



City of Green River
City Council Meeting
Agenda Documentation

Preparation Date: 6/28/2023	Department: Finance
Meeting Date: 7/5/2023	Department Head: Chris Meats
	Presenter: Chris Meats

Subject:

Approval of an agreement with DocuSign, Inc for e-signature software.

Background/Alternatives:

The City has been looking at a new e-signature software. The City's current software is a user-based software and unless you have a subscription users cannot sign City documents. The software is also cumbersome. We have had a hard time implementing e-signatures for all of the City's documents. Staff is looking for a more simplified process to have all of the City's legal documents signed electronically and move some internal documents to electronic as well.

Attachments:

Contract

Fiscal Impact:

The cost of the software is about \$6,020 a year for 1,000 documents.

Staff Impact:

This will aid the staff in tracking and filing of legal documents with the hope of transitioning some internal documents to paperless.

Legal Review:

The Agreement has been sent to Legal Counsel for review.

Suggested Motion:

I move to approve an agreement with DocuSign, Inc, pending approval by legal counsel.



DocuSign, Inc.
221 Main Street, Suite 1000
San Francisco, CA 94105

Offer Valid Through: Jul 1, 2023

Prepared By: Will Cairns

Quote Number: Q-01170598

SUBJECT TO APPROVAL

ORDER FORM

Address Information

Bill To:

City of Green River
50 E 2nd North St,
Green River, WY, 82935
United States

Ship To:

City of Green River
50 E 2nd North St,
Green River, WY, 82935
United States

Billing Contact Name:

Chris Meats

Billing Email Address:

cmeats@cityofgreenriver.org

Billing Phone:

(307) 872-6125

Shipping Contact Name:

Chris Meats

Shipping Email Address:

cmeats@cityofgreenriver.org

Shipping Phone:

(307) 872-6125

Order Details

Order Start Date: Jul 1, 2023

Order End Date: Jun 30, 2024

Billing Frequency: Annual

Payment Method: Check

Payment Terms: Net 30

Currency: USD

Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
eSignature Business Pro Edition - Envelope Subs.	SUB-2410124-1	Jul 1, 2023	Jun 30, 2024	1,000	\$4,800.00
Premier Support - eSign	SUB-2410124-1	Jul 1, 2023	Jun 30, 2024	1	\$720.00
Onboarding Services Lite	SUB-2410124-1	Jul 1, 2023	Sep 29, 2023	1	\$500.00

Grand Total: \$6,020.00

Product Details

eSignature Envelope Allowance: 1,000

Overage/Usage Fees

eSignature Business Pro Edition - Envelope Subs. (Per Transaction): \$5.80

Order Special Terms

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/company/terms-and-conditions/msa> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docusign.com/legal/terms-and-conditions/msa-service-schedules>.

Onboarding Services Lite will expire if not used within 90 days of the product start date. If the service needs to be extended, a Change Order defining the new services End Date must be signed before the original Order End Date has been reached. The new Order End Date cannot exceed six months from the originally contracted Order End Date identified on the Order Form. If the Professional Service is sold on the same Order Form as the subscription, the Project End Date cannot exceed the subscription End Date. The service can only be extended one time. Any further need to retain project resources will require a new contract.

Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?

Please select Yes or No: Yes No \tax1\

If yes, please send the required tax exemption documents immediately to taxexempt@docusign.com.

Invoices for this order will be emailed automatically from invoicing@erp.docusign.com. Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Please select Yes or No:

If yes, please complete the following:

PO Number:

PO Amount: \$

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