



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

September 21, 2022

Alabama
State Board
of Education

MEMORANDUM

Governor Kay Ivey
President

TO: City and County Superintendents

Jackie Zaigler
District I

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

Tracie West
District II
President Pro Tem

RE: Electronic Process for Construction Contracts

Stephanie Bell
District III

Act 2021-476 (HB 220) related to construction and renovation of school facilities required the Division of Construction Management (DCM) to provide the submission and signing documents via electronic means, at no additional cost to the party submitting or signing the document. DCM along with the Alabama State Department of Education (ALSDE) created the required Fully Locally Funded construction documents in DocuSign.

Effective October 1, 2022, all Fully Locally Funded construction documents listed below must be completed through the DocuSign process.

Yvette M. Richardson, Ed.D.
District IV

- Agreements Between the Owner and Architect/Engineer
- Amendments to the Agreements Between the Owner and Architect/Engineer
- Construction Contracts
- Change Orders

Tonya S. Chestnut, Ed.D.
District V

Links to these forms shall be available starting, October 1st on DCM's website at:

https://dcm.alabama.gov/forms_publicK12.aspx

Cynthia McCarty, Ph.D.
District VI

A pre-recorded training on the DocuSign process for construction contracts is available at:

<https://alsde.webex.com/alsde/lsr.php?RCID=b13509c7fd23fb7d24b911ca58b3870e>

Belinda McRae
District VII

A short presentation on the DocuSign process is attached to this memorandum for your review. All questions regarding the submission of the required forms should be directed to Ms. Jessica Ragan at jragan@alsde.edu or by telephone to the School Facilities Section at ALSDE at 334-694-4602.

Wayne Reynolds, Ed.D.
District VIII
Vice President

EGM/BTP/JR

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

Attachment

cc: Dr. Brandon T. Payne

FY22-3047

ALSDE / DCM

DocuSign User Training

Fully Locally Funded Capital Improvement Projects

Dr. Brandon T. Payne
Deputy State Superintendent
Administration & Finance
brandon.payne@alsde.edu



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Agenda

- Abbreviations and Key Words
- DocuSign Process for Fully Locally Funded Capital Improvement Projects
- Notice to Proceed



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Abbreviations & Key Words

- DCM: Division of Construction Management in the Department of Finance
- SDE: Alabama State Department of Education
- LDP: Lead Design Professional is the architect, engineer, or architectural or engineering firm under contract with an awarding authority/owner (must be licensed in AL)
- PSCA: Public School and College Authority
- Fully Locally Funded: funds utilized by an LEA for capital improvement other than PSCA



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DocuSign Process for Local Education Agency (LEA)

Effective October 1, 2022, all Fully Locally Funded Construction Contracts must be completed through the DocuSign process; links to these forms shall be available from DCM's website.

These documents include:

- Agreements Between the Owner and Architect/Engineer
- Amendments to the Agreements Between the Owner and Architect/Engineer
- Construction Contracts
- Change Orders



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How to be Prepared

- Please add docusign.net to your trusted domain list and add dse_NA4@docusign.net to your email safe senders list so notifications are not accidentally sent to a junk inbox.
- It is unnecessary to have a DocuSign account in order to use this; however, you may sign up for a free DocuSign account at <https://go.docusign.com/o/free>, in order to track documents you are reviewing, signing or have completed.



How does it work?

- Each assigned participant will perform their required action in sequence, not parallel nor at the same time as each other.
- Only the participant whose turn it is may perform an action in the document.
- All other participants for whom it is not their turn may view the status of the document but cannot perform an action in the document.
- **It is very important to complete your required action in a timely manner. You will receive a reminder every two days.**



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Order of Action by Form

Agreement Between the Owner and Architect/Engineer

LDP Firm – Form Filler (initiator)

LDP Firm – Signer

Owner – Draft Reviewer

SDE - Reviewer

CSFO – Local Budget Reviewer

Owner – Signer (Superintendent)

SDE - LEA Regional Accountant

SDE – Dr. Brandon T. Payne – Deputy State Superintendent

SDE – Dr. Eric G. Mackey – State Superintendent of Education

Amendment to an

Agreement Between the Owner and Architect/Engineer

LDP Firm – Form Filler (initiator)

LDP Firm – Signer

Owner – Draft Reviewer

SDE - Reviewer

CSFO – Local Budget Reviewer

Owner – Signer (Superintendent)

SDE - LEA Regional Accountant

SDE – Dr. Brandon T. Payne – Deputy State Superintendent

SDE – Dr. Eric G. Mackey – State Superintendent of Education



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Order of Action by Form

Construction Contract

LDP Firm – Form Filler (initiator)
Construction Contractor – Reviewer
Construction Contractor – Signer
Surety Company Signer – Performance and Payment Bonds
Contractor Signer – Post Surety
LDP Firm – Attachment Reviewer
Owner – Draft Reviewer
DCM - Reviewer
SDE - Reviewer
CSFO – Local Budget Reviewer
Owner – Signer (Superintendent)
SDE - LEA Regional Accountant
SDE – Dr. Brandon T. Payne - Deputy State Superintendent
SDE – Dr. Eric G. Mackey – State Superintendent of Education
Assigned DCM Inspectors – Receives a Copy

Change Order

LDP Firm – Form Filler (initiator)
LDP Firm – Form Signer
Construction Contractor – Reviewer
Construction Contractor – Signer
Surety Company Signer (if the change is an increase)
SDE - Reviewer
Owner – Draft Reviewer
Owner – Legal Counsel (if 10% or greater than original contract amount)
CSFO – Local Budget Reviewer
Owner – Signer (Superintendent)
SDE - LEA Regional Accountant
SDE – Dr. Brandon T. Payne - Deputy State Superintendent
SDE – Dr. Eric G. Mackey – State Superintendent of Education



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Who does what?

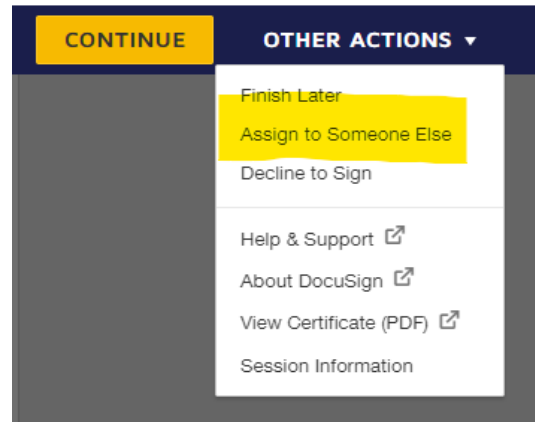
- The LDP will initiate and complete the construction forms.
- There are three (3) roles for the LEAs. These three (3) roles are assigned by the LDP. Make sure the LDP knows the correct person to perform the assigned role before starting the process.
 - Owner Draft Reviewer (Could be one of the below or a third person)
 - Responsible for reviewing all data and attachments entered by the LDP
 - Chief School Officer – Budget Approval
 - Responsible for reviewing and allocating funds for the project
 - Owner (Superintendent)
 - Responsible for reviewing all data and attachments
 - **Code of Alabama 16-13A-8 designates the Superintendent the authority to expend funds; this authority cannot be transferred without express Board action.**



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It's not me?

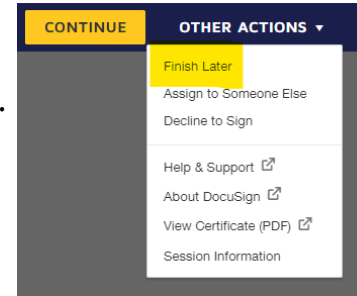
- If you are not the correct person to perform the review action: After selecting the “Start” button in the email, select “Continue” on the ensuing website and then you may assign the role to someone else within your organization by selecting “Assign to Someone Else” from the “Other Actions” drop-down menu. **Please note that merely forwarding the email does not assign the role to someone else.**



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Your Required Action

- Select the “Start” button inside the email, then select “Continue” on the ensuing website.
 - A “Questions” box will appear, it contains our phone number if you need assistance. Click “Continue”.
- Review the document and if the document is acceptable:
 - Owner Reviewer – Click “Yes” and fill in your full name in the required field. (your name is not required for Construction Contracts)
 - CSFO – Select the appropriate fund source. Fill in your full name in the required field. (your name is not required for Construction Contracts)
 - **If any PSCA funds are being used for the project, the CSFO must choose to decline to sign. The LDP will need to restart the document on the PSCA form.**
 - Owner (Superintendent) apply your e-signature selecting the rectangular “Sign” button on the signature.
- Select “Finish” when you are ready for the envelope to forward to the next recipient.
- You may also choose to “Finish Later” by clicking on “Other Actions” in the dropdown menu.
- **If any data is missing or needs revisions, follow the revisions/return instructions.**



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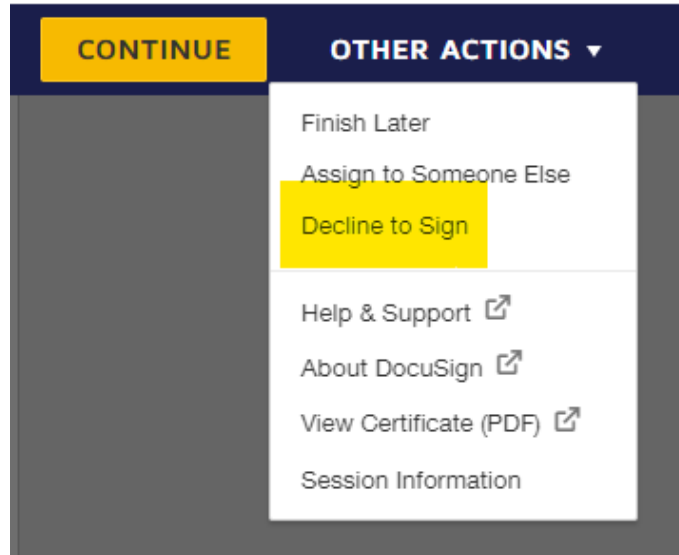
Revisions/Returns

- Any required fields are outlined in **red**, and any optional fields are outlined in **gray**.
- Collaborative fields have **pink** backgrounds; such fields are initially filled out by the LDP Form Filler. **All participants can** change these fields during the process.
- If you make changes to any collaborative field or return field and complete your turn, the document will return to the LDP Form Filler to review and initial the change. It will then proceed to the next person in sequence.



Decline to Sign or Void

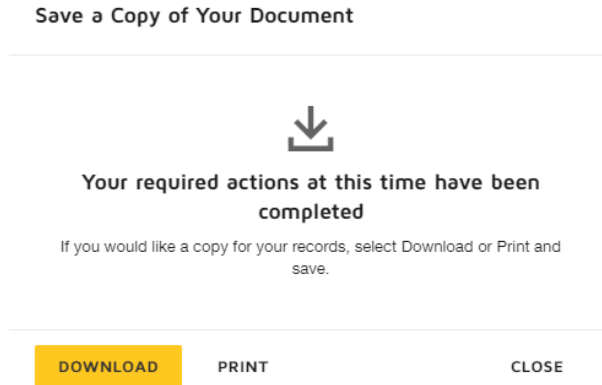
- Selecting “Decline to Sign” or “Void” would terminate the document and render the draft unusable.



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Fully Executed

- You will have the option at the end of your turn to download a copy of the document.



- Once all recipients have completed their turn, each will automatically receive either an emailed link to a fully signed document, OR an emailed notice of a voided document.



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Notice to Proceed

- Notice to Proceeds are currently being issued by the LEA or LDP. This will continue. Please ensure that the Notice to Proceed is issued. This is a vital piece for projects to be completed on time.



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Transition/Grace Period

We understand that there are original hard copy documents in the routing process. We will accept original hard copies for a short duration of time to allow these documents to be submitted.

The hard deadline will be for Agreements between the Owner and Architect/Engineer and Construction Contracts dated **on or after October 1, 2022**. These documents will be returned to the LDP for submission through the DocuSign process.



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Questions or Assistance

If you have any questions or need assistance, please contact:

Alabama State Department of Education
School Architect Section
334-694-4602
jragan@alsde.edu



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