

Thank you for your interest in the Inter-University Council Purchasing Group (IUC-PG). IUC-PG now utilizes DocuSign, an electronic signature and digital transaction management service, for the submittal of proposals. There is no paper to print, it can be done from anywhere in the world from your computer, tablet or smartphone, reduces contract execution times, and increases efficiency for IUC-PG and its suppliers. This service is free of charge for signers and does not require a DocuSign account to complete the signature process.

This correspondence will provide you with step-by-step instructions to respond to IUC-PG proposals via DocuSign. If at any time you require additional assistance utilizing the DocuSign application, please contact the IUC-PG via e-mail at info@iucpg.com.

Responding to a Proposal Using DocuSign

1. Only an authorized signatory person should respond to the solicitation.
2. Find active opportunities on the IUC-PG website under “RFPs / Solicitations” at <https://www.iucpg.com/supplier-information/registration-rfp-info>
3. Click on the title of the RFP that you would like to respond to

Category Search:

Sort By: Direction: Show: per page. Your search returned 11 results. [« PREVIOUS](#) Page of 1 [NEXT »](#)

Title	Category	Published Date	Expiration Date
UN19-107 Employee Assistance Program	84000000, 80111606	July 31, 2019	August 26, 2019
UN19-106 Vehicle Rental	78111808	April 11, 2019	May 20, 2019
UN19-104 Dental Services	84000000	March 27, 2019	April 19, 2019

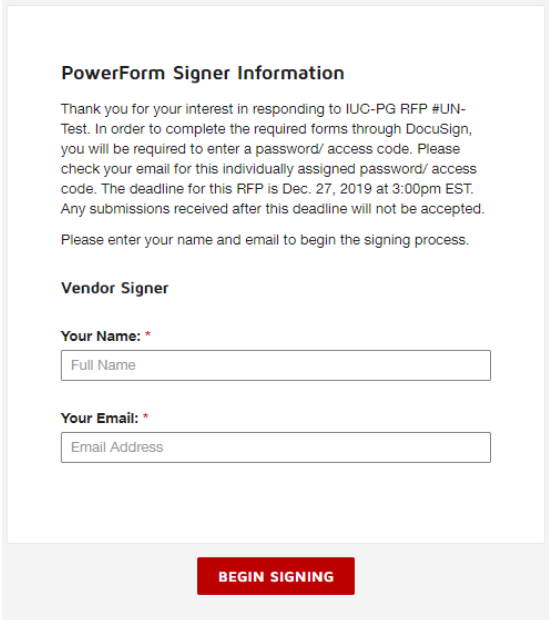
4. The RFP document will be attached in the “Bid Document” section for your review before submitting through DocuSign.

5. Once you are ready to submit your RFP response, scroll down to the “Bid Messages” section, where the DocuSign link will be posted.

UN19-107 EMPLOYEE ASSISTANCE PROGRAM

Categories	84000000, 80111606
Bid Summary	The Inter-University Council of Ohio Purchasing Group (IUC-PG) is soliciting responses from qualified and experienced companies who have experience in the provision of employee assistance program for institutions of higher education. The intent of this RFP is to solicit sealed proposals to establish through competitive negotiation a price agreement for employee assistance program to IUC-PG member colleges and universities (“Price Agreement”).
Bid Document	UN19-107EAPRFPFINAL.pdf
Contact Information	
Contact	Laurie Wolohan
Phone	2168023220
Email	wolohan,l@osu.edu
Address	2121 Euclid Avenue MM310 Cleveland, OH 44115
Bid Messages	
	Created: 2019-08-16 06:50:18 Last Updated: 2019-08-16 06:50:18 Comment Author: Laurie Wolohan
	Addendum 1 Addendum1-RFPUN19-107EmployeeAssistanceProgram.pdf

6. Upon clicking the corresponding link under the SUBMIT column, DocuSign will open and request the authorized signer/submitter fill in their full name and email.



PowerForm Signer Information

Thank you for your interest in responding to IUC-PG RFP #UN-Test. In order to complete the required forms through DocuSign, you will be required to enter a password/ access code. Please check your email for this individually assigned password/ access code. The deadline for this RFP is Dec. 27, 2019 at 3:00pm EST. Any submissions received after this deadline will not be accepted.

Please enter your name and email to begin the signing process.


Vendor Signer

Your Name: *
Full Name

Your Email: *
Email Address

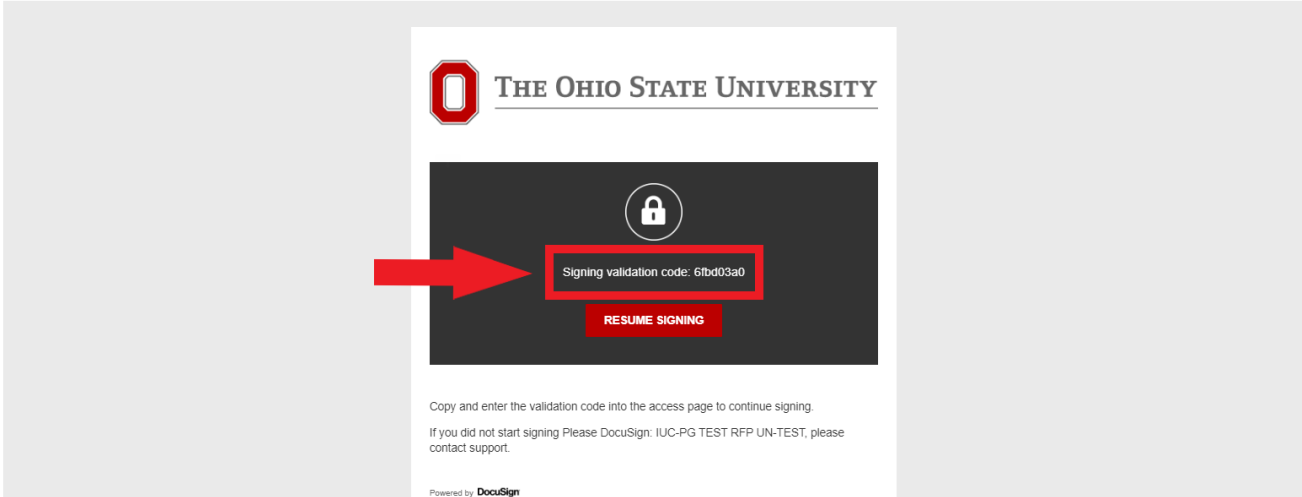
BEGIN SIGNING


7. DocuSign will then email you an access code (“signing validation code”) to validate and verify the authorized contact.


Email Validation: Please DocuSign: IUC-PG TEST RFP UN-TEST 

Megan Carolyn Leone via DocuSign <dse@docuSign.net>
to me

9:23 AM (0 minutes ago) ☆ ↶ ⋮



 **THE OHIO STATE UNIVERSITY**



Signing validation code: 6fbd03a0

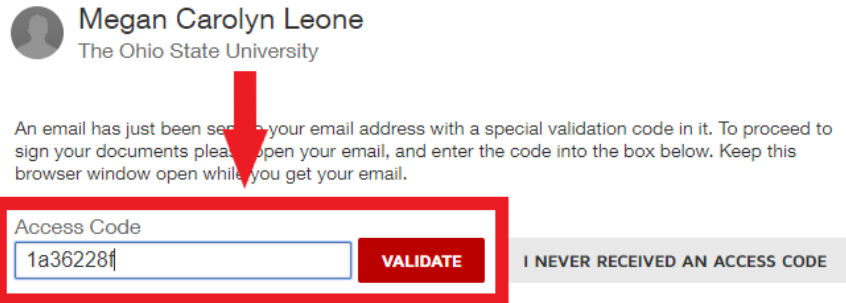
RESUME SIGNING

Copy and enter the validation code into the access page to continue signing.
If you did not start signing Please DocuSign: IUC-PG TEST RFP UN-TEST, please contact support.

Powered by **DocuSign**

- Go back to the DocuSign webpage and copy and paste the access code as prompted. Click “Validate” to confirm the signer’s identity.

Please enter the access code to view the document



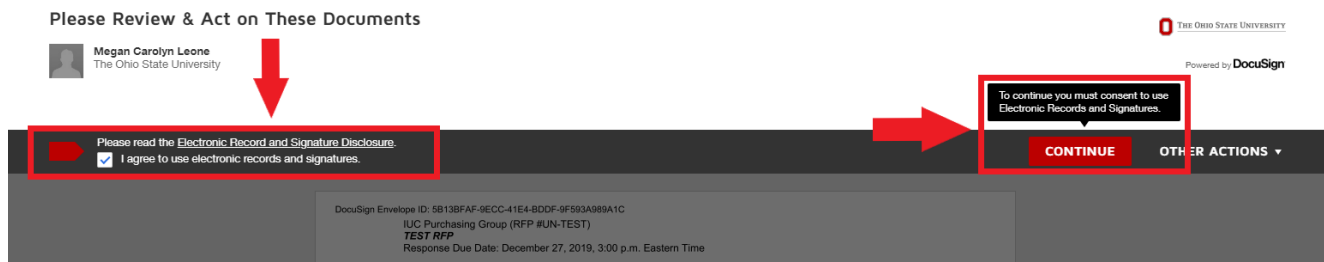
Megan Carolyn Leone
The Ohio State University

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code
1a36228f

VALIDATE I NEVER RECEIVED AN ACCESS CODE

- DocuSign will load the form, and you will be prompted to read the Electronic Record and Signature Disclosure. Once you have read this disclosure, check the box in the top left to affirm the use of electronic and legally binding signature by the signer.
 - Select "Continue" to begin the form



Please Review & Act on These Documents

Megan Carolyn Leone
The Ohio State University

Please read the **Electronic Record and Signature Disclosure**.
 I agree to use electronic records and signatures.

To continue you must consent to use Electronic Records and Signatures.

CONTINUE OTHER ACTIONS

DocuSign Envelope ID: 5B13BFAF-9ECC-41E4-BDDF-9F593A899A1C
IUC Purchasing Group (RFP #UN-TEST)
TEST RFP
Response Due Date: December 27, 2019, 3:00 p.m. Eastern Time

Follow the DocuSign tabs. Tabs and instructions will guide you through the signing process. Your electronic signatures are secure, legally binding and widely accepted for most business transactions.

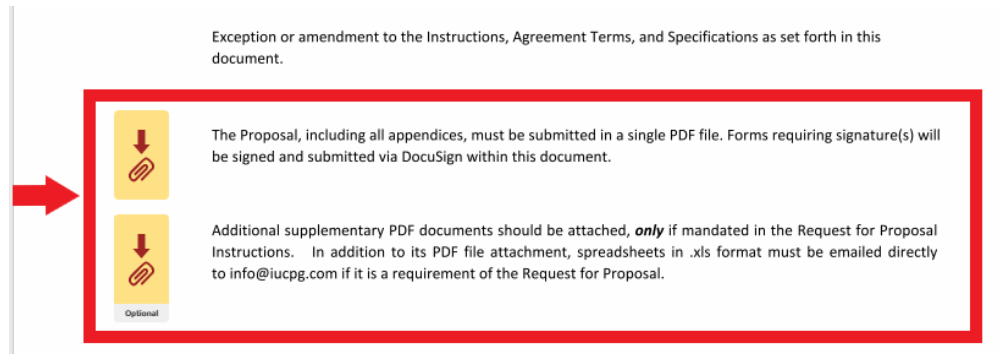
If you have never signed a document in DocuSign, you will need to read the Electronic Record and Signature Disclosure, and then click the check box to indicate you agree to use e-records and signatures, and you will need to adopt a signature. Once you check the box, the “CONTINUE” button will become bright red.

Important! To view and sign the documents, you must agree to conduct business electronically.

If you previously read and agreed to the Electronic Record and Signature Disclosure, clicking the link will send you directly to the document you need to sign.

10. Clicking on the “CONTINUE” button will open the signing screen. In the signing screen, read through each page carefully and click the red “NEXT PAGE” tab on the left side to move on. Be careful to complete every required field and any relevant and important optional fields.

11. The company's proposal for submission will be uploaded on “Form 1: Request for Proposal Attestation Form”. The document must be in a single PDF file. Any additional spreadsheets or forms to the bid must be included in the submission as a second attachment.
 - a. The attachment will auto-generate into a PDF file. Attach all documents as a single attachment
 - b. In addition to its PDF file attachment, spreadsheets in .xls format must be emailed directly to info@iucpg.com if it is a requirement of the Request for Proposal



NOTE: DocuSign limits bid submissions to 25MB and/or 2,000 pages total. This is the maximum file size for the entire submission, including the RFP forms and documents as well as suppliers' attachments.

12. For the “Signature” field, you will be asked to Adopt Your Signature.

×

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

<p style="font-size: x-small; margin-bottom: 5px;">Full Name*</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Megan"/>	<p style="font-size: x-small; margin-bottom: 5px;">Initials*</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="M"/>
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[SELECT STYLE](#) [DRAW](#) [UPLOAD](#)

PREVIEW Change Style

DocuSigned by: DS

16FF10ABFB06481...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN
CANCEL

Verify that your name and initials are correct. If not, change them as needed.

This is a one-time process that will only need to be done the first time you sign a document. (If you set up a free account as instructed at the end of the signing process. If you choose not to set up an account you will have to select a signature each time you are requested to sign.)

To adopt a signature, do one of the following:


- Accept the default signature and initial style, and go to the next step.
- Click Change Style, and select a different signature option.
- Click Draw. Draw your signature/initials using a mouse, or your finger or a stylus on a touchscreen.

Note that your electronic signature does not need to look like your actual signature to be legal.

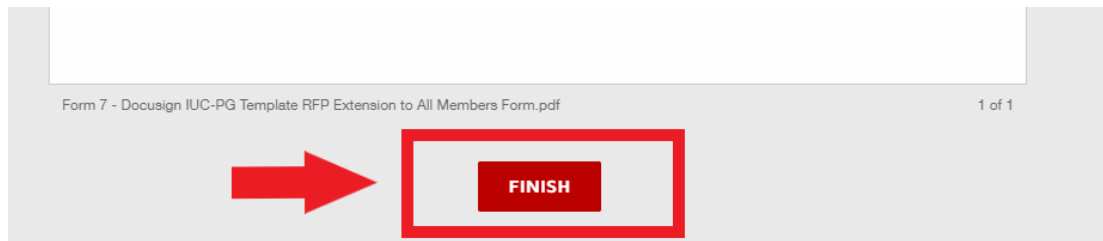
Click “Adopt and Sign” to adopt and save your signature information and return to the document.

Your signature will then be automatically placed when you click the field and the “Date Signed” field will be automatically populated with the date you signed. If there are other fields that require input, you may need to type in the requested information, such as your organization’s name, or your e-mail address.

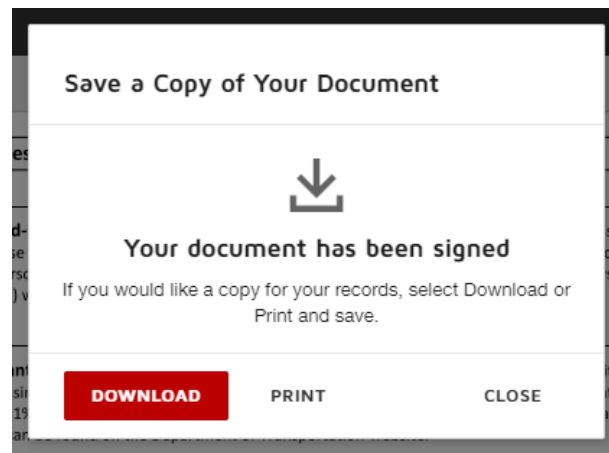
Complete the form in full, noting some forms may request additional attachments such as diverse certifications.

<input type="checkbox"/>	<p>State of Ohio Certified EDGE (Attach Certificate) - An EDGE-certified business must be owned and controlled by a U.S. citizen who is a resident of Ohio. A business may qualify for EDGE certification if either (a) its owner is both socially and economically disadvantaged, or (b) the business is located in a qualified census tract and the owner is economically disadvantaged. (Economic disadvantage is based primarily on the owner’s personal net worth.) Additional criteria for eligibility can be found on the Ohio DAS website.</p>
<input checked="" type="checkbox"/>	<p>HUBZone Business Enterprise (HUB) (Attach Certificate) - A small business with principal office located in a HUBZone and at least 35% of its employees living in a HUBZone. Additional criteria can be found on the US Small Business Administration website.</p> 
<input type="checkbox"/>	<p>State of Ohio Certified MBE (Attach Certificate) - An MBE certified business must be owned and controlled by a U.S. citizen who is a resident of Ohio and a member of one or more of the following minority groups: Blacks or African Americans, American Indians, Hispanics or Latinos, and Asians. Additional criteria for eligibility can be found on the Ohio DAS website.</p>

13. All uploaded documents will be loaded after the corresponding Form. Check all documents before selecting "FINISH" when the form is complete.
 - a. Click "FINISH" when ready to send.



14. At this point, you have submitted your document and it has been electronically sent to the IUC-PG for later viewing. The signer will have a chance to save and print the completed document.



15. You may verify your submission date and time by closing the PRINT option box and clicking on the "OTHER ACTIONS" tab in the top right hand corner of the screen. Choose the dropdown box "View Certificate (PDF)". The "Signed" time is the official timestamp of the document.



Certificate Of Completion

Envelope Id: 4185883FA8DE46C69D430ED2EE52DA30	Status: Sent
Subject: Please DocuSign: IUC-PG TEST RFP UN-TEST	
Source Envelope:	
Document Pages: 28	Signatures: 4
Certificate Pages: 1	Initials: 0
AutoNav: Disabled	
EnvelopeId Stamping: Enabled	
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	
	Envelope Originator: Megan Carolyn Leone 1050 Carmack Rd Columbus, OH 43210 leone.84@osu.edu IP Address: 137.148.46.198

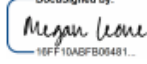
Record Tracking

Status: Original 1/9/2020 11:37:21 AM	Holder: Megan Carolyn Leone leone.84@osu.edu	Location: DocuSign
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Signer Events

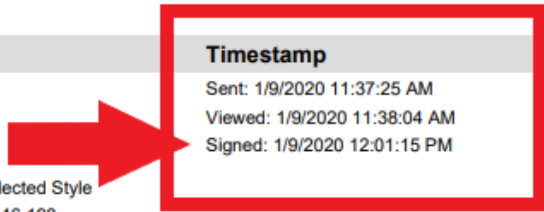
Megan Leone
leonemeganc@gmail.com
Security Level: Email, Account Authentication (None)

Signature

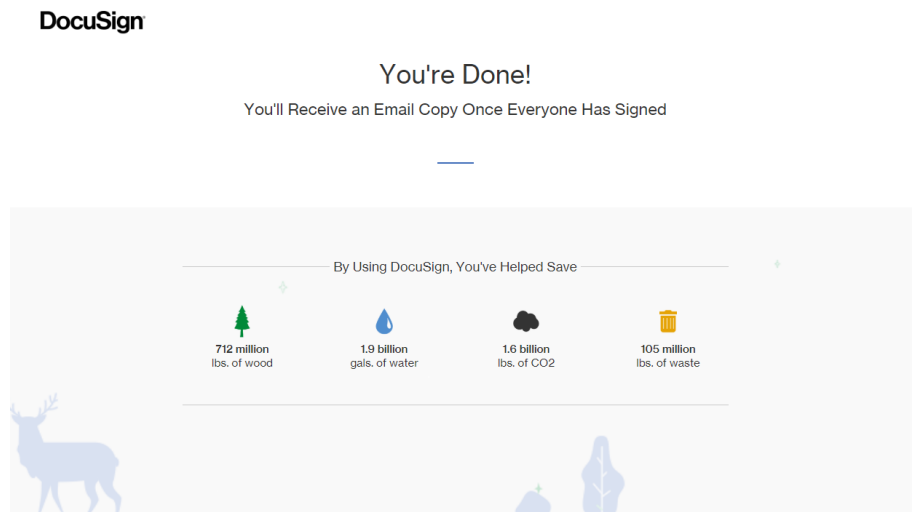
DocuSigned by:

MEFF10A2FB08481...
Signature Adoption: Pre-selected Style
Using IP Address: 137.148.46.198

Timestamp

Sent: 1/9/2020 11:37:25 AM
Viewed: 1/9/2020 11:38:04 AM
Signed: 1/9/2020 12:01:15 PM



- The signer will receive a DocuSign notice of completion email after the due date when the IUC-PG has viewed and verified the signed date/time compliance and recorded the submission.
- To close the form, select “CLOSE” to a landing page advising you that your signature is complete.



Have questions? We're here to help.

Important Information:

- As bids are only collected electronically through DocuSign, we will no longer accept email, fax, paper or jump-drive/CD submissions. This includes forgotten supplemental or ancillary materials.
- NOTE: The IUC-PG is not responsible for ensuring each company receives bid copies and corresponding documents. Check this website often for updated information as due dates and response material can change:
<https://www.iucpg.com/supplier-information/registration-rfp-info>.
- DocuSign time stamps upon clicking "FINISH" for submission; the DocuSign "Certificate of Completion" signed time stamp of is the official and legal time submitted.
- If a signed date and time is after the given due date and time, the proposal will be rejected. Beginning the DocuSign process prior to the bid close, however signing and lapsing the official due time will also deem the proposal as invalid.
- Certificate of Completion signed time stamp is found on the Completed Document under "Other Actions".
- Questions relating to the new process may go to the IUC-PG at info@iucpg.com.