

## STAFF REPORT

**BOARD MEETING DATE:** December 5, 2023

**CATEGORY:** Consent Calendar {{item.number}}

**SUBJECT:** Approve a renewal agreement with Carahsoft Technology Corporation for an online eSignature system, Short Message Services, and related support.

**DEPARTMENT:** Support Services

**SUPERVISORIAL DISTRICT #:** All

**DEPARTMENT CONTACT:** Monica Fugitt, Director of Support Services, (530) 225-5515

**STAFF REPORT APPROVED BY:** Monica Fugitt, Director of Support Services

<b><u>Vote Required?</u></b>	<b><u>General Fund Impact?</u></b>
Simple Majority Vote	No Additional General Fund Impact

### **RECOMMENDATION**

Approve a renewal agreement with Carahsoft Technology Corporation for an online eSignature system, Short Message Services (SMS), and related support in an amount not to exceed \$142,786.88, paid in advance, for the term of January 8, 2023, to January 7, 2027.

### **DISCUSSION**

The County started using an electronic process to execute agreements using Carahsoft's eSignature system (known as DocuSign) beginning in April 2020. The County currently utilizes 100 licenses across multiple departments and plans to utilize the same number of licenses for the new term. The County has experienced increased efficiency and cost savings by using this electronic signature process, reducing time spent printing, routing, and mailing paper documents.

The County also utilizes DocuSign's text messaging notices and reminders service and currently is allowed 1500 Short Message Services (SMS) envelopes, which it plans to maintain with the new term. The Health and Human Services Agency, County Administrative Office and Facilities Management use SMS services.

### **ALTERNATIVES**

The Board may choose not to approve the recommendation, request additional information or provide alternate direction to staff. This is not recommended as use of DocuSign will allow departments to continue to operate in a modern, efficient, and effective manner when compared to the processes involved with routing paper documents for signatures and retrieving these documents.

### **OTHER AGENCY INVOLVEMENT**

County Counsel has approved the agreement as to form. Risk Management has approved the agreement. Information Technology has approved the agreement. The recommendation has been reviewed by the County Administrative Office.

### **FISCAL IMPACT**

There is no additional General Fund impact. Costs for the agreement are shared between Departments based on a percentage of usage and have been included in the Fiscal Year 2023-24 Adopted Budget and will be budgeted for in future Fiscal Year Budgets.

### **ATTACHMENTS:**

1: Renewal Agreement