

# Federal Agencies accelerate the pace of government with DocuSign

Converting contract workflows to digital simplifies internal processes and increases efficiency, allowing more time to focus on mission delivery.

## Summary

United States federal agencies are responsible for a diverse and critical set of missions to benefit citizens, including promoting economic growth, protecting human health and the environment, fostering educational excellence, and researching transformative science and technology solutions. Successfully executing on these missions requires a significant amount of coordination between agencies behind the scenes. Interagency agreements document the policies and requirements for agencies to work together, procure supplies and services from other agencies, and leverage existing government contracting vehicles to purchase services from the private sector. Given the scale of the federal government, interagency business represents a substantial workload for the employees tasked with managing these processes.

## Challenges

Each of the several thousand interagency agreements completed each year involves the exchange of volumes of documents across a large set of reviewers and approvers. Circulating paper-based contracts for physical signature across dozens of approvers can delay the process by up to 2 months or more and often results in misplaced agreements buried in the inbox. Even sending contracts through email generates

hundreds of messages back and forth, making it difficult to track the status of agreements that have been sent out. These inefficient methods waste time and divert attention and resources away from the core mission of the agency.

Procurement teams face similar challenges in obtaining necessary approvals and tracking the transfer of funds between agencies. Physically locating approvers and scanning and copying documents is time-consuming and prone to error. Manually filing and storing documents creates labor-intensive work to search and retrieve physical records.

## Solution

Federal agencies often require unique services and support for various project initiatives. If another federal agency has an existing contract for similar services, the requesting agency can create an interagency agreement to leverage that contract for their specific project. Because approval of the requesting agency's contracting office is required prior to issuing an interagency agreement, the project may be delayed.

Digital transaction management has the potential to transform the business of government. DocuSign for Federal Government

**DocuSign for Federal Government can help agencies begin the digital transformation across a wide variety of use cases.**

- ✓ Agreements to procure products or services furnished by another agency's federal employees or contractors.
- ✓ Transfer and receipt of funds between agencies and the Treasury Department
- ✓ Congressionally directed movement of funds between agencies
- ✓ Multiple Award Schedule (MAS) contracts
- ✓ Government wide acquisition contracts (GWACs) for information technology
- ✓ Multi-agency contracts (MACs) for use by government agencies to obtain supplies and services

automates the approval of interagency agreements so contracts are completed faster and more efficiently in days instead of weeks or months. An intuitive user interface helps managers prepare, send, and execute documents online, replicating existing work flows and approval requirements.

Making the transition to digital brings documents into a single place that is accessible by approved stakeholders 24/7 from anywhere, for increased visibility into the process and real-time status. DocuSign audit logs help ensure compliance with the ability to track history and report on all activities related to a document. Going digital also creates significant opportunities to save the costs associated with couriers, printing, faxing, scanning, and paper storage.

### Contract Management

DocuSign's advanced workflow capabilities enable requesters to customize signer order for a faster, more efficient signature process. DocuSign also provides a virtual chain of custody for everyone who has touched an agreement. Complete audit logs capture date, time, and authentication method used for the signature, making it easy to verify signatures and agreements.

### Procurement

Creating a faster and more efficient interagency fund transfer process improves the experience for both requesting and servicing agencies. With DocuSign, procurement managers can see exactly where each document is and who has yet to sign. Users receive alerts and notifications in their inbox so they can quickly and easily move requests along. Going digital accelerates the contract process, often as much as 90% faster, and with increased accuracy. Using DocuSign's templates, the agency can define routing and approval workflows between department directors, source selection teams, and contracting officers to ensure compliance with federal procurement policies, signing authority levels, and document retention. DocuSign for Federal Government also integrates with major procurement systems and purchasing software to fit within existing workflows.



### Benefits

DocuSign Federal allows agencies to remove paper-based processes, and gain immediate visibility into interagency agreements and fund transfers to accelerate mission delivery. DocuSign offers the most flexible, intelligent, and easy-to-use workflows and templates, and the most intuitive user experience, making the process of completing agreements simpler than that of any other solution.

DocuSign offers the broadest portfolio of deployment, storage and security options for federal government agencies, including the DocuSign Cloud, hybrid, private cloud and Signature Appliance, to meet data privacy, data residency, regulatory, and signer authentication requirements. DocuSign's dedicated infrastructure for US Federal agencies allows employees to share, retain, and control access to documents with AES-256, and authenticate with agency-issued PIV cards.

DocuSign for Federal Government is certified by government required accreditations including FedRAMP (In Process), Section 508, ISP 27001, SSAE 16, and TRUSTe Certified. Accelerate the pace of government by transitioning to digital with DocuSign.



### About DocuSign

DocuSign® is changing how business gets done by empowering anyone to send, sign and manage documents anytime, anywhere, on any device with trust and confidence. DocuSign and Go to keep life and business moving forward.

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