

Office of State Procurement  
State of Louisiana  
Division of Administration


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GOVERNOR



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COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP 20-03**

TO: Undersecretaries, Purchasing Directors, State Departments, Agencies and Facilities;  
Colleges and Universities; Boards and Commissions

FROM: Paula Tregre, State Procurement Director 

DATE: October 8, 2019

RE: Electronic Signatures

The Office of State Procurement's mission and philosophy are aligned with ensuring that the State's contracting and purchasing activities are conducted legally, fairly, and efficiently. In keeping with this commitment, I am pleased to announce OSP has approved and implemented the use of electronic signatures. OSP now accepts electronic signatures interchangeably and consistently with how it accepts traditional ink signatures.

Each department/agency will need to develop its own policy on how (or if) it will accept electronic signatures: <http://legis.la.gov/Legis/Law.aspx?d=107145>. Attached to this memorandum is OSP's PTN-51. These are OSP's internal guidelines for processing electronic signatures. OSP offers these guidelines to agencies as an example if one is needed.

Agencies and vendors can locate further information at R.S. 39:1556 (53), R.S. 9:2607; LAC 4:I.701; and LAC 34:V.2509(G).

PT/la/ce  
Attachment

TITLE: ELECTRONIC SIGNATURES – EXECUTION AND ROUTING

AUTHORIZATION: R.S. 9:2607; LAC 4:I:§701; LAC 34:V:§307; LAC 34:V:§2509(G)

PROCEDURE: Electronic signatures are valid wherever a traditional ink signature by the same signer would be valid, except in those cases where another authority governs another aspect of the transaction, and such authority does not accept electronic signatures. Known examples of such exceptions include:

- Clerk of Court recordations
- Construction desk (recordations)

Electronic signatures may take the form of:

1. A scanned ink signature;
2. A signature captured using a digital pen or pad;
3. An image of a prior signature applied by software (such as Adobe);
4. An encrypted certificate with a signature and additional information;
5. A signature applied by a third-party web platform (such as VeriSign); or
6. Any other form deemed acceptable by the Director on a case-by-case basis.

Electronic signatures can be used by vendors, agencies, and OSP. OSP will accept electronic signatures interchangeably and consistently with how it accepts traditional ink signatures.

When used by OSP, OSP personnel shall follow the following steps:

1. The State Procurement Analyst (SPA) shall review the content of the Document (contract, amendment, etc.) with the same level of attention as would normally apply to a traditional paper routing sheet.
2. The SPA shall verify that the vendor has submitted, if applicable, appropriate signature authorization (such as a board resolution).
3. The SPA shall ensure that the Document is in PDF format, scanning paper to PDF or printing/exporting other file types to PDF as needed. Other attachments which will not be signed and which would normally be provided to the public in non-PDF formats do not have to be converted.
4. If the SPA recommends that OSP sign the Document, the SPA shall attach the Document, supporting documentation (SoS, sam.gov, insurance certificate, A.M. Best, etc.), and any other attachments to an email (either a new email or preferably the original thread from the vendor).
5. The SPA shall provide in the body of the email the same type and level of detailed recommendation and information that would typically accompany a traditional paper routing sheet.

6. The SPA shall send the email to the person to whom he or she would typically route a traditional paper routing sheet (typically the Supervisor).
7. The Supervisor shall review, and then forward the email with Document and attachments to the appropriate next-level reviewer (SPM/AD/DD/Dir.) with any notes and recommendation in the email body, CCing the SPA.
8. All emails shall remain in the same email chain.
9. The Director or the other designated signer shall affix his or her signature to the Document PDF using any authorized means, most commonly:
  - a. Open the PDF in Adobe
  - b. Click “Sign” or “Fill & Sign” in the upper-right corner.
  - c. “Place Signature” from an image (pre-scanned ink signature)
  - d. “Add Text” to specify the date
  - e. Save file to Desktop or other temporary location
10. The signer shall then attach the signed Document in a reply email to the originator (typically the SPA) and copy everyone in the approval chain.
11. The SPA shall distribute the signed Document as appropriate.
12. The SPA shall print a copy of the signed Document, and the approval email chain, for the procurement file.