

**AMEND BOARD REPORT 25-0724-PR5
 AUTHORIZE THE FIRST (FINAL) RENEWAL AGREEMENT WITH CARAHSOFT TECHNOLOGY
 CORPORATION FOR DOCUSIGN ELECTRONIC SIGNATURE PLATFORM AND RELATED
 SERVICES**

THE SUPERINTENDENT/CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize the first (final) renewal agreement with Carahsoft Technology Corporation 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 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.

This June 2026 amendment is necessary to extend the term of the agreement by one (1) year and increase the Not-To-Exceed amount by \$650,000 for a term ending June 30, 2027. Vendor was selected on a non-competitive basis pursuant to Board Rule 7-6. This item was presented to the Single/Sole Source Committee on June 2, 2026, and approved by the committee. Prior to final approval by the Chief Procurement Officer, as a Single Source, the item was published on the Procurement website on June 3, 2026 found here: cps.edu/procurement. The item will remain on the Procurement website until June 25, 2026. This process complies with the independent consultant's recommendations for single source procurements and the Board's "Single/Sole Source Committee Charter."

Specification Number : Sss-128
 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 12510 - Information & Technology Services
 Manager: 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)~~ two (2) years commencing July 1, 2025 and ending ~~June 30, 2026~~ June 30, 2027.

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.

BUSINESS ENTERPRISE PARTICIPATION:

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

FY27 - \$650,000

Not to exceed ~~\$650,000~~ \$1,300,000 for the ~~one (1)~~ two (2) year term. Future year funding is contingent upon budget appropriation and approval.

Approved Category Code(s) for this Board Report
208.00000: Software - Miscellaneous

Category Codes may be modified by the Chief Procurement Officer as needed to support the Scope of Services

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:



MACQUELINE KING, Ed.D
Superintendent/Chief Executive Officer

Approved: 



ELIZABETH K. BARTON
General Counsel