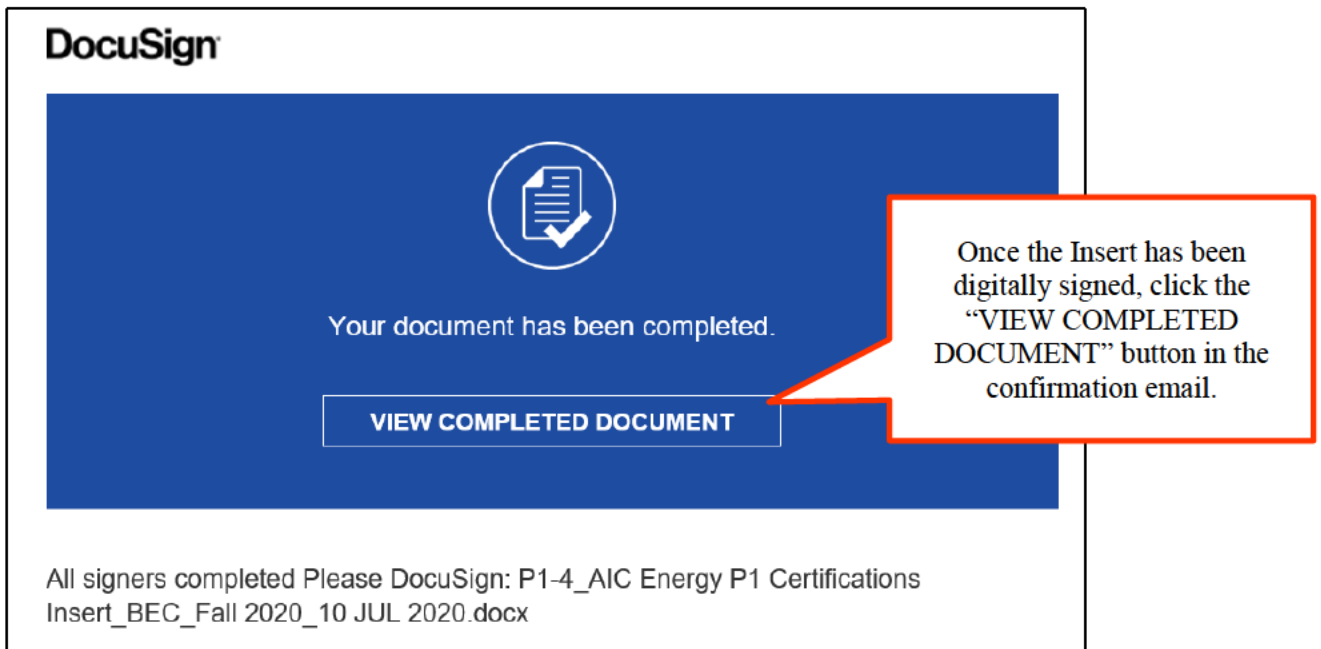
Using DocuSign

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

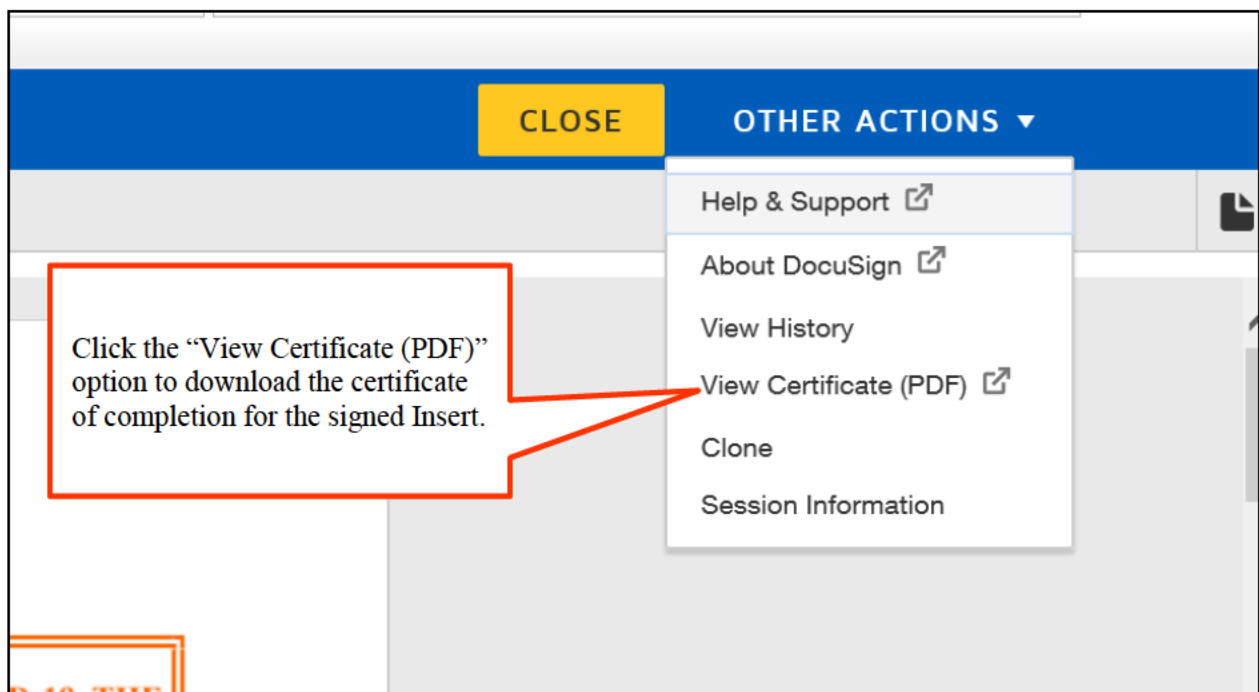
<https://go.docusign.com/o/trial/?tgr=com-trial-hero>

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, 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 on the “OTHER ACTIONS” drop down 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 online Part 1 Form. A sample digitally signed Insert and corresponding certificate of completion appear on the next pages.

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Bidder A, LLC

Name of Bidder

DUE TO EMERGENCY MEASURES ENACTED IN THE WAKE OF COVID-19, THE PROCUREMENT ADMINISTRATOR 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 and a document or information verifying 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.

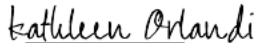
AIC ENERGY P1 CERTIFICATIONS INSERT (#P1-4)
(SECOND ITEM IN SECTION 4 OF THE PART 1 FORM)

I certify that:

- (1) The Part 1 Proposal will remain in full force and effect until nine (9) business days after the Bid Date;
- (2) To the best of my knowledge and belief, all information provided in the Part 1 Proposal is true and accurate;
- (3) If, for any reason and due to any circumstance, any information provided in the Part 1 Proposal changes before the Bid Date, the Bidder will notify the Procurement Administrator of such changes as soon as practicable;
- (4) The submission of the Part 1 Proposal constitutes the Bidder's acknowledgement and acceptance of all the terms and conditions of the RFP Rules, regardless of the outcome of the RFP or the outcome of such Proposal;
- (5) The Bidder is not part of a bidding agreement, a joint venture for purposes of participating in the RFP, a bidding consortium, or any other type of agreement related to bidding in this RFP, it being understood that a Bidder found to be acting in concert with another Bidder will be disqualified by the Procurement Administrator;
- (6) I understand the terms of the (AIC) Confirmation Agreement and the Bidder accepts all of the terms of the (AIC) Confirmation Agreement without modifications;
- (7) Each of the ratings provided in the Part 1 Proposal in response to the Second Item under Section 3 is a Credit Rating as defined in the (AIC) Confirmation Agreement;
- (8) The Bidder has all regulatory authorizations necessary for it to legally perform its obligations under the (AIC) Confirmation Agreement; and

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- (9) The Bidder has no pending legal proceedings or, to its knowledge, threatened legal proceedings against it or any of its affiliates that could materially adversely affect its ability to perform its obligations under the (AIC) Confirmation Agreement.

DocuSigned by:

8/7/2020

Signature of Officer of the Bidder Date

Kathleen Orlandi
Printed Name

Signature and Seal from Notary Public Date
(OMIT the Notary signature if this Insert is digitally signed)

Certificate Of Completion

Envelope Id: 4F655C2FEB544304B15338895DA7C705 Status: Completed
 Subject: Please DocuSign: P1-4_AIC Energy P1 Certifications Insert_BEC_Fall_2020_10 JUL 2020.docx
 Source Envelope:
 Document Pages: 2 Signatures: 1 Envelope Originator:
 Certificate Pages: 4 Initials: 0 Pa Ye
 AutoNav: Enabled pa.ye@BidderA.com
 Envelopeld Stamping: Enabled IP Address: [REDACTED]
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)


Record Tracking

Status: Original Holder: Pa Ye Location: DocuSign
 8/7/2020 9:00:55 AM pa.ye@BidderA.com

Signer Events

Kathleen Orlandi
 Kathleen.Orlandi@BidderA.com
 Officer
 Security Level: Email, Account Authentication
 (None)

Signature

DocuSigned by:

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

Timestamp

Sent: 8/7/2020 9:01:49 AM
 Viewed: 8/7/2020 11:03:04 AM
 Signed: 8/7/2020 11:03:09 AM

Electronic Record and Signature Disclosure:

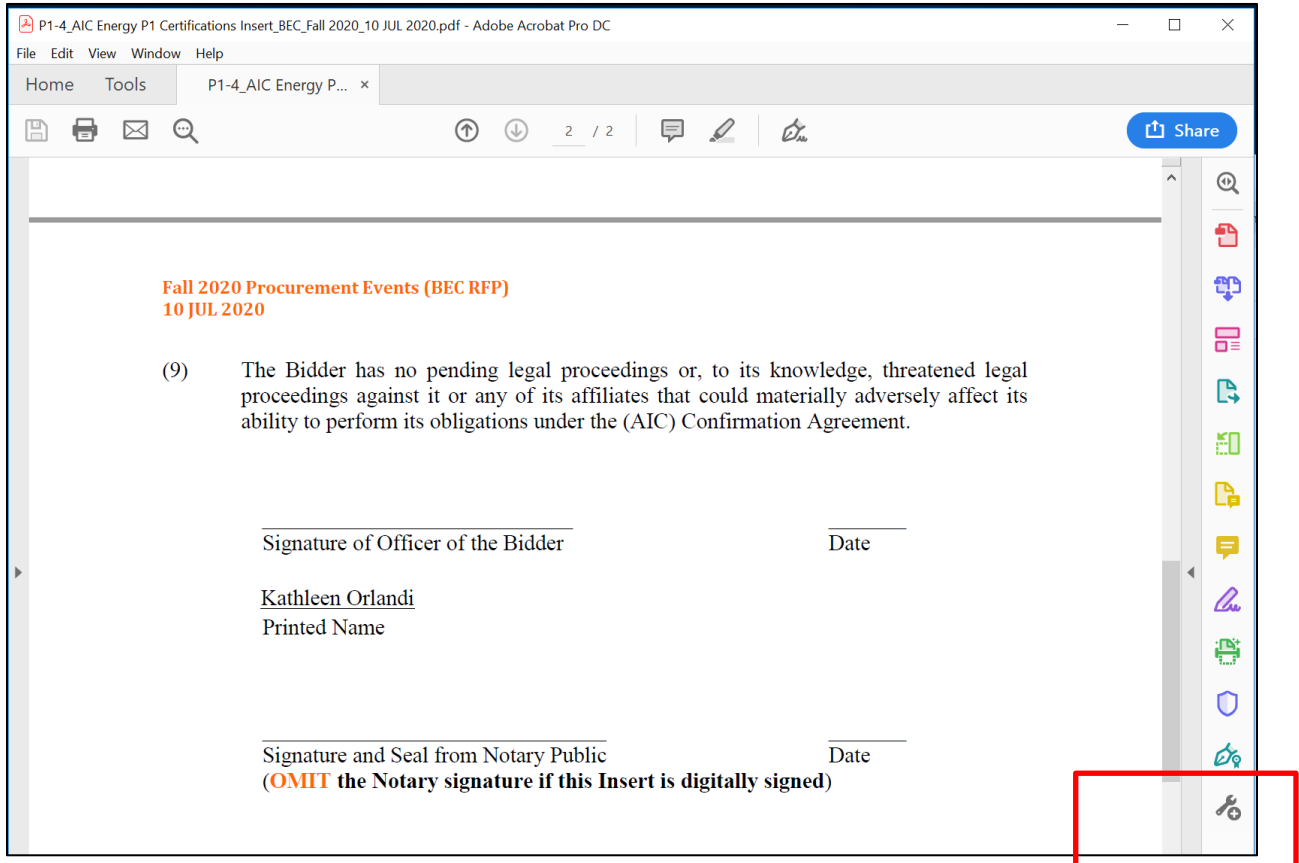
Accepted: 8/7/2020 11:03:04 AM
 ID: f31b6766-e6bb-421e-9f73-960f8a56192f

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	8/7/2020 9:01:49 AM
Certified Delivered	Security Checked	8/7/2020 11:03:04 AM
Signing Complete	Security Checked	8/7/2020 11:03:09 AM
Completed	Security Checked	8/7/2020 11:03:09 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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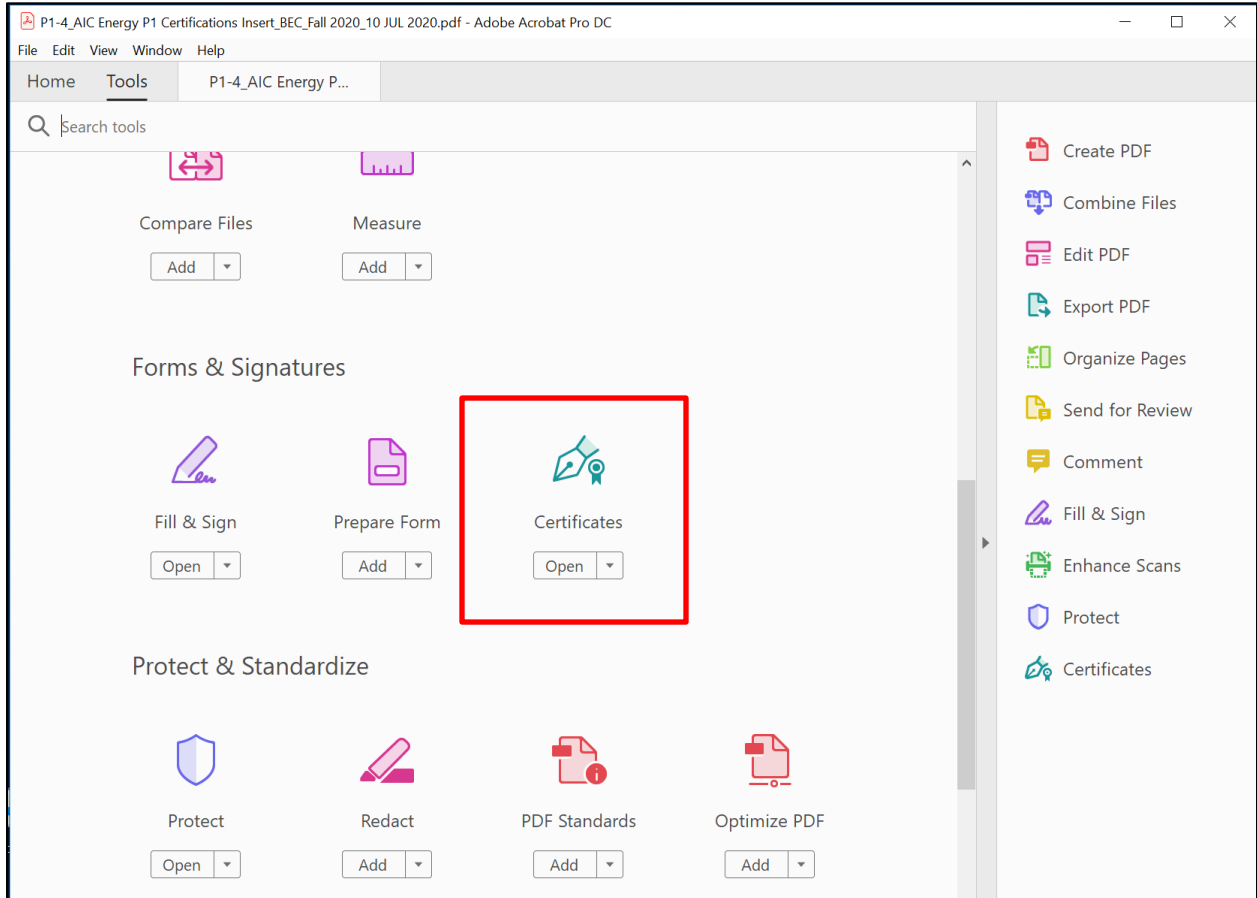
Using Adobe Acrobat

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



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

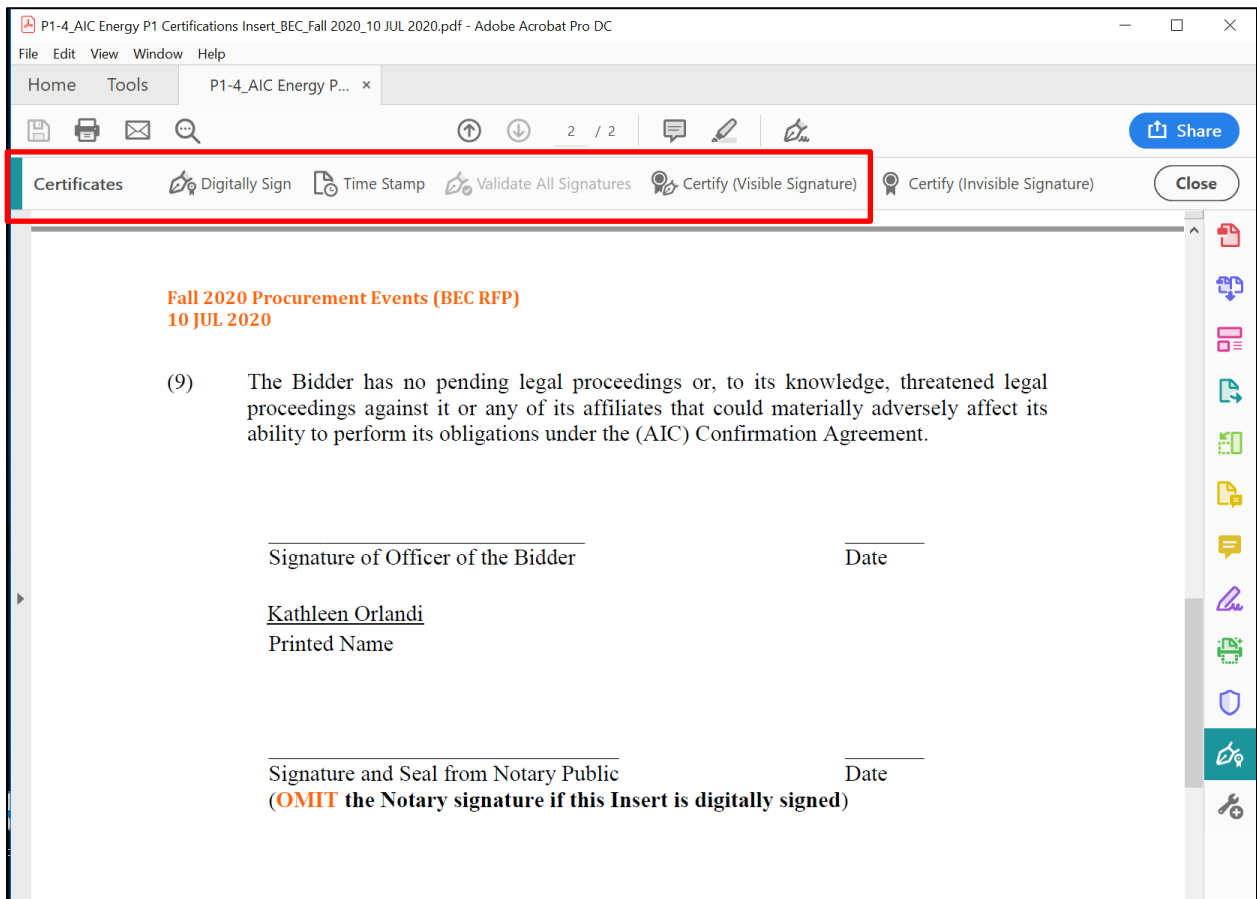


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Locate the Certificates banner at the top of the Insert.

- If you see the option “Certify (Visible Signature)”, then you are able to use Adobe Acrobat to digital sign and certify your signature.
- If you do not see this option, you cannot digitally sign and certify the Officer’s signature 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 Procurement Administrator is not aware of a free-trial option for these vendors.

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



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

Adobe Acrobat Pro DC interface showing the document 'P1-4_AIC Energy P1 Certifications Insert_BEC_Fall 2020_10 JUL 2020.pdf'. The menu bar includes File, Edit, View, Window, and Help. The toolbar shows Home, Tools, and a page indicator '2 / 2'. The main menu is open, highlighting 'Certify (Visible Signature)'. The document content includes the following text:

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(9) The Bidder has no pending legal proceedings or, to its knowledge, threatened legal proceedings against it or any of its affiliates that could materially adversely affect its ability to perform its obligations under the (AIC) Confirmation Agreement.

Signature of Officer of the Bidder Date

Kathleen Orlandi
Printed Name

Signature and Seal from Notary Public Date
(OMIT the Notary signature if this Insert is digitally signed)

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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.

