

**DRAFT**

**RESOLUTION 20xx-xxx**

**RESOLUTION AUTHORIZING AGREEMENT AND PURCHASE ORDER WITH CARAHSOFT TECHNOLOGY CORPORATION FOR DOCUSIGN LICENSING AND ENTERPRISE PREMIER SUPPORT SERVICES WITH FIVE-YEAR TOTAL COST OF OWNERSHIP NOT TO EXCEED \$660,603.15. EXPENDITURES FOR FY2021 ARE BUDGETED. FUNDS REQUIRED FOR FUTURE FISCAL YEARS WILL BE BUDGETED IN THE APPROPRIATE FISCAL YEAR, SUBJECT TO BOARD APPROVAL UPON ADOPTION OF EACH FISCAL YEAR'S BUDGET.**

**WHEREAS**, the San Diego Unified Port District (District) is a public corporation created by the Legislature in 1962 pursuant to Harbors and Navigation Code Appendix 1, (Port Act); and

**WHEREAS**, the Board of Port Commissioners (BPC) adopted BPC Policy No. 110 to establish a policy governing the processing and administration of public projects, consulting and service agreements, the purchasing of supplies, materials, and equipment, and grants; and

**WHEREAS**, in January 2018, the District's Information Technology Department began efforts to automate document signature business processes by implementing a pilot roll out of an electronic signature solution; and

**WHEREAS**, the pilot of the solution, "DocuSign," proved the platform met District business requirements and the decision was made to extend the solution to key staff in every department at the District; and

**WHEREAS**, this enterprise roll-out focused on two key business processes used District-wide, agreement/lease signatures, and invoice signatures; and

**WHEREAS**, work from home directives issued in March 2020, then drove the requirement for other forms and documents, previously executed with wet signature, to be processed using a digital signature solution that could be used by all staff working remotely; and

**WHEREAS**, DocuSign was further leveraged to facilitate electronic signatures for these additional documents, thus allowing business to successfully continue while staff worked remotely; and

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**WHEREAS**, these increased uses of the DocuSign solution have caused an increase in licensing costs; and

**WHEREAS**, the five-year Total Cost of Ownership, at current licensing counts, is \$660,604; and

**WHEREAS**, funds for the first year of the Purchase Order are budgeted in Fiscal Year 2021/2022 of the Technology Management Program's Equipment and Systems operating expense account; and

**WHEREAS**, funds needed for future fiscal years will be budgeted in the appropriate fiscal year and cost account, subject to Board approval upon adoption of each fiscal year's budget; and

**WHEREAS**, staff proposes utilizing National Association of State Procurement Officials (NASPO) pre-competed agreement number AR2472 to continue the purchase of required licensing through Carahsoft, DocuSign's exclusive reseller.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Port Commissioners of the San Diego Unified Port District, as follows:

That the Executive Director or her or his designated representative is hereby authorized and directed on behalf of the San Diego Unified Port District to authorize an agreement and purchase order with Carahsoft Technology Corporation for DocuSign licensing and enterprise premier support services with five-year Total Cost of Ownership not to exceed \$660,603.15.

APPROVED AS TO FORM AND LEGALITY:  
GENERAL COUNSEL

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By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 19<sup>th</sup> day of January 2021, by the following vote: