



AGENDA MEMORANDUM

Action Item for the City Council Meeting October 25, 2022

DATE: October 25, 2022

TO: Peter Zanoni, City Manager

FROM: Peter Collins, Chief Information Officer of Information Technology
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<p align="center">Purchase of DocuSign Electronic Signature and Contract Routing Tool and Related Support</p>
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CAPTION:

Motion authorizing a one-year service agreement with Carahsoft Technology Corporation of Reston, Virginia in the amount of \$80,689.33, for the purchase of DocuSign Electronic Signature and Contract Routing Tool and related Support through the DIR Cooperative for City departments with FY 2023 funding available in the Information Technology Fund.

SUMMARY:

This motion is to purchase an electronic signature and contract routing tool for DocuSign documents (referred to as “envelopes”) and support from Carahsoft Technology to improve document process efficiency. This contract includes 24/7 support for 13,000 envelopes (documents) for signature.

BACKGROUND AND FINDINGS:

The City of Corpus Christi implemented DocuSign in 2020, which is an electronic document signature tool used by City departments.

DocuSign provides a significant improvement to the amount of time it takes for contracts and documents to be signed and routed. Contracts or documents that would typically take days to a week to be signed, are able to be signed and executed within hours.

PROCUREMENT DETAIL:

This procurement is being facilitated through the DIR Cooperative. Contracts awarded through the DIR Cooperative have been competitively procured in compliance with Texas Local and State procurement requirements. The savings on the DIR Cooperative for this document (i.e., envelope) and support purchase is \$52,534 off retail price.

ALTERNATIVES:

If this purchase is not approved, contract or document routing will become manual again, and processing times will be negatively impacted.

FISCAL IMPACT:

The fiscal impact in FY 2023 from the Information Technology Fund is \$80,689.33.

FUNDING DETAIL:

Fund:	5210	Information Technology Fund
Organization/Activity:	40470	IT Application Services
Mission Element:	242	
Project # (CIP Only):		
Account:	520105	Computer Software

RECOMMENDATION:

Staff recommends approval of this motion authorizing a one-year service agreement with Carahsoft Technology Corporation as presented.

LIST OF SUPPORTING DOCUMENTS:

Purchase Agreement Co-op
Price Sheet