

AUTHORIZE A NEW SOFTWARE LICENSE AGREEMENT WITH CARAHSOFT TECHNOLOGY CORPORATION FOR DOCUSIGN

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize a new agreement with Carahsoft Technology Corporation for the purchase of DocuSign for the department of Information and Technology Services at an estimated annual cost set forth in the Financial Section of this report. Vendor was selected on a non-competitive basis pursuant to Board Rule 7-6. This request was presented to the Single/Sole Source Committee on May 21, 2024 and approved by the Chief Procurement Officer. Prior to approval as a Single Source, the item was published on the Procurement website on May 21, 2024, found here cps.edu/procurement. This process complies with the independent consultant's recommendations for a single source procurement and the Board's Single/Sole Source Committee Charter. A written agreement for this purchase is currently being negotiated. No goods may be ordered or received and no payment shall be made to Vendor prior to the execution of their written agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

Contract Administrator : Munoz, Rigoberto / 773-553-2280

VENDOR:

- 1) Vendor # 15138
 CARAHSOFT TECHNOLOGY CORP.
 11493 SUNSET HILLS RD SUITE 100
 RESTON, VA 20190

Kristina Smith
703 871-8500

Ownership: Craig P. Abod 100%

USER INFORMATION :

Project
Manager: 12510 - Information & Technology Services

 42 West Madison Street

 Chicago, IL 60602

 Tomcisin, Theresa A

 773-553-1300

TERM:

The term of this agreement shall commence on July 1, 2024 and shall end on June 30, 2025. This agreement shall have one (1) option to renew for a period of one (1) year.

USE OF SOFTWARE:

Carahsoft Technology Corporation will facilitate the continued use of DocuSign to send CPS documents out for electronic signature. By moving paper forms and agreements to DocuSign, we are continuing to

modernize transactional processes, improving operational efficiencies, and making it easier to work with CPS. This will continue to enable the organization to more effectively serve families, schools, employees, vendors, and key constituents.

OUTCOMES:

Vendor's services will continue to result in the prevention of service disruptions and delays in routing and executing forms and agreements. Departments and schools will be able to securely route documents for signature, track completion status, and retain a document history for audit purposes. This agreement continues to provide critical support for existing use cases, and enables the District to make continuous process improvements that support change transformation.

AUTHORIZATION:

Authorize the General Counsel to include other relevant terms and conditions in the written license agreement. Authorize the President and Secretary to execute the license agreement. Authorize the Chief Information Technology Officer to execute all ancillary documents required to administer or effectuate this license 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 contract is an excluded transaction, for the aspirational goals of 30% MBE and 7% WBE, as this agreement is for proprietary Information Technology Software license.

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL:

Fund 155, Unit 12510 - Information & Technology Services

FY24 - \$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:



PEDRO MARTINEZ
Chief Executive Officer

Approved as to Legal Form: 



RUCHI VERMA
General Counsel