



**Health & Human Services
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
EDDIE VALERO
District Four
DENNIS TOWNSEND
District Five

AGENDA DATE: February 5, 2019 REVISED

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>

CONTACT PERSON: Robert Stewart PHONE: (559) 624-8000

SUBJECT: Approval of an agreement with DocuSign Government as licensed through Carahsoft for E-Signatures

REQUEST(S):

That the Board of Supervisors:

1. Authorize the County Departments, upon approval by the County Administrative Officer to conduct business transactions on behalf of the County by electronic means (E-business), including the use of electronic signatures;
2. Delegate authority to the County Administrative Officer or designees, to execute the consent agreement template and sign agreements on behalf of the County to conduct E-business with other entities/agencies; and
3. Approve an agreement with DocuSign Government as licensed through Carahsoft for E-Signatures on Health and Human Services Agency contracts in the amount not to exceed \$15,079 from February 4, 2019 through February 3, 2020.

SUMMARY:

The Tulare County Health and Human Services Agency (HHS) executes hundreds of contracts each fiscal year to facilitate the provision of diverse services to the residents and employees of Tulare County. To aid the county, HHS would like to begin conducting Electronic Business. Pursuant to California Civil Code § 1633.5, parties to an agreement must first consent to conducting business electronically before agreements may be electronically signed. Therefore, a consent agreement with the County must be signed prior to utilizing electronic signature with other entities. As a result, we are asking the Board delegate authority to the County Administrative

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Officer or designees to sign such consent agreements on behalf of the County, to allow for the expeditious processing of these agreements.

HSA is initiating a pilot project using Agiloft Contract Management System and DocuSign as licensed through Carahsoft for E-Signatures with trusted vendors. Utilizing DocuSign would allow an accelerated contract approval process with trusted vendors.

The benefits achieved from utilizing E-signatures include increased efficiency and collaboration, flexibility, and establishment of automated best practices over contract procedures.

This agreement has been approved as to form by County Counsel. The following terms deviate substantively from the standard County boilerplate: 1) Mutual Indemnification Clause; 2) Either party may terminate without cause with a thirty (30) day written notice; and 3) Governing law in the State of Washington.

FISCAL IMPACT/FINANCING:

Funding for this agreement will not exceed \$15,672.50. The cost includes the annual licensing fees of up to \$12,150.00, support fees of up to \$1,822.50 and a one-time implementation expense that covers the design, test and implementation of the system in an amount not to exceed \$1,700. The entire \$15,672.50 was included in the Fiscal Year 2018/2019 budget. There is no additional net cost to the County General Fund.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

This request furthers the Organizational Performance Initiative of the County's Strategic Plan to enhance the Agency's service quality through cost effective strategies. It embraces the County's commitment to continuous improvement, innovation and a can-do culture by providing needed technology and infrastructure to staff for better service delivery to both our internal and external customers through the most efficient operations.

ADMINISTRATIVE SIGN-OFF:



Robert Stewart
Director of Fiscal Operations

cc: County Administrative Office

Attachment(s) Agreement

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPROVAL OF AN) Resolution No. _____
AGREEMENT WITH DOCUSIGN) Agreement No. _____
GOVERNMENT AS LICENSED THROUGH)
CARAHSOFT FOR E-SIGNATURES)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

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