

**CITY OF MIRAMAR
PROPOSED CITY COMMISSION AGENDA ITEM**

Meeting Date: October 1, 2025

Presenter's Name and Title: Vanessa J. Sauveur, Information Systems Manager

Prepared By: Vanessa J. Sauveur, Information Systems Manager

Temp. Reso. Number: 8499

Item Description: Temp. Reso. #R8499 APPROVING THE RENEWAL OF DOCUSIGN DIGITAL SOFTWARE LICENSES AND MAINTENANCE SERVICES WITH CARAHSOFT TECHNOLOGY CORP., UTILIZING NASPO CONTRACT # 43230000-NASPO-16-ACS, IN THE AMOUNT OF \$185,537 FOR FISCAL YEAR 2026. (Vanessa J. Sauveur, Information Systems Manager)

Consent ☒ Resolution ☐ Ordinance ☐ Quasi-Judicial ☐ Public Hearing ☐

Instructions for the Office of the City Clerk: Please sign the resolution at the dais.

Public Notice – As required by the Sec. ____ of the City Code and/or Sec. ____, Florida Statutes, public notice for this item was provided as follows: on _____ in a _____ ad in the _____; by the posting the property on _____ and/or by sending mailed notice to property owners within _____ feet of the property on _____ (fill in all that apply)

Special Voting Requirement – As required by Sec. _____, of the City Code and/or Sec. _____, Florida Statutes, approval of this item requires a _____ (unanimous, 4/5ths etc.) vote by the City Commission.

Fiscal Impact: Yes ☒ No ☐

REMARKS: Funding of \$185,537 is available in the Information Technology Fund, GL Account 504-58-580-516-000-603425, Software License and Maintenance.


Content:

- Agenda Item Memo from the City Manager to the City Commission
- Resolution TR8499
- Attachment(s)
 - Attachment 1: Carahsoft's Renewal Quote



**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, & City Commissioners

FROM: Dr. Roy L. Virgin, City Manager 

BY: Clayton Jenkins, I.T. Director

DATE: September 25, 2025

RE: Temp. Reso. No. 8499 approving the renewal of DocuSign Digital software licenses and maintenance services

RECOMMENDATION: The City Manager recommends approval of Temp. Reso. No. 8499 for the renewal of DocuSign Digital software licenses and maintenance services with Carahsoft Technology Corp. in the amount of \$185,537 for the fiscal year 2026.

ISSUE: City Commission approval is required for expenditures exceeding \$75,000 in accordance with City Code Section 2-412(a)(1).

BACKGROUND: The City implemented the DocuSign Digital Platform, an electronic signature and Contract Lifecycle Management (CLM) solution, to fulfill the need for electronic signatures and secure digital processes that automate these services, enhancing support for the City and its residents.

DISCUSSION: Renewing the DocuSign Digital software licenses and maintenance services for another year is crucial to maintaining the City's ongoing digitization efforts. This renewal ensures the continued use of electronic signatures and Contract Lifecycle Management (CLM) tools, which are vital for streamlining workflows, enhancing efficiency, and providing secure, automated services that support the City's operations and the needs of its residents.

Furthermore, pursuant to City Code Section 2-413(11)c, software license renewals and maintenance services are exempt from competitive bidding.

Below is the breakdown of the renewal terms.

Vendor	Software/Support License	Renewal Period	Renewal Cost
Carahsoft	DocuSign Digital Platform	11/01/2025 - 10/31/2026	\$185,537

ANALYSIS: Funding of \$185,537 is available in the Information Technology Fund, GL Account 504-58-580-516-000-603425, Software License and Maintenance.

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9/25/25

**CITY OF MIRAMAR
MIRAMAR, FLORIDA**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA, APPROVING THE RENEWAL OF DOCUSIGN DIGITAL SOFTWARE LICENSES AND MAINTENANCE SERVICES WITH CARAHSOFT TECHNOLOGY CORP., UTILIZING NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS CONTRACT # 43230000-NASPO-16-ACS, IN THE AMOUNT OF \$185,537 FOR FISCAL YEAR 2026; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City strives to implement solutions and technologies that provide the most effective and efficient services for City staff and residents; and

WHEREAS, section 2-412(a)(1) of the City Code provides that all commodities or services provided by a single vendor in excess of \$75,000 must be formally approved by the City Commission; and

WHEREAS, the City implemented the DocuSign Digital Platform, an electronic signature and Contract Lifecycle Management ("CLM") solution, to fulfill the need for electronic signatures and secure digital processes that automate these services, enhancing support for the City and its residents; and

WHEREAS, renewing the DocuSign Digital software licenses and maintenance services for another year is crucial to maintaining the City's ongoing digitization efforts. This renewal ensures the continued use of electronic signatures and CLM tools, which are vital for streamlining workflows, enhancing efficiency, and providing secure,

Reso. No. _____

Temp. Reso. No. 8499
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automated services that support both the City's operations and the needs of its residents;
and

WHEREAS, Pursuant to City Code Section 2-413(11)c, renewal of software license and maintenance services are exempt from competitive bidding; and

WHEREAS, The City Manager recommends approval of Temp. Reso. No. 8499 for the renewal of DocuSign Digital software licenses and maintenance services with Carahsoft Technology Corp., utilizing National Association of State Procurement Officials ("NASPO") Contract # 43230000-NASPO-16-ACS, in the amount of \$185,537 for the Fiscal Year 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA AS FOLLOWS:

Section 1: That the foregoing "**WHEREAS**" clauses are ratified and confirmed as being true and correct and are made a specific part of this Resolution.

Section 2: The City Manager recommends approval of the renewal of DocuSign Digital software licenses and maintenance services with Carahsoft Technology Corp., utilizing NASPO Contract # 43230000-NASPO-16-ACS in the amount of \$185,537 for the fiscal year 2026.

Section 3: That the appropriate City officials are authorized to do all things necessary and expedient in order to carry out the aims of this Resolution.

Section 4: That this Resolution shall become effective upon adoption.

Temp. Reso. No. 8499

8/14/25

9/24/25

PASSED AND ADOPTED this _____ day of _____, _____.

Mayor, Wayne M. Messam

Vice Mayor, Yvette Colbourne

ATTEST:

City Clerk, Denise A. Gibbs

I HEREBY CERTIFY that I have approved
this RESOLUTION as to form:

City Attorney
Austin Pamies Norris Weeks Powell, PLLC

Requested by Administration

Commissioner Maxwell B. Chambers

Commissioner Avril Cherasard

Vice Mayor Yvette Colbourne

Commissioner Carson Edwards

Mayor Wayne M. Messam

Voted

Government - Price Quotation

ATTACHMENT 1

DocuSign Government at Carahsoft



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Phone (703) 871-8500 | Fax (703) 871-8505 | Toll Free (888) 662-2724
www.carahsoft.com | sales@carahsoft.com



TO: Vanessa Sauveur
Information Systems Manager
Miramar - City - Florida
2300 Civic Center Pl
Miramar, FL 33025 USA

FROM: Meagan Phillips
DocuSign Government at Carahsoft
11493 Sunset Hills Road
Suite 100
Reston, Virginia 20190

EMAIL: vjsauveur@miramarfl.gov

EMAIL: Meagan.Phillips@carahsoft.com

PHONE: (954) 602-3105

FAX: (954) 602-3559

PHONE: (703) 581-6727

FAX: (703) 871-8505

TERMS: Contract Number: 43230000-NASPO-16-ACS
NASPO Master Contract Number: AR2472
Contract Term: 08/01/2017 to 09/30/2026
Shipping Point: FOB Destination
Credit Cards: VISA/MasterCard/AMEX
Remit To: Same as Above
Payment Terms: Net 30 (On Approved Credit)
Sales Tax May Apply

QUOTE NO: 59704872
QUOTE DATE: 08/20/2025
QUOTE EXPIRES: 10/31/2025
RFQ NO:
SHIPPING: ESD
TOTAL PRICE: \$185,536.62
TOTAL QUOTE: \$185,536.62

LINE NO.	PART NO.	DESCRIPTION	QUOTE PRICE	QTY	EXTENDED PRICE
1	DSI-0000011	DocuSign Retrieve DocuSign, Inc. - DSI-0000011 Start Date: 11/01/2025 End Date: 10/31/2026	\$2,210.53 COOP	1	\$2,210.53
2	DSI-0000584	DocuSign CLM - View Only User - Seat Sub. DocuSign, Inc. - DSI-0000584 Start Date: 11/01/2025 End Date: 10/31/2026	\$205.58 COOP	21	\$4,317.18
3	DSI-0000582	DocuSign CLM - Full Seat Subs. DocuSign, Inc. - DSI-0000582 Start Date: 11/01/2025 End Date: 10/31/2026	\$939.79 COOP	7	\$6,578.53
4	DSI-0000589	DocuSign CLM UAT Sandbox 20% Net DocuSign, Inc. - DSI-0000589 Start Date: 11/01/2025 End Date: 10/31/2026	\$7,736.42 COOP	1	\$7,736.42
5	DSI-0000586-491	DocuSign CLM - Standard User - Seat Sub. DocuSign, Inc. - DSI-0000586 Start Date: 11/01/2025 End Date: 10/31/2026	\$591.1600 COOP	47	\$27,784.52
6	DSI-0000463	eSignature Enterprise Pro Edition - Envelope Subs. DocuSign, Inc. - DSI-0000463 Start Date: 11/01/2025 End Date: 10/31/2026	\$5.1726 COOP	20,000	\$103,452.00
7	APT-0148	Enterprise Premier Support 22% of Recurring Fees (22% of List Price per \$100 of List License Fees) eSign DocuSign, Inc. - APT-0148 Start Date: 11/01/2025 End Date: 10/31/2026	\$23,245.89 COOP	1	\$23,245.89
8	APT-0148	Enterprise Premier Support 22% of Recurring Fees (22% of List Price per \$100 of List License Fees) CLM DocuSign, Inc. - APT-0148 Start Date: 11/01/2025 End Date: 10/31/2026	\$10,211.55 COOP	1	\$10,211.55

CONFIDENTIAL

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QUOTE DATE: 08/20/2025

QUOTE NO: 59704872

Government - Price Quotation

DocuSign Government at Carahsoft



11493 Sunset Hills Road | Suite 100 | Reston, Virginia 20190
Phone (703) 871-8500 | Fax (703) 871-8505 | Toll Free (888) 662-2724
www.carahsoft.com | sales@carahsoft.com



LINE NO.	PART NO.	DESCRIPTION	QUOTE PRICE	QTY	EXTENDED PRICE
SUBTOTAL:					\$185,536.62
TOTAL PRICE:					\$185,536.62
TOTAL QUOTE:					\$185,536.62

Please reference the Carahsoft quote 59704872 # and NASPO contract FI 43230000 on your Purchase Order.

Product Details

eSignature Envelope Allowance: 20,000

Overage/Usage Fees

eSignature Business Pro Edition - Envelope Subs. (Per Transaction): \$9.26

Terms and Conditions

Customer must reference Quote number on Purchase Order.

Should Customer purchase via Reseller all terms of Carahsoft Quote must be incorporated in Reseller quote and Customer Purchase Order to Reseller.

Any increase in subscription and support pricing will be in accordance with DocuSign's pricing and policies in effect at the time of the renewal or as otherwise agreed to by the parties.

Licensee agrees that any order for DocuSign will be governed by the terms and conditions of the Carahsoft DocuSign Service Agreement copies of which are found at https://static.carahsoft.com/concrete/files/2616/5962/5258/DocuSign_Master_Services_Agreement_fo_Public_Sector.pdf and all Schedules and Documentation referenced by the Terms are made a part hereof. The parties agree that any term or condition stated in a Customer purchase order or in any other Customer order documentation (excluding Quotes) is void. In the event of any conflict or inconsistency among the following documents, the order of precedence shall be: (1) the applicable Quotes (and their Contract Vehicle), (2) the TOU, and (3) the Documentation. Licensee acknowledges it has had the opportunity to review the Terms, prior to executing an order.

Should the customer purchase any version of DocuSign's IL-4 licensing the below terms will apply.

Reference the Memorandum previously provided to DISA Authorizing Official (dated October 22, 2023) detailing the Provisional Authorization (PA) granted by DISA, exceptions to/exclusions from the PA, and conditions DocuSign is required to meet in order to maintain the PA for U.S. Department of Defense Impact Level 4 (DoD/IL-4). Customer agrees:

- not to use DocuSign DoD/IL-4 in production without a BCAP connection (or DISA approval);
 - not to process, store or transmit IL-4 production data without a BCAP connection to NIPRnet; or not to use DocuSign DoD/IL-4 to connect to any DocuSign services or applications via an unauthorized endpoint outside of the NIPRnet or non-BCAP connections;
 - Customer is responsible for any Customer Data sent to third party applications (regardless of whether such third-party applications are IL-4 certified);
- Enterprise Premier Support for IL-4 customers is available from 9:00am - 8:30pm Eastern Standard Time.