



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: A 24-079

March 12, 2024

Introduced: 2/23/2024

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Authorize the Chief Information Officer to execute Amendment No. 2 to the non-standard Agreement with DocuSign, Inc. for Government and system support by extending the term through April 30, 2027, and increasing the agreement amount by \$529,103; and
- b. Authorize the Chief Information Officer or his designee to execute related service order forms and such documents as necessary with DocuSign, Inc. for purposes of this Agreement; and
- c. Accept non-standard contract provisions as recommended by the Chief Information Officer; and
- d. Authorize the Chief Information Officer or his designee to sign up to one (1) three (3) year future amendment to this amended Agreement, extending the term by three years, where the additional cost of the Amendment does not exceed 10% (\$52,911) of the amended contract amount of \$529,103, bringing the maximum additional compensation to \$582,014 the additional three-year term and potential overall amended Agreement aggregate not to exceed amount to \$1,500,622.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Authorize the Chief Information Officer to execute Amendment No. 2 to the non-standard Agreement with DocuSign, Inc. for Government and system support by extending the term through April 30, 2027, and increasing the agreement amount by \$529,103; and
- b. Authorize the Chief Information Officer or his designee to execute related service order forms and such documents as necessary with DocuSign, Inc. for purposes of this Agreement; and
- c. Accept non-standard contract provisions as recommended by the Chief Information Officer; and
- d. Authorize the Chief Information Officer or his designee to sign up to one (1) three (3) year future amendment to this amended Agreement, extending the term by three years, where the additional cost of the Amendment does not exceed 10% (\$52,911) of the amended contract amount of \$529,103, bringing the maximum additional compensation to \$582,014 the additional three-year term and potential overall amended Agreement aggregate not to exceed amount to \$1,500,622.

SUMMARY:

The County utilizes DocuSign electronic workflow and signatures to streamline the automation of manual, paper-based processes and to increase the County's business operations efficiency. All County departments utilize DocuSign to support staff assignments and location changes in the County's workforce. The proposed amendment has the number of envelopes remaining at 70,000 per year for a three-year term.

DISCUSSION:

ITD demonstrated that using DocuSign increases speed to results, reduces costs, improves visibility and control, and provides excellent customer experiences. On March 24, 2020, the Board approved

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and adopted the Monterey County Policy on Electronic Signatures, citing DocuSign as one of the County’s E-Signature Solution Providers. The County entered into an Agreement in 2021 and continuing through 2023, the envelopes totaled 50,000 yearly with Amendment No. 1. Increasing in 2023 with a renewal of 70,000 for one year. ITD will continue DocuSign services with the amendment, extending the current contract for an additional three years and adding \$529,103 with a negotiated fixed rate with no spike in cost or overage fees.

DocuSign is used in all County departments and continues to be the solution to speed up processing results while providing County visibility and control with reduced costs and continued exceptional customer experiences.

The Chief Information Officer recommends the approval of Amendment No. 1 to a non-standard Agreement with DocuSign, Inc. for Government and system support.

OTHER AGENCY INVOLVEMENT:

County Counsel does not approve the following provisions: Non-standard payment terms, non-standard termination provisions, absence of indemnity, and insurance provisions. The Auditor-Controller reviewed the contract but disagreed with the non-standard payment provisions.

FINANCING:

Required funds for this increase will be covered by other agreement savings in the FY 23-24 Adopted Budget for the Information Technology Department, ITD 1930, Appropriations Unit INF002, so there is no impact on the General Fund. Fund requirements for future years will be included in all future year budget submittals.



BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The implementation of electronic signatures and automated workflow procedures streamlined County document processes.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Teresa Meister, Management Analyst II, 759-6938

Approved by:

DocuSigned by:

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 Date: 
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 Eric A. Chatham, Chief Information Officer, 759-6920

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Attachments:

Original Agreement; Amendment No. 1 Order Form Renewal 2023-2024; Amendment No. 2 Order Form Renewal 2024-2027