



ALAMEDA COUNTY INFORMATION TECHNOLOGY DEPARTMENT

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

TIM DUPUIS
CHIEF INFORMATION OFFICER

July 20, 2020

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

SUBJECT: AUTHORIZE A RENEWAL AGREEMENT (PROCUREMENT CONTRACT NO. 20886) WITH DOCUSIGN TO PROVIDE ELECTRONIC SIGNATURE TECHNOLOGY FOR COUNTY DOCUMENTS NOT REQUIRING THE BOARD PRESIDENT'S SIGNATURE

Dear Board Members:

RECOMMENDATION:

- A. Approve a Standard Services Agreement, Sole Source Exception #6845 (Procurement Contract No. 20886) 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 8/7/20 – 8/6/21, for a not-to-exceed amount of \$240,462; 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 \$240,462 annually.

On September 15, 2015 your Board authorized 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.

The Premier Support services provided by DocuSign as part of the one year license in the amount of \$43,362 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 by DocuSign, it is requested that your Board delegate signing authority to the CIO.

SELECTION CRITERIA AND PROCESS:


DocuSign is the sole authorized provider of this product and services. On July 20, 2020 the General Services Agency signed and approved a Finding of Non-Competition, Sole Source #6845 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 #6954 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 July 31, 2021.

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.

Sincerely,

DocuSigned by:

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Tim Dupuis
CIO