

DocuSign Enabled Record

- ▶ The GC and CMR/DB Contract record now utilizes DocuSign, which enables electronic signature of Contracts.
- ▶ Users who are sent a Contract for signature via DocuSign do not need a separate account to sign the document.
- ▶ For more information about how to use DocuSign, please refer to the DocuSign Job Aid available on the OFCC Website

OAKS CI Contract Process

- CMR/DB and GC (Agency/Higher-Ed)

Step 1 Contract Initiation

Contract
Initiated in
OAKS CI by
**Project
Coordinator**

- Submit to
**PM for
Review**

Step 2 Project Manager

PM Reviews
the
Contract
Documents

- Submit to
**PC for
Notice of
Intent to
Award**

Step 3 Project Coordinator

Issues Notice
of Intent to
Award letter

Submit to:
**Program
Manager
Review**

Step 4 Program Manager

Reviews the
contract
documents

Submit to:
**Program Manager
Review**

Step 5 PC **DocuSign** Initiation

Project
Coordinator
creates
DocuSign
document and
distributes the
contract

Submit for
Signature **via
DocuSign**

Step 5 Project Coordinator

- **Finish Record
in OAKS CI**
- **Verification of
SOV Approval**

**Submit to:
END**