



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: October 18, 2016

Subject: Purchase Order and Software Subscription Agreement

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Employment and Human Services Department, a purchase order with Carahsoft Technology Corp., and a software subscription agreement with DocuSign, Inc. for the purchase of software and services, in an amount not to exceed \$233,096 for the period October 28, 2016 through October 27, 2019.

FISCAL IMPACT:

\$233,096: 100% Administrative Overhead (10% County; 45% State; 45% Federal)

BACKGROUND:

DocuSign, Inc. is the leading vendor of electronic signatures in the industry. The CoSign services and products sold through DocuSign's distributor, Carahsoft Technology Corp., best meets the needs of the department. Employment and Human Services Department (EHSD) staff uses the software to electronically sign court documents and distribute them to the courts and attorneys involved with cases EHSD handles for different social service clients. The tool is also used to sign intradepartmental and interdepartmental documents.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **10/18/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor

Candace Andersen, District II Supervisor

Mary N. Piepho, District III Supervisor

Karen Mitchoff, District IV Supervisor

Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: October 18, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: V. Kaplan, 3-1514

cc:

CONSEQUENCE OF NEGATIVE ACTION:

EHSD will be unable to maintain an electronic signature system for court documents.

CHILDREN'S IMPACT STATEMENT:

Not applicable.