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**ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 1, 2020**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**ELECTRONIC SIGNATURE SOLUTION
DOCUSIGN, INC
OFFICE OF INFORMATION TECHNOLOGY
DISTRICTWIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel as to the legal form of such agreements, to authorize the execution of an agreement with DocuSign, Inc for a District wide electronic signature solution for the period commencing no sooner than October 1, 2020 through October 31, 2023, at a total cost not to exceed \$437,500 for the contract term.

VENDOR: DocuSign, Inc
221 Main St Suite 1000
San Francisco, CA 94105

USER: District Wide

TERM:

The term of this agreement shall commence no sooner than October 1, 2020 and will continue through October 31, 2023.

SCOPE OF SERVICES:

DocuSign provides a web-based application that allows students, staff, and faculty a quick, reliable, cost-effective, and secure means to route, approve, and sign documents electronically.

- Provides ability to configure workflow specific to a transaction type and/or document
- Provides integration capabilities to other 3rd party applications
- Provides initial documentation, training, and ongoing support of the application to CCC designated DocuSign experts
- Provides periodic updates and new features as they become available
- CCC will utilize the "enterprise license" with no maximum limit based on volumes of transactions
- Electronic seals functionality will be included
- Provides detailed and summary reports of transactions performed by users
- Provides alerts and notification capabilities
- DocuSign will continue to adhere to the most stringent security standards and will provide CCC third-party audit results for the following standards upon request (ISO 27001:2013 – International Security Standard, SOC 1 Type 2/SOC 2 Type 2 – American Institute of CPA, PCI – Data Security Standards, CSA – Cloud Security Alliance)

- DocuSign will securely store all electronic documents and transactions using its cloud-based servers but will provide those documents to CCC upon termination of the agreement

BENEFIT TO CITY COLLEGES OF CHICAGO:

- Supports CCC’s Strategic Plan of workflow automation to strip away unnecessary tasks and manual efforts.
- Application is hosted securely in the cloud and can be accessible virtually anywhere using an internet browser
- Reduces the reliance on manual signatures that require paper, physical storage, and maintenance
- Provides electronic records that can be audited to determine document authors, approvers, signees, and the date/time the transactions occurred
- Allows users the ability to view and access historical, current, and in progress documents
- Provides the capability to attach CCC’s logo/seal to electronic documents which can be printed, certified, and/or verified by a third party for authenticity
- Application is intuitive and user-friendly; most users will be able to use the application for common needs with limited guidance and/or formal training.
- DocuSign can be utilized PC’s and Macs and has a mobile application for smart devices (phones, iPads, etc.)
- SSO (single sign-on) capabilities to allow users to log in using existing CCC credentials (user ID/password)
- DocuSign allows for branding specific to CCC (e.g., logos for CCC or individual campuses)
- Users will be reminded to complete their tasks based on rules configured for each document and/or transaction
- DocuSign allows users to provide comments during workflow routings that are viewed by the next individual(s) within the workflow
- Improves user productivity and saves time dealing with lost documents, paper document scanning by multiple individuals, and inquiries on document routing status
- Provides increased security as DocuSign reduces the need for printing and manual handling of paper documents

VENDOR SELECTION CRITERIA:

The purchase of software, pursuant to the State law is exempt from the District’s competitive bidding requirements. The exemption provides a workflow system for the electronic signatures on documents.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the service (“web-based electronic signature solution”).

GENERAL CONDITIONS:

Inspector General- It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL

Total: \$437,500

Charge to: Office of Information Technology

Sources of Funds: Capital Fund

FY21: 53/540000-92015-0023006-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

October 1, 2020 – Office of Information Technology