

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

**ELECTRONIC SIGNATURE SOLUTION
DOCUSIGN, INC
DOCUSIGN FRANCE
THE OFFICE OF INFORMATION TECHNOLOGY
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel of the legal form of such agreement, to execution of an agreement with Docusign, Inc for a District wide electronic signature solution licensing for \$441,244.66, and Docusign France, a wholly owned subsidiary of Docusign, Inc, for electronic seals for \$10,147.50 and for the period commencing no sooner than October 1, 2026, through September 30, 2029, at a total cost not to exceed \$451,392.16 for the contract term.

VENDOR: Docusign, Inc.
221 Main St Suite 800
San Francisco, CA 94105

Docusign France
9-15 rue Maurice Mallet
92 130Issy-les-Moulineaux
France

USERS: District Wide

TERM:

The term of this agreement shall commence on October 1, 2026, and will continue through September 30th, 2029.

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

- 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 allows for the continuity of licensing and support which is required for existing operations.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed compliance plan and recommends a full waiver of the Board Approved MBE/WBE Contract Participation Plan due to the nature of the agreement (web-based electronic signature solution) and the exemption from competitive bidding procedures.

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: \$451,392.16

Charge to: Office of Informational Technology

Source of Funds: Education Fund

Budget Line: 540000-00003-0023006-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

October 1, 2026 – The Office of Information Technology