



**Contra  
Costa  
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: August 6, 2019

Subject: Purchase Order with Carahsoft Technology Corporation

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of Employment and Human Services Director, a purchase order with Carahsoft Technology Corporation in an amount not to exceed \$228,170 for the purchase of electronic signature tools for the period October 28, 2019 through October 27, 2022.

**FISCAL IMPACT:**

The Purchase Order amount for the electronic signature tools purchase is not to exceed \$228,170. Funding for this purchase is 5% County, 51% State and 44% Federal.

**BACKGROUND:**

DocuSign, the product purchased through Carahsoft Technology Inc. is the leading vendor of electronic signature tools in the industry. The signature appliance sold through DocuSign's distributor, Carahsoft Technology, Inc., best meets the needs of the department. The tool is used to electronically sign court documents and distribute them to the courts and attorneys. The system has been so successful, the courts have rewritten their rules to incorporate this system of legal documentation and signatures. The tool is also used to sign intradepartmental and interdepartmental documents.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/06/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor

Candace Andersen, District II  
Supervisor

Diane Burgis, 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: August 6, 2019

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

By: Laura Cassell, Deputy

Contact: Elaine Burres  
608-4960

cc:



CONSEQUENCE OF NEGATIVE ACTION:

Without purchase, Employment and Human Services would not have the availability of electronic signature tools to sign court documents and distribute them to courts and attorneys.