



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 20-1191      **Version:** 1

**Type:** Consent      **Status:** Passed

**File created:** 6/2/2020      **In control:** Baldwin County Commission Regular

**On agenda:** 8/4/2020      **Final action:** 8/4/2020

**Title:** DocuSign Agreement for Electronic Signatures

**Indexes:**

**Attachments:** 1. DocuSign - Master Services Agreement - FINAL READY FOR SIGNATURE (1), 2. DocuSign - Terms and Conditions 20200804, 3. DocuSign e-Signature Proposal

Date	Ver.	Action By	Action	Result
8/4/2020	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 8/4/2020

**Item Status:** New

**From:** Brian Peacock, CIS Director; Wayne Dyess, County Administrator; and Anu Gary, Administrative Services Manager

**Submitted by:** Anu Gary, Administrative Services Manager

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### ITEM TITLE

DocuSign Agreement for Electronic Signatures

### STAFF RECOMMENDATION

Approve a Master Services Agreement between DocuSign and Baldwin County Commission and accept the DocuSign Terms and Conditions for the provision of e-signatures to be used by various Baldwin County Commission departments.

The term of the Agreement is for 12 months with an option to renew at the end of the initial 12-month period. The Agreement will commence on August 4, 2020.

### BACKGROUND INFORMATION

**Previous Commission action/date:** June 2, 2020, BCC Regular Meeting - Item was tabled to the June 16, 2020, meeting due to the need of additional legal review. The agreement and terms have now been reviewed by both parties and it is ready for Commission's consideration and approval.

**Background:** DocuSign allows for certain documents to be sent, signed and managed electronically, eliminating the need of paper signatures on various forms and documents.

### FINANCIAL IMPACT

**Total cost of recommendation:** \$2,760 annual licensing cost.

**Budget line item(s) to be used:** CIS - 51965.5499

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**

Yes, annual funding appropriation will be necessary in the future.

### **LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**

Yes, County Attorney must review and approve before BCC approval.

**Reviewed/approved by:** Approved by Laura Coker, Stone Crosby 07/17/2020 akg

**Additional comments:** N/A

### **ADVERTISING REQUIREMENTS**

**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

### **FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** N/A

**Individual(s) responsible for follow up:** Brian Peacock, CIS and Anu Gary, Administration

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**

Admin - Send correspondence with executed MSA to:

Donovan Ahern | Account Executive - Local Government | DocuSign

M: 415-419-4685 | docusign.com

221 Main Street #1000 San Francisco, CA 94105

Donovan.Ahern@docusign.com

Michael.Carroll@docusign.com

cc:

Brian Peacock

Cian Harrison

Ron Cink

Christie Davis

**Additional instructions/notes:** N/A