

**AUTHORIZE A NEW AGREEMENT WITH CARAHSOFT TECHNOLOGY CORPORATION FOR
DOCUSIGN ELECTRONIC SIGNATURE PLATFORM AND RELATED SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize a new 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 annual cost set forth in the Compensation Section of this report. Vendor was selected on a non-competitive basis. This item was presented to the Single/Sole Source Committee on April 5, 2022 and approved by the Chief Procurement Officer. Prior to approval as a Single Source, the item was published on the Procurement website on April 5, 2020, found here: cps.edu/procurement. The item will remain on the Procurement website until the June 22, 2022 Board Meeting. This process complies with the independent consultant's recommendations for single source procurements and the Boards "Single/Sole Source Committee Charter." A written agreement for Vendor's services is currently being negotiated. No services shall be provided by Vendor and no payment shall be made to Vendor prior to the execution of their written agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

Contract Administrator : Forero, Bryan / 773-553-2280

VENDOR:

- 1) Vendor # 15138
CARAHSOFT TECHNOLOGY
CORPORATION
11493 SUNSET HILLS RD
RESTON, VA 20190

Jenna Hampton
703 871-8500

Ownership: 100% Craig Abod

USER INFORMATION :

Project
Manager: 12510 - Information & Technology Services

42 West Madison Street

Chicago, IL 60602

Tomcisin, Theresa A.

773-553-1300

TERM:

The term of this agreement shall commence on July 15, 2022 and shall end July 14, 2023. This agreement shall have one (1) option to renew for a period of one (1) year.

EARLY TERMINATION RIGHT:

The Board shall have the right to terminate this agreement with 30 days written notice.

SCOPE OF SERVICES:

The District will enter into a new agreement with Carahsoft Technology Corporation for the continued use of DocuSign to send CPS documents out for electronic signature. By moving paper forms and agreements to DocuSign, we are modernizing transactional processes, improving operational efficiencies, and making it easier to work with CPS. This enables the organization to more effectively serve families, schools, employees, vendors, and key constituents.

DELIVERABLES:

Carahsoft will provide access to the DocuSign platform. DocuSign will 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 provides multilingual capabilities, including the ability to send documents in 14 languages and to sign in 43 languages.

DocuSign provides extensive integration capabilities with CPS systems of record.

DocuSign ensures 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 services will 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 provides critical support for existing use cases, and enables the District to make continued process improvements that support enterprise change transformation.

COMPENSATION:

Vendor shall be paid as follows:

Estimated annual cost for the one (1) year term is set forth below:

\$550,000 FY23

REIMBURSABLE EXPENSES:

None

AUTHORIZATION:

Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement. Authorize Chief Information Officer or Designee to execute all ancillary documents required to administer or effectuate this 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, FY23

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:



CHARLES E. MAYFIELD
Chief Procurement Officer

Approved:



PEDRO MARTINEZ
Chief Executive Officer

Approved as to Legal Form: **VM**



JOSEPH T. MORIARTY
General Counsel