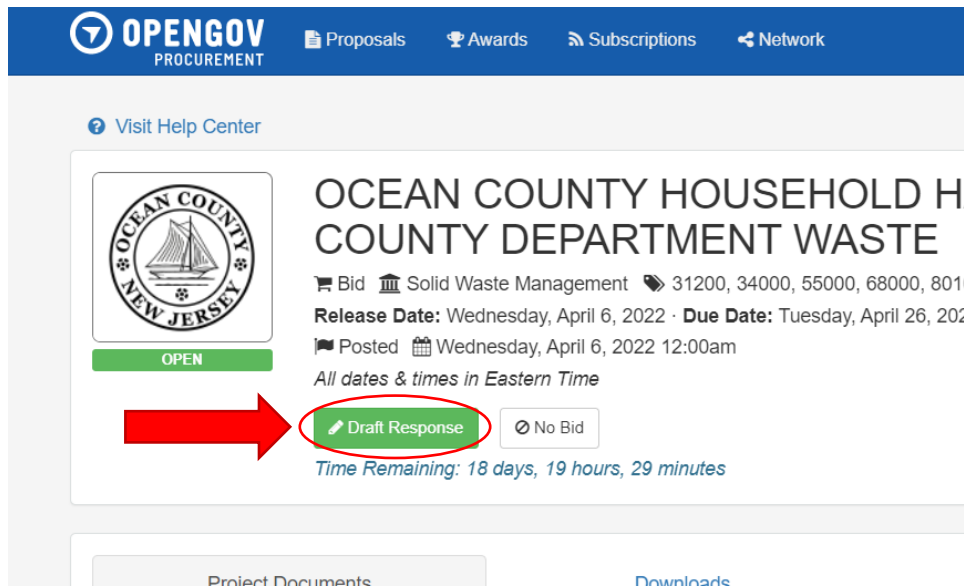
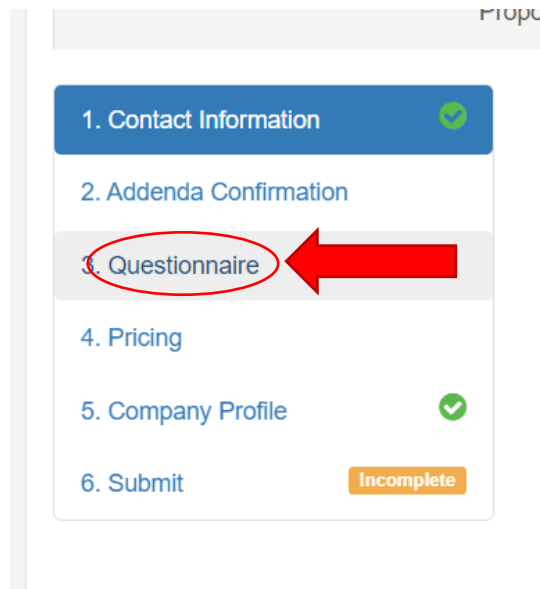


Instructions for Completing Forms in DocuSign

Step 1: When you are ready to respond to the solicitation and begin completing the necessary forms, click the Green “Draft Response” button.



Step 2: On the left-hand side of the navigation bar, click “Questionnaire”.



Instructions for Completing Forms in DocuSign (Cont'd)

Step 3: Navigate to the question of the questionnaire that requires DocuSign. Click the “Complete via DocuSign” button. It will change to **green** when you hover over it.

2. BID DOCUMENTS TO BE EXECUTED*

Documents include:

- Signature Page
- Non Collusion Certification
- Affirmative Action Questionnaire
- **Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)**
- Disclosure of Investment Activities in Iran

FAILURE TO SUBMIT ANY OF THESE DOCUMENTS **MAY BE** CAUSE FOR REJECTION OF YOUR PROPOSAL.

Please complete the form by clicking on the link. Make sure that the email you complete the form with matches the email of your vendor account.

NOTE: In order to access the forms available in this question, you must click on the green "Draft Response" button in the top left. Once you click the "Draft Response" button, the ability to access DocuSign to view the forms becomes available.

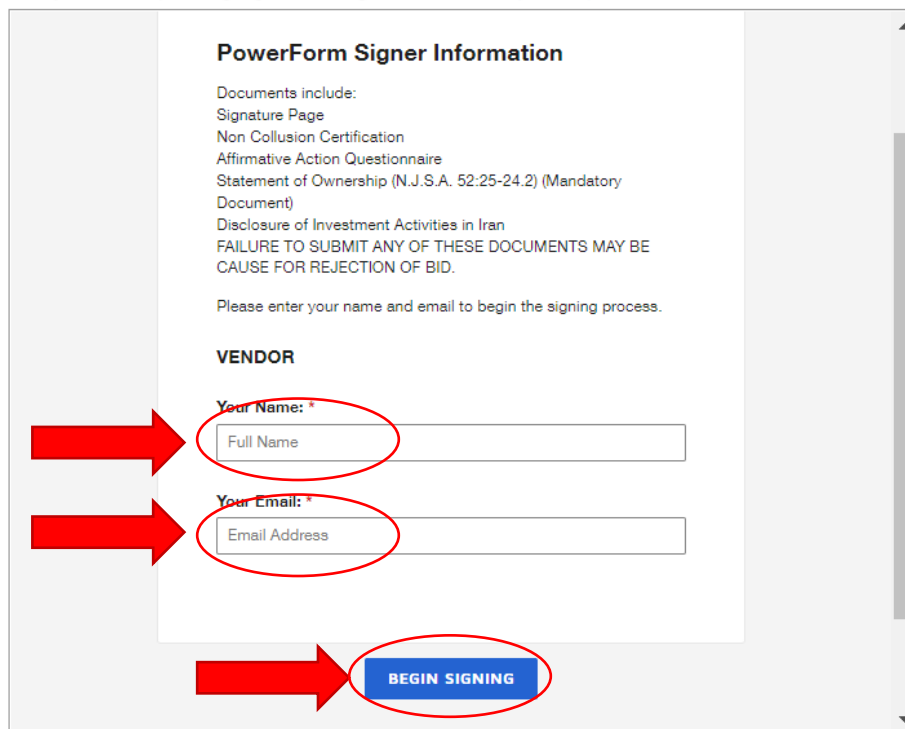
You must access DocuSign, input your name and email and agree to the terms in order to access the forms.

Once you have accessed the forms, you will see three lines (the menu) in the top left corner of the DocuSign window. Clicking the menu will give you the ability to download or print the forms.

Please note. The County's preferred method of submission is DocuSign.

 [Complete via DocuSign](#) or [Manually upload document](#)

Step 4: The DocuSign window will then open within the question. Enter your name and the email address you used to log into OpenGov to begin completing this solicitation.



PowerForm Signer Information

Documents include:

- Signature Page
- Non Collusion Certification
- Affirmative Action Questionnaire
- Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)
- Disclosure of Investment Activities in Iran

FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE FOR REJECTION OF BID.

Please enter your name and email to begin the signing process.

VENDOR

Your Name: *

Full Name

Your Email: *

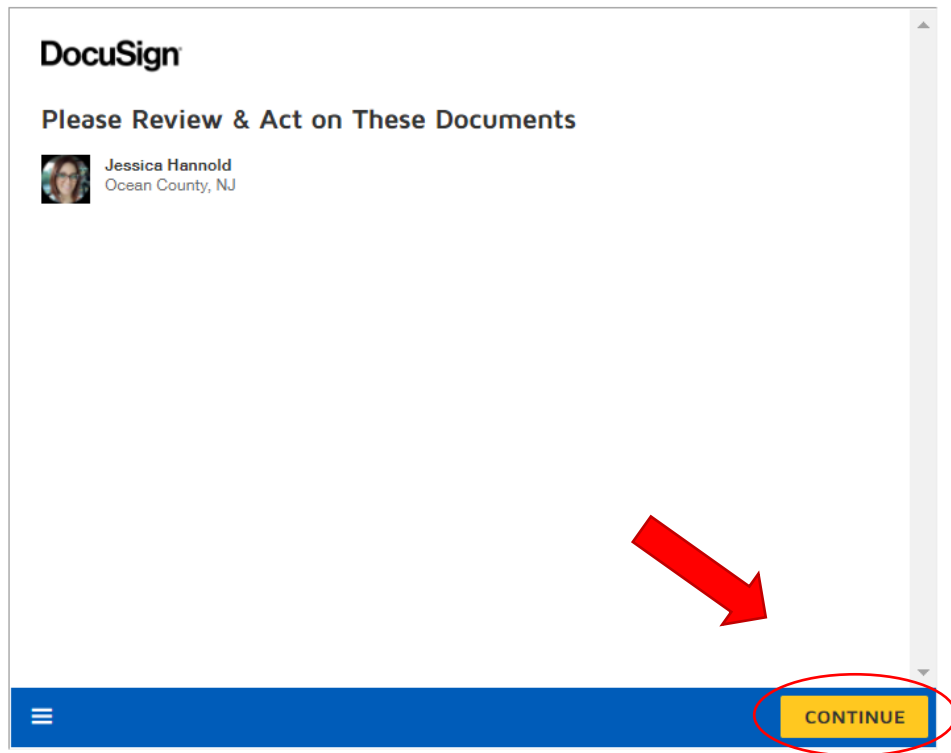
Email Address

BEGIN SIGNING

Instructions for Completing Forms in DocuSign (Cont'd)

Step 5: Click "Continue"

Once you have completed signing with DocuSign, [click here to load your completed document](#).



Step 6: Once the Mobile-Friendly button is off, your view should look like this:

A screenshot of the DocuSign 'SIGNATURE PAGE'. At the top, there is a blue header bar with a menu icon on the left and a yellow 'NEXT' button on the right. Below the header, there is a toggle switch for 'Mobile-Friendly' which is currently turned off. The main content area displays the document text, which includes a disclaimer about non-discrimination, a statement about access to records, and compliance requirements. At the bottom, there is a section for the undersigned, with fields for 'Company', 'State of NEW JERSEY', and 'having principal offices at'. The 'NEXT' button is visible in the top right corner of the document preview area.

Instructions for Completing Forms in DocuSign (Cont'd)

Step 7: IMPORTANT! You must satisfy **ALL FIELDS IN RED**. If you do not fill in all required fields, the form will not allow you to finish. Once you have filled in all the required fields, click “Finish”.

Once you have completed signing with DocuSign, click here to load your completed document.

Are you finished signing?


FINISH

Duration of Engagement _____ Anticipated Cessation Date _____

Bidder Contact Name _____ Contact Phone Number _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity and acknowledge that the County of Ocean is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of agreement(s) with the County of Ocean and that the County at its option may deem this certification void and unenforceable. Required - Signature Applied

Name of Bidder: Ocean County

Full Name (Print): Jane Doe Signature: 

Title: Buyer Date: 4/7/2022 | 12:58:32 PM PDT

OLICITATION DOCUMENTS UPDATED 3-1-22.docx

FINISH

Step 8: You are now given the chance to download your signed document, print or close. Clicking “Download” or “Print” will download a copy of your signed document and you can then save it or print it. Once you have completed downloading or printing your document, OR you do not wish to download or print your document, click “Close”.

Once you have completed signing with DocuSign, click here to load your completed document.

Are you finished signing?


FINISH

Duration of Engagement _____

Bidder Contact Name _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity and acknowledge that the County of Ocean is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of agreement(s) with the County of Ocean and that the County at its option may deem this certification void and unenforceable. Required - Signature Applied

Name of Bidder: Ocean County

Full Name (Print): Jane Doe Signature: 

Title: Buyer Date: 4/7/2022 | 12:58:32 PM PDT

OLICITATION DOCUMENTS UPDATED 3-1-22.docx

FINISH

Save a Copy of Your Document



Your document has been signed

If you would like a copy for your records, select Download or Print and save.

DOWNLOAD

PRINT

CLOSE

Instructions for Completing Forms in DocuSign (Cont'd)

Step 9: IMPORTANT! You will see that your document is now complete. In order to get your document to populate into OpenGov, you **MUST** click the link above the DocuSign window that says “click here to load your completed document”. If you do not click this button and you navigate away from this page, your progress **WILL NOT SAVE.**

2. BID DOCUMENTS TO BE EXECUTED*

Documents include:

- Signature Page
- Non Collusion Certification
- Affirmative Action Questionnaire
- Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)
- Disclosure of Investment Activities in Iran

FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE FOR REJECTION OF YOUR PROPOSAL.

Please complete the form by clicking on the link. Make sure that the email you complete the form with matches the email of your vendor account.

NOTE: In order to access the forms available in this question, you must click on the green “Draft Response” button in the top left. Once you click the “Draft Response” button, the ability to access DocuSign to view the forms becomes available.

You must access DocuSign, input your name and email and agree to the terms in order to access the forms.

Once you have accessed the forms, you will see three lines (the menu) in the top left corner of the DocuSign window. Clicking the menu will give you the ability to download or print the forms.

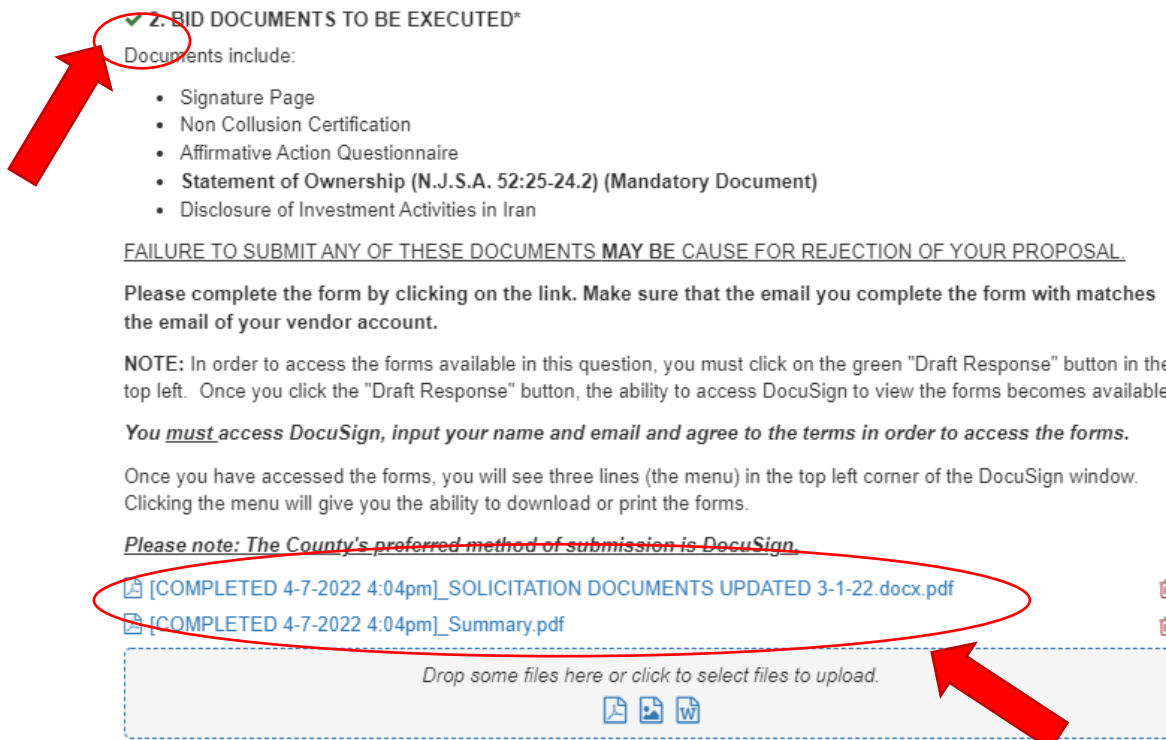
Please note: The County's preferred method of submission is DocuSign.

Complete using DocuSign [Check on status](#) [Cancel](#)

Once you have completed signing with DocuSign, [click here to load your completed document.](#)



Step 10: Once you have clicked that button, you should see your document has now been loaded into the question as well as a summary of the actions from DocuSign. You will also see a green check mark next to the Question #



Step 11: Repeat these steps as necessary for any questions requiring DocuSign forms.