



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 1/30/2018

District F, ALL

Item Creation Date: 1/12/2018

T25998 - Enterprise eSignature - ORDINANCE

Agenda Item#: 28.

### **Summary:**

ORDINANCE approving and authorizing a contract between the City of Houston and **PURE BUSINESS SOLUTIONS, LLC** for enterprise electronic signature software and professional services for the Houston Information Technology Services Department; providing a maximum contract amount; containing provisions relating to the subject; and declaring an emergency

### **Background:**

Request for Proposal S76-T25998 – Approve an ordinance awarding a contract to Pure Business Solutions, LLC in an amount not to exceed \$1,392,789 for DocuSign Enterprise eSignature 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 awarding a three (3) year contract with two (2) one- year options to Pure Business Solutions, LLC, in a total amount not to exceed \$1,392,789 for an Enterprise eSignature software solution for Houston Information Technology Services. Although the contractor is a Texas Department of Information Resources (DIR) Go-Direct reseller, the City is entering into a City of Houston specific contract with Pure Business Solutions, LLC, based on the vendor's status as an authorized reseller under Carasoft Technology Corporation's DIR contract DIR-TSO-TMP-225.

It is anticipated that the migration from paper-based processes to digital workflow and approvals will reduce the requirement to print and store hard copies, thereby controlling costs associated with paper, ink, and electricity. Streamlined digital approval processes will also reduce the processing time between document generation and signature acquisition. DocuSign provides the highest level of security assurance as the only eSignature company to be both ISO 27001 certified and SSAE 16 examined and tested. 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).

The Request for Proposal (RFP) was advertised in accordance with the State of Texas bid laws, and thus, proposals were received from three (3) firms: Pure Business Solutions, LLC., iBridge Group, Inc. and V3Main Technologies. The evaluation committee consisted of evaluators from Houston Information Technology Services, Human Resources, Houston Public Works and the Houston Airport Systems. The evaluation was based upon the following criteria:

1. Responsiveness of Proposal
2. Technical Competence
3. Price

Pure Business Solutions, LLC. received the highest overall score and was deemed the best qualified to perform the required services as outlined in the RFP. Pure Business Solutions is a reseller of DocuSign eSignature products.

### **MWBE Subcontracting:**

The Office of Business Opportunity approved a waiver for this project, citing the goods and services to be of a specialized, technical, and non-divisible nature. The MWBE goal therefore, was listed on the solicitation as 0%; however, the prime vendor (Pure Business Solutions, LLC.) is a City of Houston registered WBE vendor.

### **Pay or Play Program:**

The proposed contract requires compliance with the City's Pay or Play ordinance regarding health benefits for employees of City Contractors. In this case, the contractor provides health benefits to eligible employees in compliance with City policy.

### **Hire Houston First:**

The proposed contract requires compliance with the City's 'Hire Houston First' (HHF) ordinance that promotes opportunity for Houston businesses and supports job creation. In this case, Pure Business Solutions, LLC meets the requirements for HHF.

### **Fiscal Note:**

Funding for this item is included in the FY2018 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policy Ordinance No: 2014-1078.



**Jerry Adams, Chief Procurement Officer  
Finance/Strategic Procurement Division**

**Department Approval Authority**

**Amount of Funding:**

\$ 796,627.00- Central Service (1002)

\$ 20,047.00- Building Inspection (2301)

\$ 375,648.00- water and Sewer Systems Operating Fund (8300)

\$ 200,467.00- HAS- Revenue Fund (8001)

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**\$1,392,789.00 - TOTAL**

**Contact Information:**

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**ATTACHMENTS:**

**Description**

Form A - Fair Campaign Ordinance

Form B

Delinquent Tax Report

Department recommendation

Affidavit of Ownership

Secretary of State Filing

Office of Business Opportuntiy Goal Waiver

Ordinance

Certificate of Fuinds

**Type**

Backup Material

Backup Material

Backup Material

Backup Material

Backup Material

Backup Material

Backup Material

Ordinance/Resolution/Motion

Financial Information