

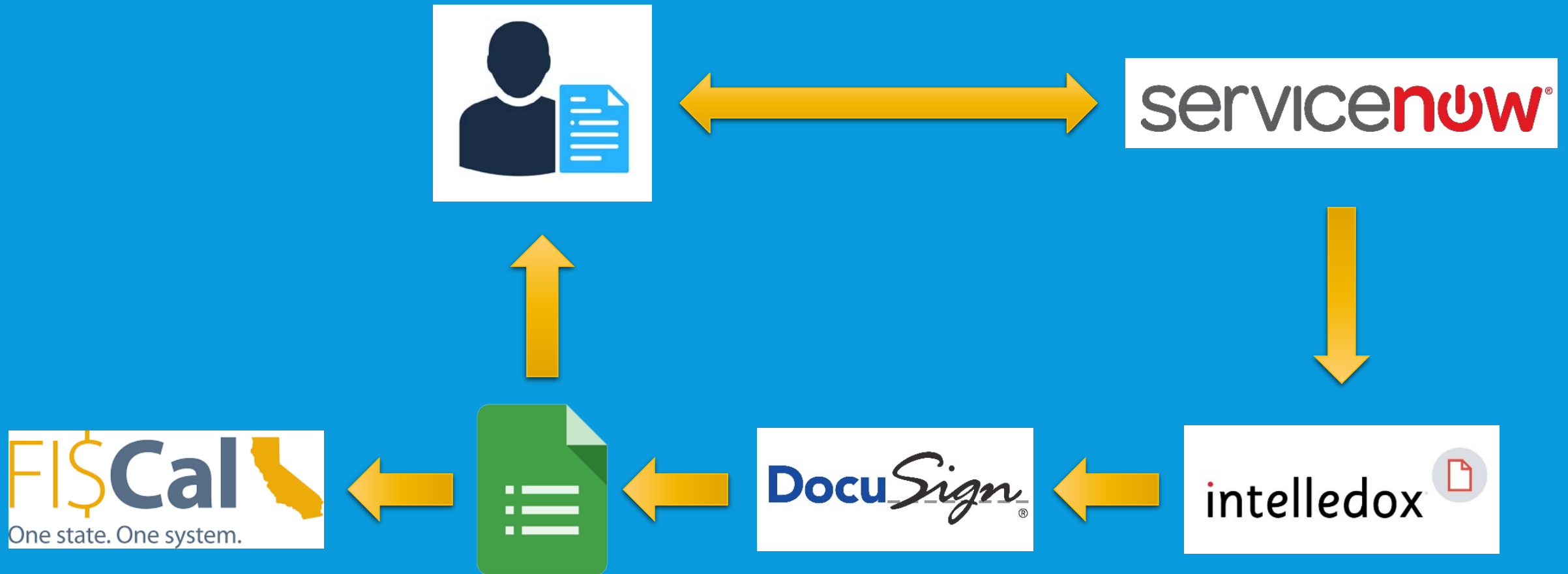


AUTOMATING THE STD 213 CONTRACT PROCESS

The Department of General Services uses a variety of systems to create, route, electronically sign, and store the STD 213 and related documents:

- Service Now
 - users enter contract request data into a Service Now module
 - Service Now utilizes workflows to pass data to various systems and approvers
- Intelledox
 - allows forms to be developed using a secure web-based interface.
 - supports entry of dynamic data similar to the States' STD XML forms Architecture (XFA) requirements.
 - seamlessly sends a completed form to DocuSign
- DocuSign
 - completed form is electronically signed in a secured PDF format
- FI\$Cal
 - utilized as the system of record for long-term storage of the contract and related documents

OVERVIEW



USERS FILL OUT A WEB-BASED FORM TO FILL OUT CONTRACT DETAILS AND ROUTING INFORMATION

intelledox
INFINITIPRODUCE

Home

STD 213

Log Out

Analyst Actions

Processing Information

Standard Agreement Details

Contractor Information

Contracting Agency Information

Standard Agreement Attachments

Contracting Agency Pre-Review and Save

Manager Approval

Type of Signature

Summary and Review

Standard Agreement Details

State of California
Standard Agreement
STD 213 (Rev. 10/2018)

Agreement Number *

12345

Purchasing Authority Number (If Applicable)

54321

Term of Agreement Start Date * ⓘ

12/1/2018

Term of Agreement End Date * ⓘ

12/2/2019

The Maximum Amount of This Agreement Is *

\$50,000.00

Fifty Thousand Dollars

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Contractor Information

State of California
Standard Agreement
STD 213 (Rev. 10/2018)

The following information pertains to the company that will be contracting with the State of California:

Contractor Name (if other than an individual, state whether a corporation, partnership, etc.) *

Test Contractor

Information for Person Signing

Printed Name *

Bill Signer

Title *

Owner

INTELLEDOX CREATES A FLATTENED PDF AND SENDS TO DOCUSIGN FOR SIGNATURES

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 10/2018)

AGREEMENT NUMBER

12345

PURCHASING AUTHORITY NUMBER (if applicable)

54321

1. This Agreement is entered into between the contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Department of General Services

CONTRACTOR NAME

Test Contractor

2. The term of this Agreement is:

START DATE

12/1/2018

THROUGH END DATE

12/2/2019

3. The maximum amount of this Agreement is:

\$50,000.00 - Fifty Thousand Dollars

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of this Agreement.

EXHIBITS

TITLE

Exhibit A

Scope of Work

Exhibit B

Budget Detail and Payment Provisions

Exhibit C*

General Terms and Conditions

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.dgs.ca.gov/ols/resources/standardcontractlanguage.aspx

IN WITNESS WHERE OF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Test Contractor

CONTRACTOR BUSINESS ADDRESS

123 Main Street

CITY

Sacramento

STATE

CA

ZIP

95816

PRINTED NAME OF PERSON SIGNING

Bill Signer

TITLE

Owner

CONTRACTOR AUTHORIZED SIGNATURE

DocuSigned by:

Test Signer Wt

7CD110F26F7644B...

DATE SIGNED

February 12, 2019

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Department of General Services

CONTRACTING AGENCY ADDRESS

707 3rd Street, 3rd Floor

CITY

West Sacramento

STATE

CA

ZIP

95605

PRINTED NAME OF PERSON SIGNING

Sally Signer

TITLE

Manager

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DocuSigned by:

Sally Signer

EBC81F72AD35495...

DATE SIGNED

February 12, 2019

STATEWIDE FORMS CONTACT

For any additional questions please contact the
Statewide Forms Manager

Stephanie Ross

stephanie.ross@dgs.ca.gov