



AGENDA MEMORANDUM

Action Item for the City Council Meeting April 13, 2021

DATE: April 13, 2021

TO: Peter Zanoni, City Manager

FROM: Peter Collins, Chief Information Officer of Information Technology
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DocuSign Licenses and Support for City Departments

CAPTION:

Motion authorizing a one-year service agreement with Carahsoft Technology Corporation of Reston, Virginia in the amount of \$80,689.70 for DocuSign licenses and support for City Departments, effective upon issuance of a notice to proceed with FY 2021 funding in the amount of \$80,689.70 available in various funds.

SUMMARY:

This Motion is to purchase DocuSign licensing and support from Carahsoft Technology Corporation for electronic signature and contract routing needed for continued social distancing and document process efficiency.

BACKGROUND AND FINDINGS:

When social distancing requirements for the COVID pandemic began in March 2020, Purchasing, Human Resources (HR), and Information Technology (IT) entered into separate agreements with DocuSign for electronic routing and signature processing. Using DocuSign reduced person-to-person contact for document signatures and allowed remote contract routing.

As a result of using DocuSign, there was a significant improvement to the amount of time it was taking for contracts and documents to be signed and routed. Contracts or documents that would typically take days to a week to be signed, were able to be signed and executed within hours or a couple of days.

This new contract will combine the agreements that were executed with Purchasing, HR and IT into one City of Corpus Christi contract and will allow for additional expansion to other City departments for utilization.

PROCUREMENT DETAIL:

The IT Department reached out to Contracts and Procurement to issue a contract through the DIR Cooperative. Contracts awarded through the DIR have been competitively procured, in compliance with Texas local and state procurement requirements.

ALTERNATIVES:

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

FISCAL IMPACT:

Funding for FY 2021 will come from various funds as noted below totaling \$80,689.70.

FUNDING DETAIL:

Fund:	5010	Stores
Organization/Activity:	10900	
Mission Element:	185	
Project # (CIP Only) :	N/A	
Account:	530000	
Amount:	\$15,000.00	
Fund:	5310	Engineering Services
Organization/Activity:	11150	
Mission Element:	011	
Project # (CIP Only) :	N/A	
Account:	520100	
Amount:	\$10,000.00	
Fund:	1036	Municipal Court
Organization/Activity:	10481	
Mission Element:	231	
Project # (CIP Only) :	N/A	
Account:	530000	
Amount:	\$6,000.00	
Fund:	4010	Water
Organization/Activity:	30001	
Mission Element:	068	
Project # (CIP Only) :	N/A	
Account:	520105	
Amount:	\$12,000.00	

Fund: 4300 Storm Water
Organization/Activity: 32003
Mission Element: 051
Project # (CIP Only): N/A
Account: 520100
Amount: \$6,000.00

Fund: 5210 Information Technology
Organization/Activity: 40470
Mission Element: 242
Project # (CIP Only): N/A
Account: 520105
Amount: \$31,689.70

RECOMMENDATION:

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

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Price Sheet