

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

THE INTERIM SUPERINTENDENT/CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize the first (final) renewal agreement with Carahsoft Technology Corp. for the purchase of DocuSign for the Department of Information & Technology Services at an estimated annual cost set forth in the Financial Section of this report. A written document exercising this option is currently being negotiated. No payment shall be made to Carahsoft Technology Corp 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
CORPORATION
11493 SUNSET HILLS RD SUITE 100
RESTON, VA 20190

Kristina Smith
703 871-8500

Ownership: 100% - Craig P. Abod

USER INFORMATION :

Project
Manager: 12510 - Information & Technology Services

42 West Madison Street

Chicago, IL 60602

Muppalla, Prakash

773-553-1300

ORIGINAL AGREEMENT:

The original Agreement (authorized by Board Report 24-0627-PR9) in the amount of \$650,000 is for a term commencing July 1, 2024 and ending June 30, 2025, with the Board having one (1) option to renew for a one (1) year term. The original agreement was awarded on a non-competitive basis: the single-source request was presented to the Non-Competitive Procurement Review Committee and approved by the Chief Procurement Officer.

OPTION PERIOD:

The term of this agreement is being renewed for one (1) year commencing July 1, 2025 and ending June 30, 2026.

OPTION PERIODS REMAINING:

There are no option periods remaining.

SCOPE OF SERVICES:

Vendor will continue to provide the District with the DocuSign e-signature platform and professional services. The platform provides the ability to route various forms and agreements for electronic signatures.

DELIVERABLES:

Vendor will continue to provide access to the DocuSign platform and professional services to support the solution. DocuSign also provides centralized platform administration, account and user provisioning controls, Single Sign-On (SSO) integration, and feature controls that ensure CPS policy compliance. Extensive features and functionality support the complex workflows and data requirements of District use cases.

DocuSign ensures the highest level of compliance with e-signature laws. Documents are tamper-sealed with industry-standard Public Key Infrastructure (PKI). The platform 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 result in improved operational efficiencies and ultimately make it easier to work with CPS. Departments and schools can securely route documents for signature, track completion status, and retain document history for audit purposes. This will continue to enable the District to more effectively serve families, schools, employees, vendors, and key constituents.

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 the Chief Information Officer to execute all ancillary documents required to administer or effectuate this option agreement.

AFFIRMATIVE ACTION:

Pursuant to the Remedial Policy for Minority-Owned Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) participation in Goods and Services contracts. The MBE and WBE Policy, the contract is an excluded transaction pursuant to the Goods and Services Policy, for the aspirational goals of 30% MBE and 7% WBE. This agreement is for proprietary Information Technology Software license and/or patented Technological Equipment.

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL:

Fund 115, Unit 12510 - Information & Technology Services,

FY26 - \$650,000

Not to exceed \$650,000 for the one (1) year term. Future year funding is contingent upon budget appropriation and approval.

GENERAL CONDITIONS:

The agreement shall contain general conditions including but not limited to the following: Inspector General provision, in accordance with 105 ILCS 5/34-13.1; Conflicts provision, in accordance with 105 ILCS 5/34-21.3; Indebtedness provision, in accordance with the Board's Indebtedness Policy adopted

June 26, 1996 pursuant to Board Report 96-0626-PO3; Ethics provision, in accordance with the Board's Ethics Code as amended; and, Contingent Liability provision.

Approved for Consideration:



PATRICIA HERNANDEZ
Chief Procurement Officer

Approved:



MACQUILINE KING, Ed.D
Interim Superintendent/Chief Executive Officer

Approved as to Legal Form: 



RUCHI VERMA
General Counsel