



CTR JOB AID

Using Adobe Sign for Standard Contract Form-Vendor

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OVERVIEW

This job aid provides details on how to:

- Electronically fill out, sign, and submit the Standard Contract Form (SCF).

BEFORE YOU BEGIN

Adobe Sign is a cloud based application for the electronic signature and submission of select CTR forms. This creates efficiencies for both departments and CTR. The use of Adobe Sign for the SCF must follow the guidelines included in the [Contract and ISA Guidance Issued June 14, 2021](#). If Departments or Vendors fail to comply with these guidelines, the Office of the Comptroller, reserves the right to reject documents that have been submitted.

Adobe Sign Key Terms

- **Transaction:** a container or "package" that is used to send documents to recipients and manage transactions.
- **Workflow:** a pre-set transaction with official CTR forms, set recipient roles, tabs, and other business logic. Workflows are reusable blueprints for any Adobe Sign workflow you do repeatedly.

All that is needed to use the Workflow is access to a web browser and a valid email address. Workflows can be filled out using either a PC or mobile device.

DIRECTIONS

Step 1: For the Vendor Filing out the Form

1. An email via Adobe Sign from the Department you are doing business with, with the subject **Signature Requested on Standard Contract Form** will arrive in the email box the Department provided for the Vendor.
2. Open the email and select Review Document.



requests your signature on
[Standard Contract Form](#)

Due on July 21, 2021

[Review and sign](#)

Hello, Please select the link to review and initiate the electronic signing and submission the Massachusetts Standard Contract Form. Thank you!

3. The SCF from will open in a new page. To begin filling out the form, select **Start**.

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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CONTRACTOR LEGAL NAME: J test			COMMONWEALTH DEPARTMENT NAME: CTR MMARS Department Code: CTR		
D/B/A Name:			Business Mailing Address: number, street and apt. or suite no. 100 Old St		
Legal Address: (W-9, W-4 same as 1099): number, street and apt. or suite no. 10 Old Town			City: Sterling	State: VA	Zip code: 20110
City: Sterling	State: VA	Zip Code: 20110	Billing Address (if different): number, street and apt. or suite no.		
Contract Manager: K test		Phone: 703-258-5252	City:	State:	Zip Code:
E-Mail: jtest@gmail.com		Fax:	Contract Manager:		Phone:

- You will now be able to begin filling out the form. You can either choose **Start** to be guided through filling out the form or you can select the fields you wish to start with.



- All fields that are required fields to be filled out by the Vendor are asterisked in **RED**.

- To attach a document, scroll down to page 3 and select the **Click to Attach SCR Attachment** text. Select the file you wish to attach and click open. Only one file can be uploaded. The document will load at the end of the SCF.

The screenshot shows the Adobe Sign interface for a Standard Contract Form. The form is titled "Standard Contract Form" and is powered by Adobe Sign. The interface includes a "Next" button in a yellow box on the left side. A red arrow points to a yellow box containing the text "Click to Attach SCF_Contractor_Attachm...". Below this box is a green icon and the text "CTR Required Attachment". The form also includes fields for "Print Name" and "Print Title" on both sides, and a "Date" field set to "06/29/2021". A "Next required field" indicator is visible in the top right corner.

- If you need to come back to the form to finish filling it out later, you can exit out of the browser. Once you are ready to complete the form, go back to the original email and select **Review Documents**.

Step 2: For the Vendor Electronically Signing the Form

1. Once all required fields have been filled out, the **Authorized Signatory for the Vendor can electronically sign** the document. If the person who was sent the form as the Vendor role is not an Authorized Signatory, then the form will need to be reassigned to the Authorized Signatory. There are three options when signing the form:

- i. **Vendor Role to Sign**

- a. If the person who was sent the form as the Vendor role and who has filled out the form is an Authorized Signatory, then select the **Sign** button on the Authorized Signature line. The **Date** field is automatically prefilled with today's date and cannot be edited.

Date ▶ Mar 9, 2021

- b. The Office of the Comptroller has elected to accept two forms of electronic signature via Adobe Sign. You can either draw your signature using your mouse or finger (if working from a touch screen device); or you can upload a picture of your wet signature. The typed text of a signature is NOT an acceptable form of electronic signature.
- c. Verify your First and Last Name are typed into the **Enter your name** box. Then choose either to **Draw**, **Image**, or **Mobile** your signature, confirm it is legible, then select **Apply**.

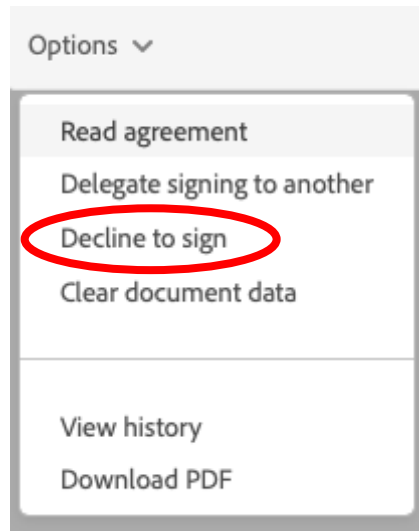


d. Click **Apply** in the lower right corner. The transaction has now been routed to the **Commonwealth Department** you are doing business with for review.



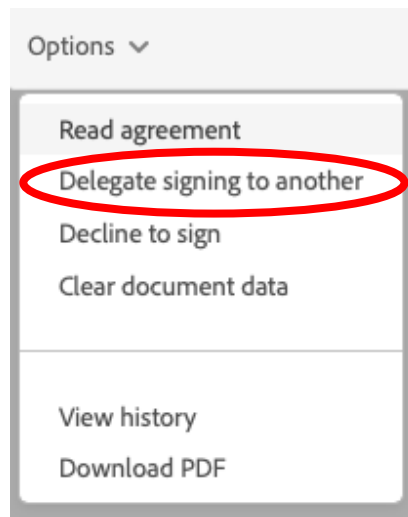
ii. **Decline to Sign**

a. If the Vendor does not want this process to continue and wishes to void the transaction, they can select **Decline to Sign**. Select **Options** in the upper left corner, then select **Decline to Sign** from the Drop-down menu then select **Continue**. A Notification will be sent to the Commonwealth Department that the Vendor has declined to sign and the transaction is void.



iii. **Delegate signing to another**

a. To delegate to someone else, select **Options** in the upper left corner, then select **Delegate signing to another** from the Drop-down menu.



- b. Fill in the required information in the Delegate this document box. Fill in the **email address** of the **Authorized Signatory for the Vendor (New Signer)**. To reduce the likelihood of errors, please copy and paste the email address into the correct field. Please also provide a reason for changing signing responsibility. Select **Delegate**. An email will now be sent to the Authorized Signatory with a link to open for them to review and sign the form.

- c. The Authorized Signatory should now follow the direction in **Vendor Role to Sign** section (2.1.i) above, steps a through d.

8. Once you have finished filling out the form and attached required documents, select **Finish**. You will be routed back to [MA Comptroller Website](#). The envelope has now been routed to the Vendor to fill out and sign. The Department Sender may receive an email with a link to a blank form once the addressing is complete. Once the signing by all required parties (Vendor, Department Reviewer, Department Administrator) has been completed, an additional email may also be generated.

DISCLOSURE

Warning: You are responsible for actions made under your signature.