

Application Submission Instructions

Due to the COVID-19 emergency, applicants are required to upload their completed application form for RFP GC21-005 electronic submission into the SharePoint submission portal. Please see the information below for instructions on submitting an electronic signature (which is required for Part 3 – Certification). **All applications must be received no later than 11:59 p.m. on May 4, 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 Microsoft Office 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 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."
4. To identify the signer and indicate that the signer understood and intended to agree to the terms of the signed document, the signer will sign beside and include with the complete application the following attestation: **"I agree, and it is my intent, to sign this document by [describe the signature solution used] and by electronically submitting this document to the New York State Education Department. I understand that my signing and submitting this document is the legal equivalent of having placed my handwritten signature on the submitted document and this attestation. I understand and agree that by electronically signing and submitting this document I am affirming to the truth of the information contained therein."**

Applications received after May 4, 2021 will be disqualified.