

AUTHORIZE THE FIRST (FINAL) RENEWAL AGREEMENT WITH CARAHSOFT TECHNOLOGY CORPORATION FOR DOCUSIGN ELECTRONIC SIGNATURE PLATFORM AND RELATED SERVICES

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize the first (final) renewal agreement with Carahsoft Technology Corporation to provide access to DocuSign Electronic Signature Platform and Related Services to the Department of Information Technology Services at an estimated annual cost set forth in the Compensation Section of this report. A written document exercising this option is currently being negotiated. No payment shall be made to Carahsoft Technology Corporation during the option period prior to execution of the written document. The authority granted herein shall automatically rescind in the event a written document is not executed within 90 days of the date of this Board Report. Information pertinent to this option is stated below.

Contract Administrator : Munoz, Rigoberto / 773-553-2280

VENDOR:

- 1) Vendor # 15138
 CARAHSOFT TECHNOLOGY CORP.
 11493 SUNSET HILLS RD SUITE 100
 RESTON, VA 20190
 Jenna Hampton
 703 871-8500

Ownership: 100% Craig Abod

USER INFORMATION :

Project 12510 - Information & Technology Services
Manager: 42 West Madison Street
 Chicago, IL 60602
 Tomcisin, Theresa A
 773-553-1300

ORIGINAL AGREEMENT:

The original Agreement (authorized by Board Report 22-0622-PR14) in the amount of \$550,000 is for a term commencing July 15, 2022 and ending July 14, 2023, with the Board having one (1) option to renew for one (1) year term. The original agreement was awarded on a non-competitive basis pursuant to Board Rule 7-6. This item was presented to the Sole/Single Source Committee and approved by the Chief Procurement Officer.

OPTION PERIOD:

The term of this agreement is being renewed for one (1) year commencing July 15, 2023 and ending July 14, 2024.

OPTION PERIODS REMAINING:

There are no option periods remaining.

SCOPE OF SERVICES:

Carahsoft Technology Corporation will facilitate the continued use of DocuSign to send CPS documents out for electronic signature. By moving paper forms and agreements to DocuSign, we are continuing to modernize transactional processes, improving operational efficiencies, and making it easier to work with CPS. This will continue to enable the organization to more effectively serve families, schools, employees, vendors, and key constituents.

DELIVERABLES:

Vendor will continue to provide access to the DocuSign platform. DocuSign will continue to provide a centralized platform administration, account and user provisioning controls, SSO integration, and feature controls that ensure CPS policy compliance.

DocuSign will provide extensive features and functionality that support the complex workflows and data requirements of district use cases.

The platform will continue to provide multilingual capabilities, including the ability to send documents in 14 languages and to sign in 43 languages.

DocuSign will continue to provide extensive integration capabilities with CPS systems of record.

DocuSign continues to ensure the highest level of compliance with eSignature laws. Documents are tamper-sealed with industry-standard Public Key Infrastructure (PKI). DocuSign stores and maintains a detailed audit history of each document, capturing all viewing, printing, sending, signing, and declining to sign activity.

OUTCOMES:

Vendor's services will continue to result in the prevention of service disruptions and delays in routing and executing forms and agreements. Departments and schools will be able to securely route documents for signature, track completion status, and retain a document history for audit purposes. This agreement continues to provide critical support for existing use cases, and enables the District to make continuous process improvements that support change transformation.

COMPENSATION:

Vendor shall be paid during this option period as follows:
Estimated annual costs for this option period are set forth below:

\$550,000, FY24

AUTHORIZATION:

Authorize the General Counsel to include other relevant terms and conditions in the written option document. Authorize the President and Secretary to execute the option document. Authorize Chief Information Officer or designee to execute all ancillary documents required to administer or effectuate this option agreement.

AFFIRMATIVE ACTION:

Pursuant to the Remedial Program for Minority and Women-Owned Business Enterprise Participation in Goods and Services contracts (M/WBE Program), this contract is exempt as this agreement is for a license agreement.

LSC REVIEW:

Local School Council approval is not applicable to this report

FINANCIAL:

Various Funds, ITS, 12510

\$550,000,FY24

Not to exceed \$550,000 for the one (1) year term. Future year funding is contingent upon budget appropriation and approval.

CFDA#: Not Applicable

GENERAL CONDITIONS:

Inspector General - Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts - The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness - The Board's Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics - The Board's Ethics Code adopted May 25, 2011 (11-0525-PO2), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:



PATRICIA HERNANDEZ
Acting Chief Procurement Officer

Approved:



PEDRO MARTINEZ
Chief Executive Officer

Approved as to Legal Form: 



RUCHI VERMA
General Counsel