

DRAFT

RESOLUTION 20xx-xxx

RESOLUTION AWARDDING PURCHASE ORDER WITH CARAHSOFT TECHNOLOGY CORPORATION FOR DOCUSIGN LICENSING AND PREMIER SUPPORT SERVICES FOR THE AMOUNT OF \$170,334.41 FOR FISCAL YEAR 2025 AND A FIVE-YEAR TOTAL COST OF OWNERSHIP NOT TO EXCEED \$999,283.95. EXPENDITURES FOR FY2025 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 (Board) adopted Board 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, the District processes an impressive volume of nearly 22,000 documents requiring signatures annually, necessitating a robust and efficient e-signature system; and

WHEREAS, these documents, predominantly fiscal or legal in nature, often require multiple signatures from various stakeholders, including vendors, customers, and the public; and

WHEREAS, in 2018, the District's Information Technology department implemented DocuSign, a leading e-signature technology, which was met with enthusiastic adoption across departments; and

WHEREAS, the rising costs associated with higher utilization of DocuSign prompted a shift to signNow, a more cost-effective alternative that promised to fulfill the District's needs after a comprehensive evaluation of its functionality and capacity; and

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WHEREAS, despite signNow's initial promise, it fell short in managing complex workflows and collaborative tasks, particularly in critical departments like Procurement, Real Estate, and General Services; and

WHEREAS, this resulted in significant inefficiencies, rework, and corrections, leading to frustration among staff and external stakeholders; and

WHEREAS, to mitigate these challenges, a limited number of DocuSign licenses were reintroduced, which, while solving issues in the affected departments, introduced a new challenge of dual e-signature systems operating concurrently, causing confusion; and

WHEREAS, in light of these experiences, the District is poised to consolidate its e-signature solution to a single, unified platform; and

WHEREAS, DocuSign has demonstrated its capability to handle the District's diverse and intricate document routing and workflow requirements effectively; and

WHEREAS, staff is now seeking the Board's approval for the necessary funding to procure sufficient DocuSign envelope licenses, ensuring all departments can leverage this proven e-signature technology to its full potential; and

WHEREAS, staff recommends the Board award a Purchase Order with Carahsoft Technology Corporation for DocuSign licensing and Premier Support Services for DocuSign Licensing and Premier Support Services for the amount of \$170,334.41 for Fiscal Year 2025 and a Five-Year Total Cost of Ownership not to exceed \$999,283.95; and

WHEREAS, staff recommends leveraging the National Association of State Procurement Officials (NASPO) ValuePoint Cooperative Purchasing Organization's contract number AR2472 to acquire the requisite licenses through Carahsoft, the exclusive distributor for DocuSign; and

WHEREAS, the proposed Board action, including without limitation to award a Purchase Order with Carahsoft Technology Corporation for DocuSign Licensing and Premier Support Services for the amount of \$170,334.41 for Fiscal Year 2025 and a Five-Year Total Cost of Ownership not to exceed \$999,283.95 does not constitute a project under the definition set forth in California Environmental Quality Act (CEQA) Guidelines Section 15378 because there is not a potential to result in a direct or indirect physical change in the environment. Therefore, the proposed Board action is not subject to CEQA and no further action under CEQA is required; and

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WHEREAS, the proposed Board action complies with Section 21 and 35 of the Port Act which allow for the Board to pass resolutions and to do all acts necessary and convenient for the exercise of its powers. The Port Act was enacted by the California Legislature and is consistent with the Public Trust Doctrine. Consequently, the proposed Board action is consistent with the Public Trust Doctrine; and

WHEREAS, the proposed Board action does not allow for development, as defined in Section 30106 of the California Coastal Act, or new development, pursuant to Section 1.a. of the District's Coastal Development Permit Regulations. Therefore, issuance of a Coastal Development Permit or an exclusion finding is not required.

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

1. The Board finds the facts recited above are true and further finds that it has jurisdiction to consider, approve and adopt the subject of this Resolution.

2. Based on the entire record available to the Board and the findings set forth in this Resolution, the Board finds that the action, including without limitation awarding a Purchase Order with Carahsoft Technology Corporation for DocuSign Licensing and Premier Support Services for the amount of \$170,334.41 for Fiscal Year 2025 and a Five-Year Total Cost of Ownership not to exceed \$999,283.95 does not constitute a project under the definition set forth in California Environmental Quality Act (CEQA) Guidelines Section 15378 because there is not a potential to result in a direct or indirect physical change in the environment. Therefore, the proposed Board action is not subject to CEQA and no further action under CEQA is required.

3. The Board hereby authorizes and directs the Executive Director or their designated representative to award a Purchase Order with Carahsoft Technology Corporation for DocuSign Licensing and Premier Support Services for the amount of \$170,334.41 for Fiscal Year 2025 and a Five-Year Total Cost of Ownership not to exceed \$999,283.95.

APPROVED AS TO FORM AND LEGALITY:
GENERAL COUNSEL

By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 13th day of August 2024, by the following vote: