

Purchasing Summary

EVENT # 8037	TITLE: Electronic Signature Software Licenses	COST: \$28,548
TYPE OF PROCUREMENT: Sole Source	ANNUAL CONTRACT <input type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input type="checkbox"/>
CONTRACT TERM (IF APPLICABLE) EXPIRES JULY 23, 2021		
S/DBE (IF APPLICABLE) N/A		
MATRIX (IF APPLICABLE) N/A		
NOTES		
<p>Recommend approval to execute a license and maintenance agreement with DocuSign, Inc. in the amount of \$28,548. The Information Technology Department will use DocuSign Licenses as a digital transaction platform to allow city employees to send, sign and manage legally binding documents securely in the cloud.</p> <p>This application will provide efficiencies and record management capabilities within the city while allowing time sensitive documentation, routing and workflow approvals. The software also keeps signature records, time stamp references and document storage for legal verification.</p> <p>DocuSign is the City's current vendor for this software. Due to the increased use of the application, an enterprise license is now required. This is a sole source because the software is proprietary, and DocuSign is the only vendor that can provide the enterprise licenses for this platform to be used throughout the entire City.</p> <p>S.S. DocuSign, Inc. (San Francisco, CA)^(D) \$28,548</p> <p>(D) Indicates non-local, non-DBE business. <u>Recommend approval.</u></p>		