



Contra
Costa
County

To: Board of Supervisors
From: Marc Shorr, Chief Information Officer
Date: January 10, 2023
Subject: DocuSign Contract Renewal FY 22-23

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Chief Information Officer, Department of Information Technology, or designee, to execute an agreement with DocuSign, Inc. 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, 2022 through December 14, 2023.

FISCAL IMPACT:

The cost for this is included in the department's FY 22-23 budget; it will be recovered through department user fees.

BACKGROUND:

In December 2020, the County entered into an agreement with DocuSign to provide a Contract Lifecycle Management (CLM) solution for streamlining the paper-heavy manual contract processing procedure. This process allows for contracts to be generated, routed, reviewed and approved in a single repository which integrates with e-signature. This process allows for contracts to be stored, tagged and organized in one searchable place with

<input checked="" type="checkbox"/> APPROVE	<input type="checkbox"/> OTHER
<input checked="" type="checkbox"/> RECOMMENDATION OF CNTY ADMINISTRATOR	<input type="checkbox"/> RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/10/2023** ☒ 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
Ken Carlson, 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: January 10, 2023

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

By: Laura Cassell, Deputy

Contact: Michelle Colefield,
608-4033

cc:

permission controls to increase oversight

BACKGROUND: (CONT'D)

and reduce time wasted searching for information.

Since December 2021, DocuSign and the County have continued to meet to fine-tune the software functionality to meet the needs of the County; the software is being tested on a small-scale basis. This agreement is for the annual 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.