

Instructions for Electronic Signatures

In addition to mailing an original and hard copy of the FS-10, applicants are required to submit their complete application for RFP GC22-001 electronically via the [Survey Monkey Apply portal](#). Please see the information below regarding electronic signatures. **All applications must be received no later than 5:00 p.m. on November 23, 2021, to be considered.**

1. Submission documents requiring a signature must be signed using one of the methods listed below, and may be submitted as a Word document or PDF. A scanned PDF is acceptable for this document.
2. The following forms of e-signature are **acceptable**:
 - a. handwritten signatures on faxed or scanned documents
 - b. e-signatures that have been authenticated by a third-party digital software, such as DocuSign and Adobe Sign
 - c. stored copies of the images of signatures that are placed on a document by copying and pasting or otherwise inserting them into the documents
3. **Unacceptable** forms of e-signatures include:
 - a. a typed name, including a signature created by selecting a script or calligraphy font for the typed name of the person "signing"

Applications received after 5:00 p.m. on November 23, 2021 will not be considered.