

**From:** [Martinez, Marco](#)  
**To:** [A-Team](#)  
**Cc:** [Senior Leadership](#)  
**Subject:** Soft Launch - Professional Services Contract Electronic Review and Digital Signature Process  
**Date:** Wednesday, October 11, 2023 5:55:00 PM

---

Hello Team Manteca,

We are pleased to announce the commencement of the soft launch for the electronic review and signature process pertaining to professional services contracts. Your department/division is now able to initiate new requests for professional services contracts through Laserfiche forms. Upon completion of the electronic review process, your request will be forwarded to OneSpan for electronic signatures. Upon successful digital signing, all involved parties will receive a digitally executed copy. The City Clerk's Office will retain the official record.

Laserfiche Forms Process:

1. Your Department/Division contract's submitter will enter the contract details data and start the electronic review process:  
<https://laserfiche.ci.manteca.ca.us/Forms/ProfessionalServicesContract>
  - Please use these naming conventions for your exhibits – exhibit A should be your “Consultant Proposal/Scope of Work.” Exhibit B “Certificate of Compliance with Labor Code 3700” is automatically on the template and you do not need to worry about it. And your Exhibit C should be your “Payment Schedule”.
  - If your insurance standards do not conform to the standards on the template, please let me know.
2. The electronic review process is similar to the current format we use for hardcopy contract review: submission → Clerk Review → Dept. Head Review → CAO Review → Risk Management Review → Finance Review → Final City Clerk Review → One Span Digital Signatures
3. If your contract requires City Council approval, you can use Laserfiche forms for internal review of the contract prior to City Council approval.
  - Work with the vendor on the contract details.
  - Enter the contract details as you would in step 1.
    - Add a digital note indicating the contract requires Council approval and the expected approval date.
  - We will hold the contract at the “Final City Clerk Review” step and will forward to One Span upon City Council approval.
    - Please send us a notification upon Council approval.

Please contact me if you have any questions and provide any feedback to me and Cassandra.

Thank you,

City Clerk's Office.



**Marco Martinez, Assistant City Clerk / Records Manager**

City of Manteca | Office of the City Clerk  
1001 W. Center St. | Manteca, CA 95337  
Office: 209.456.8018 | Fax: 209.923.8970

[manteca.gov](http://manteca.gov)