04/30/2025

104-fp14.docx

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| Use on all projects using Masterworks. |

## Section 104. — CONTROL OF WORK

Add the following after Subsection 104.02:

**104.02A Electronic Documentation.** Provide documents and drawings electronically using Masterworks.

Request the *Masterworks User Account Form* (Form Masterworks-001) and submission instructions. Complete and electronically submit Form Masterworks-001 for each individual requiring Masterworks access. Allow 7 days for system access.

Contact the CO to schedule a training session on the use of Masterworks. The virtual training session will be either a video presentation or live training as determined by the CO. The Contractor is responsible for training additional staff that were not present during the original training session.

Maintain active Masterworks accounts for all Contractor staff who use Masterworks. Notify the CO within 24 hours after an account holder is reassigned or no longer employed by the Contractor and submit a Form Masterworks-001 requesting their account be disabled.

Provide documents and drawings in their native file format (the format produced by the software that the document and drawing was created in) upon request.

Documents and drawings include but are not limited to correspondence, submittals, measurement notes, reports, plans, diagrams, qualifications, certifications, payrolls, schedules, invoices, mix designs, job-mix formulas, test results, notifications, requests, permits, and agreements.

Provide a resolution quality with color, text, and lines clearly discernible. Submit each document and drawing in an individual file. Name files with a unique document name.

Documents and drawings delivered after 5:00 pm local time will be considered received on the next business day.

The CO will reject documents that are unreadable, corrupted, illegible, or include malicious content.

**104.02B Signatures for Electronic Documentation.** Sign documents requiring a signature by electronic signature or by wet signature.

**(a) Definitions.**

**(1) Electronic signature.** A computer data compilation of symbols or series of symbols executed, adopted, or authorized by an individual to be the legally binding equivalent of the individual’s handwritten signature.

**(2) Wet signature.** A signature of ink from pen, or a scanned copy of an actual signature of ink from pen.

**(b) Electronic signature.** Unless the CO requests a wet signature, an electronic signature may be provided. Assume responsibility for the validity of electronic signatures. The Government will assume that the authorized individual’s electronic signature is authentic.

Provide electronic signatures in the following formats:

**(1)** A digital signature from an encryption application;

**(2)** A digitized image of a paper signature; or

**(3)** A unique form or individual identification that can be used as a means of authenticating arecord, record entry, or document.

**(c) Wet signature.** After signing a document by wet signature, scan the complete document into an electronic format.