

Guide to NEIWPCC's Electronic Contracts Process

NEIWPCC is pleased to announce that we are transitioning to an electronic contracts process. NEIWPCC will be sending out all new Contracts, Memoranda of Agreement (MOA), and Amendments to existing agreements for signature through email as a .pdf attachment rather than through the postal service. This will allow for faster turnaround time, increasing efficiency for all parties involved. A new clause in our Contracts/MOAs/Amendments states that "the use of scanned or facsimile signatures for the execution of this Agreement shall be legal and binding and shall have the same full force and effect as if originally signed."

Please bear with us as we work out the kinks of this new process. We are confident that all parties will be pleased with the benefits of this change. To ensure receipt of important emails, NEIWPCC requests that Contractors please add contracts@neiwpc.org to their address book or safe list.

Agreement Process Initiation:

Selected Contractors will work with their technical contact at NEIWPCC or one of NEIWPCC's affiliate programs to finalize a Scope of Work. The final Scope of Work will generally be based on a Contractor's proposal, submitted in response to a competitive bid for contracts. Upon receipt of the final Scope of Work, a Contract/MOA/Amendment will be drafted and sent to Contractors for signature through email as a .pdf attachment. Emails will be received from contracts@neiwpc.org.

Upon Receipt:

It is a Contractor's responsibility to review the language of the Contract/MOA/Amendment upon receipt.. Contractors should understand that negotiation of agreement language can prolong the agreement process and that NEIWPCC will not reimburse Contractors for any work performed before a Contract/MOA is fully executed.

To sign the document, the Contractor's authorized signatory should print the final draft, sign the document, and either (1) scan it and send it back as an email attachment (preferred) or (2) mail it to us at 650 Suffolk St., Suite 410, Lowell, MA 01854.

In addition to the signed agreement, Contractors are required to submit certain additional documents and information before they can begin work or claim payment under an agreement. NEIWPCC will let you know which documents are necessary with your agreement. Also, please consult our "Guide to Additional Information" linked through our Contractor Guidance page: <http://www.neiwpc.org/contractors/guidance.asp>

Agreement Execution:

NEIWPCC's Executive Director will review all Contractor-signed agreements, and upon approval will sign the agreement. Contractors will then receive a scanned copy of the fully executed agreement as a .pdf attachment to an email from NEIWPCC.

Questions:

We are happy to answer any questions related to this new process. Please send any questions, comments, or concerns to contracts@neiwpc.org.