



Legislation Text

File #: 24-0034, Version: 1

TO: Mayor Richard C. Irvin

FROM: Michael R. Pegues, Chief Information Officer
Jeff Anderson, Deputy Chief Information Officer

DATE: January 12, 2023

SUBJECT:

A Resolution authorizing the Director of Purchasing to purchase a one-year renewal of a DocuSign Contract Lifecycle Management (CLM) subscription from Carahsoft Technology Corporation of Reston, Virginia for an amount not to exceed \$119,999.74.

PURPOSE:

The City of Aurora is seeking to expand and continue its relationship with DocuSign for a cloud-based eSignature solution to be used internally and externally with the potential to scale to a Contract Lifecycle Management (CLM) system for certain departments. The initial use of this solution was approved by resolution R20-115 and this request is for expanded staff training and expanded use of the solution.

BACKGROUND:

The City has utilized DocuSign CLM since 2020 and has seen good success. This one-year renewal seeks to add substantial staff training to promote the continued expansion of the solution throughout the City as well as provide for the increased number of documents processed through DocuSign.

DISCUSSION:

DocuSign CLM accelerates agreements, eliminates manual tasks, and makes it easy to connect with the tools and systems already in use. The DocuSign Agreement Cloud for Public Sector, allows customers to extend these benefits to other stages of the agreement process, such as preparing, acting on, and managing agreements

In 2023, City staff sent 13,699 documents through the DocuSign CLM for signature. This included approximately 7% to residents and external customers. City staff wish to continue this expanded usage and this now requires additional training that will include governance, security and a DocuSign Center of Excellence (CoE) that will provide the proper framework for expansion of the program to integrate with the upcoming City website and other core applications.

Staff negotiated a one-year agreement with DocuSign so that training and system usage could be adjusted annually based upon needs. A new agreement will be brought to Council in 2025.

Pricing / Contracting: The final quote was \$119,999.74 for one year.

DocuSign CLM will be paid using available funds from the Information Technology account number 101-1280-419.38-11 via approved a 2024 approved decision package.

This purchase will be made through the National Association of State Procurement Officials (NASPO) Contract AR2472.

IMPACT STATEMENT:

Impact on Departments/ Divisions procedures: Quickly and securely make every agreement and approval digital. This will make existing processes in Legal, Finance, HR, IT, Mayor's Office etc. more efficient.

Impact on Technology: The DocuSign Agreement Cloud for Government has over 350 pre-built integrations with popular applications, which minimizing deployment time across City applications and implementation risk. The DocuSign software as a service solution (SaaS) can be integrated into other technologies (minimal impacts on process change). This will reduce impact on IT time for both implementation and ongoing maintenance.

Impact on the public: Departments can use DocuSign CLM to send digital documents to residents and businesses, minimizing the time needed to physically complete paperwork / agreements.

RECOMMENDATIONS:

That the proposed resolution be adopted.

cc: Infrastructure & Technology Committee



CITY OF AURORA, ILLINOIS

RESOLUTION NO. _____
DATE OF PASSAGE _____

A Resolution authorizing the Director of Purchasing to purchase a one-year renewal of a DocuSign Contract Lifecycle Management (CLM) subscription from Carahsoft Technology Corporation of Reston, Virginia, for an amount not to exceed \$119,999.74.

WHEREAS, the City of Aurora has a population of more than 25,000 persons and is, therefore, a home rule unit under subsection (a) of Section 6 of Article VII of the Illinois Constitution of 1970; and

WHEREAS, subject to said Section, a home rule unit may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals, and welfare; and

WHEREAS, the City desires to electronically route, sign and store documents between City

departments and external parties; and

WHEREAS, the City wishes to accelerate City business by sign agreements securely without physical presence being required; and

WHEREAS the City wishes enhanced efficiency by eliminating manual tasks through automated processes; and

WHEREAS, This purchase will be made through the National Association of State Procurement Officials (NASPO) Contract AR2472; and

WHEREAS the funds will be paid using account number 101-1280-419.38-11.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Aurora, Illinois, as follows: the Director of Purchasing is hereby authorized to purchase a one-year renewal of a DocuSign Contract Lifecycle Management (CLM) subscription from Carahsoft Technology Corporation of Reston, Virginia, for an amount not to exceed \$119,999.74.