



**Contra
Costa
County**

To: Board of Supervisors
From: Marc Shorr, Chief Information Officer
Date: December 14, 2021

Subject: APPROVE and AUTHORIZE the Chief Information Officer, to execute an order form with DocuSign in an amount not to exceed \$680,000.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Chief Information Officer, Department of Information Technology, or designee, to execute an order form with DocuSign under the existing Master Services Agreement dated December 15, 2020 in an amount not to exceed \$680,000 to provide DocuSign Contract Lifecycle Management and eSignature Enterprise licenses for the electronic signature and contract lifecycle management services for the period of December 15, 2021 through December 14, 2022.

FISCAL IMPACT:

The cost for this will be recovered through charges to user departments.

BACKGROUND:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/14/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Diane Burgis, District III
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: December 14, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Marc Shorr,
925-608-4071

cc: Nancy Zandonella

BACKGROUND: (CONT'D)

Over the past year, DocuSign has conducted weekly meetings with representatives from many County departments to gain an understanding of our needs so they can tailor the contract lifecycle management (CLM) software to meet the specific needs of Contra Costa County. DocuSign is currently in the process of completing the business requirement document for County sign-off and will begin configuration of the software. Within the next few months, the CLM solution is slated to go live. This Order Form is for renewal of the CLM subscription fees and related support services.

CONSEQUENCE OF NEGATIVE ACTION:

If this is not approved, the electronic signature and contract lifecycle management project will not move forward.