

RESOLUTION AUTHORIZING THE SUBSCRIPTION OF DOCUSIGN FOR ELECTRONIC SIGNATURES AND CONTRACT LIFECYCLE MANAGEMENT

WHEREAS, the Information Technology, Finance, and Legal Departments directed by the City Manager's Office and Council are seeking to implement an e-Signature contract routing solution. DocuSign is a market leader in e-digital solutions and is available for municipalities at North Carolina State Contract rates. This solution includes both e-Signatures and Contract Lifecycle Management (CLM);

WHEREAS, DocuSign is a highly secure Software-as-a-Service; the solution is ISO27001 certified, ensures legally defensible signatures, and offers e-notary and contract redlining. Implementing electronic signatures will decrease the contract routing time, allow mobile access to contracts, and better enables the City of Greensboro to do business with vendors in today's electronic business model;

WHEREAS, the initial implementation is for the use-case of providing an electronic signature platform to execute contracts efficiently, contract redlining, and routing. This contract is for the initial three-year term. Staff is currently negotiating the final project scope for implementation costs. As a result, the initial three-year term for this project is estimated and will not exceed \$427,500;

WHEREAS, this contract requires City Council approval for an estimated annual allotment of 150,000 envelopes to be paid for over a three year period. If the City desires to continue use of the DocuSign products, City Council approval for renewal fees will not be required, if the City Council shall have approved a sufficient appropriation in the annual budget for the current fiscal year for the general purposes specified under the contract; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREENSBORO:

That the City is authorized to enter into a subscription software contract with DocuSign, Inc., The Mayor and/or City Manager and the City Clerk are hereby authorized to execute on behalf of the City of Greensboro a proper contract to carry the proposal into effect.