



Legislation Text

File #: ID 20-0580, **Version:** 1

Resolution Approving a DocuSign Software Subscription in the Amount of \$427,500

Council Priority: Exceptional Customer Service and a Diverse City Government Workforce; and Ensure Fiscal Stewardship, Transparency, & Accountability

Department: Information Technology & Finance
Council District: All

Public Hearing: N/A
Advertising Date/By: N/A

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PURPOSE:

Digital Signatures for Contract Routing and Approval.

BACKGROUND:

The Information Technology and Finance 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.

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 decentralized business model.

Currently, Greensboro is in the final stages of negotiation with the vendor to determine document scope and implementation costs. The costs below are budgetary estimates. Project cost will be determined once the project scope and requirements are finalized. The initial implementation is for the use-case of contract routing. Additional uses of the e-signature solution must be scoped separately and will affect future year implementation costs. This contract is for the initial three-year term and will require annual subscription renewals exclusively through DocuSign. Council approves this initial contract and future subscription renewals for DocuSign as long as sufficient funds are appropriated in the budget.

BUDGET IMPACT:

ESTIMATED BUDGETARY IMPACTS:

Fiscal Year	FY21	FY22	FY23	Account
Licensing	120,000	120,00	120,000	686100101.5415

Implementation	\$67,500			686100101.5413
Estimated Appropriation:	187,500	120,000	120,000	

An additional budget ordinance is required to account for and record the leasing of the software. Additional budget adjustments are also necessary to record the transactions.

RECOMMENDATION / ACTION REQUESTED:

IT and Finance recommend the implementation of DocuSign for electronic signature, contracting routing, and approval as a viable solution for the organization.