



DATE: November 23, 2020

TO: Chryste Hofer, Sr. Information Technology Manager

FROM: Allison Staton, M/WBE Coordinator

DEPARTMENT: Information Technology

SUBJECT: M/WBE Memo for Contract 2020-5218 - DocuSign Software Subscription
- Electronic signature for routing city contracts - Change Order #1

The M/WBE Office reviewed the change order request for Contract 2020-5218 - DocuSign Software Subscription - Electronic signature for routing city contracts to determine continued compliance with the M/WBE Program Plan. Docusign Inc. will provide 110 additional licenses required for City-wide Departmental access, full functionality to meet industry best practices, and successful implementation.

The original contract award was approved by the City Council for a total contract value of \$187,500.00. Change order #1 for \$91,676.78 will increase the total contract value to \$279,176.78. The contract is compliant with the M/WBE Program Plan.

Please be reminded that during the performance of the contract, if there are any changes; the Department and Prime Contractor must contact the M/WBE Office for approval, before making any changes.

AS

Cc: Tiffany Jones, Interim M/WBE Compliance Officer
Chris Payne, Sr. Administrative Services Manager