



COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
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Andy Beshear
GOVERNOR

Jim Gray
SECRETARY

CP 20-02

MEMORANDUM

TO: All Prequalified Contractors

FROM: Rachel Mills, P.E. *RM*
Director
Division of Construction Procurement

DATE: June 29, 2020

SUBJECT: Execution of Contracts in DocuSign

Beginning with the July 24, 2020 letting, all contracts will be executed electronically using DocuSign software. DocuSign software is used throughout the industry for the electronic signature of contract documents. This change does not require the construction industry or bonding companies to purchase the DocuSign software. A Frequently Asked Questions document will be developed and posted to the Construction Procurement website, as needed.

The most important part of the process is to ensure the Contract is routed to the appropriate individual within a Company. Each company shall submit one email address for use in routing the Contract in DocuSign. This individual shall be listed on the Authority to Sign (TC 14-27) with the right to execute the Contract. Along with the one email address, please include the full name of the individual and the company which they represent. Submit the information to the following email address: KYTC.Constprocdocument@ky.gov. Contracts will not be routed in DocuSign until the information requested has been received.

If you have questions or need additional information, please contact the Division of Construction Procurement at (502) 564-3500.