



# Transform Your Agreements with DocuSign

City of Aurora - Renewal Proposal

December 29, 2023

February 2023 | DocuSign Proprietary

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# Agenda



- 1 City of Aurora's Goals and Initiatives
- 2 Professional Services to Lay the Foundation for Success
- 3 Licensing to Accommodate Current Usage and Growth
- 4 Aligning on Innovation and the Power of AI in Agreements
- 5 Mutual path forward

# City of Aurora's Goals and Initiatives

- Establish DocuSign governance and Center of Excellence (personnel and digital). Leverage DocuSign Services to help set the foundation for growth and success
- Expansion of DocuSign to accommodate public-facing use cases where appropriate - legally binding signatures, streamline workflow
- Integrate new public-facing use cases with revamped City of Aurora website and other key platforms (i.e. FileBound, Sharepoint)
- Align with future AI initiatives

# Services/Consulting Scope Overview

## Objective

Accelerate Implementation and Adoption of DocuSign across City of Aurora by establishing a well architected Center Of Excellence with strong leadership.

## Use Cases

### Establish a Center of Excellence

- Governance Model
- Establish Use Case Intake Process
- Foundational Training on DocuSign Web Application, API, and Org Admin overview

DocuSign for Sharepoint Online Connector

API/Connect guidance for setting up Filebound Repository

## Products

DocuSign Web Application, DocuSign Connectors, DocuSign APIs/DocuSign Connect

## Deliverables

- DocuSign Basic Training: via DSU - Trainings include COE Team and Department leads
  - DocuSign 101 Web Application
  - DocuSign Templates 101
  - DocuSign Powerforms 101
  - DocuSign Administrator 101
- DocuSign Advanced Training: DSU Optional
  - Templates 201 - Advanced Recipient Workflow
  - Templates 301 - Advanced Features
    - Agreement Actions
    - Bulk Sending
    - Doc Visibility
- Org Admin Overview
- DocuSign API Overview
- Connect
- Retrieve - Optional

## Exclusions

No code development

# Services Pricing

Product Description	Standard Rate / Fee	Hours / Unit	Total (USD)
Implementation Services	<del>\$275 / hour</del> <b>\$210.08 / hour</b>	120 hours	<b>\$25,210.08</b>

**Payment Terms**

- Services hours paid up front
- Scope of Work included in Carahsoft quote
- 12 month contract
- Includes reseller (Carahsoft) markup

# Software Proposal: 12-Month Term, Up to 12,000 Envelopes

DocuSign Subscription	Quantity	Total Price
DocuSign <b>Enterprise Pro</b> eSignature Envelopes State and Local Government Edition (StateRAMP)	12,000	\$94,789
Enterprise Premier Support	-	Included
Microsoft Connector Pack	-	Included
DocuSign University (Self-paced training courses)	-	Included
<b>Total 12-Month Subscription</b>		<b>\$94,789</b>

- Provides opportunity to expand once foundation is set with DocuSign Professional Services
- “Government” cloud is now a certified StateRAMP SaaS environment.
- Keeps CoA within annual budget approved for DocuSign.

- **Includes** Carahsoft markup
- Pricing valid through 1/30/24

# Next Steps / Mutual Success Plan

Date	Activity	DocuSign Owner(s)	City of Aurora Owner(s)	Status
12/27/23	Renewal proposal review and feedback	Matt	Jeff/Kelly	Completed
12/29/23	Provide Official Carahsoft Quote & SOW	Matt/Mike	Jeff	Completed
1/8/24	Infrastructure and Technology Committee (ITC) Review/Approval	N/A	Jeff	Not Started
1/16/24	Committee of the Whole (COW) Review/Approval	N/A	Jeff	Not Started
1/23/24	City Council Review/Approval	N/A	Jeff	Not Started
1/25/24	CoA issues PO to Carahsoft	Matt	Jeff	Not Started
1/25/24	Carahsoft Process Order w/ DocuSign	Matt	N/A	Not Started
2/12/24	Kickoff Meeting for Governance/Center of Excellence (COE) Consulting Services	Matt/Mik/DTC	Jeff/Kelly	Not Started
March '24	Complete configuration of CoAs DocuSign environment for governance and set foundation for expansion	DTC	Kelly	Not Started
March '24	Establish CoA DocuSign COE (Personnel)	DTC	Kelly	Not Started
March '24	Establish CoA DocuSign Digital COE	Matt / Value Engineer	Kelly	Not Started
April '24	Identify DocuSign Expansion Use Cases	Matt	Kelly	Not Started
April '24	Configure DocuSign Integrations (Website, SharePoint, FileBound)	N/A	Kelly	Not Started
May '24	Begin Deployment of CoA Expansion Use Cases	DTC	Kelly	Not Started
June '24	Complete Identified Expansion Use Cases	DTC	Kelly	Not Started



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