



**CITY OF HOUSTON - CITY COUNCIL**

Meeting Date:

ALL

Item Creation Date: 9/24/2021

T25998.A1 - Enterprise eSignature - ORDINANCE (Pure Business Solutions, LLC)

Agenda Item#:

**Background:**

**S76-T25998.A1 - Approve an ordinance authorizing a first amendment to contract no. 4600014719 between the City of Houston and Pure Business Solutions, LLC (approved by Ord. No. 2018-0074, passed on January 31, 2018) to modify and update the change order provision and to increase the maximum contract amount from \$1,392,789.00 to \$2,542,865.78 for enterprise electronic signature software and professional services for Houston Information Technology Services.**

**Specific Explanation:**

The Chief Information Officer and the Chief Procurement Officer recommend that City Council approve an ordinance authorizing a first amendment to the contract between the City of Houston and **Pure Business Solutions, LLC** through the Texas Department of Information Resources (DIR) to modify and update the change order provision and to increase the maximum contract amount from **\$1,392,789.00 to \$2,542,865.78** for enterprise electronic signature software and professional services for Houston Information Technology Services.

This contract was awarded on January 31, 2018 by Ordinance No. 2018-0074, for a three-year term, with two successive one-year terms in the amount of \$1,392,789.00. Expenditures totaled \$1,338,060.32 as of September 27, 2021. The requested increase of \$1,150,076.78 is needed to fund the remainder of the contract, which will expire on January 31, 2023.

The Scope of work requires the contractor to provide software, licensing, and maintenance for utilizing electronic signature software across City of Houston departments. Since the implementation of the enterprise eSignature solution, the City has increased its electronic signature usage by 1,000%. This increase was largely a result of the Covid-19 pandemic where traditional paper-based processes were required to pivot to paper-less and digital methods for operations and transactions. As such, due to the unforeseen impact of the pandemic, the City significantly increased its electronic signature usage. This amendment will modify and update the change order provision to accommodate this increased usage. The approval of this amendment will also allow the City of Houston to continue to streamline the document approval process, create efficiencies, and diminish costs associated with paper waste.

The enterprise eSignature solution provides the highest level of security assurance as the only eSignature company to be both ISO 27001 and SOC2 certified. The product provides multiple security controls including document auditability, where all aspects of each transaction are fully logged (including name, email address, IP address, date/time, and user unique pin).

This item was presented to the Transportation, Technology, and Infrastructure (TTI) Committee on October 7, 2021.

**M/WBE Participation:**

Zero -Percentage Goal document approved by the Office of Business Opportunity.

**Fiscal Note:**

Funding for this item is included in the FY2022 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial policies.

10/7/2021

DocuSigned by:  
*Jerry Adams*  
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**Jerry Adams, Chief Procurement Officer  
Finance/Strategic Procurement Division**

DocuSigned by:  
*Lisa Kent*  
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**Department Approval Authority**

10/7/2021

DS  
*JW*

Estimated Spending Authority			
Department	FY2022	Out Years	Total
HITS	\$611,193.42	\$538,883.36	\$1,150,076.78

**Prior Council Action:**

Ordinance No. 2018-0074 passed January 31, 2018.

