**Electronic Submission Instructions**

In addition to mailing hard copies of certain documents and attachments, applicants are required to submit their complete application for RFP GC21-002 electronically via the [Survey Monkey Apply portal](https://nysed-esdsvp-apply.smapply.io/).  Please see the information below for instructions on submitting electronic signatures. **All applications must be received no later than 5:00 p.m. on March 10, 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**:
	1. handwritten signatures on faxed or scanned documents
	2. e-signatures that have been authenticated by a third-party digital software, such as DocuSign and Adobe Sign
	3. 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:

* 1. a typed name, including a signature created by selecting a script or calligraphy font for the typed name of the person “signing”