



City of Greensboro

Melvin Municipal Building
300 W. Washington Street
Greensboro, NC 27401

Legislation Text

File #: ID 20-0852, **Version:** 1

Resolution Authorizing Change Order #1 of the DocuSign Contract for Electronic Signatures and Contract Lifecycle Management

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

Department: IT
Council District: All

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

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PURPOSE:

The IT Department is seeking City Council's approval to approve Change Order #1 to the DocuSign contract to purchase an additional 110 Contract Lifecycle Management licenses.

BACKGROUND:

On August 18, 2020, Council approved entering into a contract with DocuSign for Electronic Signatures and Contract Lifecycle Management.

During the Discovery & Design phase of the implementation and in conjunction with DocuSign experts, the City's core team created a fully digital and automated CARS replacement in DocuSign's CLM product. Upon further review, the City's core team determined that the originally purchased 40 CLM licenses would be insufficient for a City-wide rollout, as industry best practice recommended the following uses of CLM per City Department:

- 2 Originators - Able to start the contract routing and approval process, as well as see the current status
- 2 Departmental Approvers - Typically a Department Director and one back-up
- Multiple MWBE Approvers - Able to facilitate review and approval
- Multiple Finance Approvers - Able to facilitate review, approval, and pre-audit
- Multiple Legal Approvers - Able to facilitate review and approval

Therefore, it was determined that an additional 110 licenses would be required for City-wide Departmental access, full functionality to meet industry best practices, and a successful implementation.

BUDGET IMPACT:

The purchase of the additional Contract Lifecycle Management licenses will be funded as follows:

\$ 91,676.78.00 total for the three-year contract, \$ 30,558.93.00 per year - 686100101.5415

RECOMMENDATION / ACTION REQUESTED:

The IT and Finance recommend and request the approval of the attached Resolution to authorize Change Order #1 of the DocuSign contract.