



ALAMEDA COUNTY INFORMATION TECHNOLOGY DEPARTMENT

ITD HQ, 393 13TH STREET, OAKLAND, CA 94612 • (510) 481-3700

TIM DUPUIS
CHIEF INFORMATION OFFICER

April 19, 2021

Honorable Board of Supervisors
County of Alameda
1221 Oak Street, Suite 536
Oakland, California 94612-4305

SUBJECT: AUTHORIZE A RENEWAL AGREEMENT (PROCUREMENT CONTRACT NO. 21948) WITH DOCUSIGN TO PROVIDE ELECTRONIC SIGNATURE TECHNOLOGY, FOR THE TERM OF 5/14/21 - 5/13/22, IN THE AMOUNT OF \$363,078.34

Dear Board Members:

RECOMMENDATION:

- A. Approve a Standard Services Agreement, under a Sole Source Exception (Procurement Contract No. 21948) with DocuSign (Principal: Chris Harris; Location: San Francisco) for the utilization of electronic signature technology to process County documents not requiring the Board President's signature, for the term of 5/14/21 – 5/13/22, for a not-to-exceed amount of \$363,078.34; and
- B. Delegate authority to the Chief Information Officer, or his designee, to negotiate and execute the contract subject to review and approval as to form by County Counsel and submit an executed copy of the contract to the Clerk of the Board for filing

DISCUSSION/SUMMARY:

This action would renew the current licensing requirements for one year for DocuSign Enterprise Pro Edition; Premier Support; DocuSign Connector – Salesforce; and DocuSign Connector – Microsoft SharePoint licenses at the rate of \$363,078.34 annually.

On September 15, 2015 your Board authorized Information Technology Department (ITD) and the Social Services Agency (SSA) to implement a pilot process that would enable both Contractors and SSA staff to renew Community Based Organization Master Contracts with the use of electronic signature technology. Based on the successful results of this pilot project, on April 25, 2017 your Board authorized ITD to expand the use of electronic signature to all Departments and Agencies for internal County documents that do not require the signature of the Board President by adopting the Alameda County Electronic Signature Use Policy. This allowed County staff with proper authorization

to sign electronically, as allowed by law. County suppliers now have the option of electronically signing and submitting documents.

As a result of the COVID-19 pandemic, the County's eSignature usage has increased by 300%. The ability to obtain valid, verifiable and legally binding signatures from County staff, County suppliers, and the public has been essential in maintaining County services during this time. Every County Department now makes use of electronic signatures in conducting business.

The Enterprise Premier Support services provided by DocuSign as part of the one year license in the amount of \$65,473.14 requires Board approval as it exceeds the threshold established by the Purchasing Department of \$25,000 maximum for contractual services.

In the interest of meeting necessary project deadlines and to insure continuity and uninterrupted service of the DocuSign eSignature capability, it is requested that your Board delegate signing authority to the Chief Information Officer.

SELECTION CRITERIA AND PROCESS:

DocuSign is the sole authorized provider of this product and services. On March 2, 2021 the General Services Agency signed and approved a Finding of Non-Competition, Sole Source #7264 as per section V, Item A: Licensing renewal for maintenance of software and operating systems only available from a single source or from its original developer or manufacturer. Therefore, competitive quotations are not possible.

Additionally, SLEB Waiver #7317 has been issued by the Office of Acquisition Policy as SLEBs are not large enough to service this account and are not absolutely compatible. It expires May 13, 2022.


FINANCING:

Appropriations for this contract are included in the ITD Fiscal Year 2020-21 adjusted budget. No additional appropriations are required, and there will be no increase to net County cost.

VISION 2026 GOAL:

The provision of DocuSign for eSignature meets the 10X goal of **Accessible Infrastructure** in support of our shared vision of a **Healthy Environment**.

Sincerely,

DocuSigned by:

C504117C2A294A7...
Tim Dupuis
CIO