

**ANOKA COUNTY INFORMATION TECHNOLOGY (IT) COMMITTEE AGENDA
and Meeting of the Anoka County Board of Commissioners****

Commissioners Gamache (Chair), Schulte, Meisner

July 23, 2020 - 11:00 A.M.

Bunker Hills Activities Center - Maple Room
550 Bunker Lake Blvd N.W.
Andover, MN 55304

ACTION ITEMS:

- *1. Consider recommending that the County Board approve a purchase under contract # C0008052 with DocuSign, Inc. 221 Main Street, Suite 1000, San Francisco, CA 94105 in the amount of \$423,526.20 with a change order of \$42,352.62 to acquire an enterprise electronic signature platform - **see attached Action Item** – from Susan Vreeland.

INFORMATIONAL ITEMS:

2. Consider, for informational purposes, an update on VDI technology information.
3. Consider, for informational purposes, a contract between the Anoka County Library and Anoka County contracting with Comprise Technologies (COMPRISE) for technology related services.

ADDITIONAL ITEMS:

4. Public Comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes.
5. The next scheduled meeting is Monday, August 17, 2020, at Bunker Hills Activities Center – Maple Room.
6. Adjourn.

*** Actions taken by this Committee do not bind the County Board. In addition to the County Commissioners appointed to this committee, additional County Commissioners may attend. Non-committee Commissioners may choose to participate in the discussions and/or ask questions, but they will not vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the County Board, this shall serve as notice of a County Board meeting. This shall also serve as notice of a County Board Meeting for any committee comprised of four or more members of the board.*

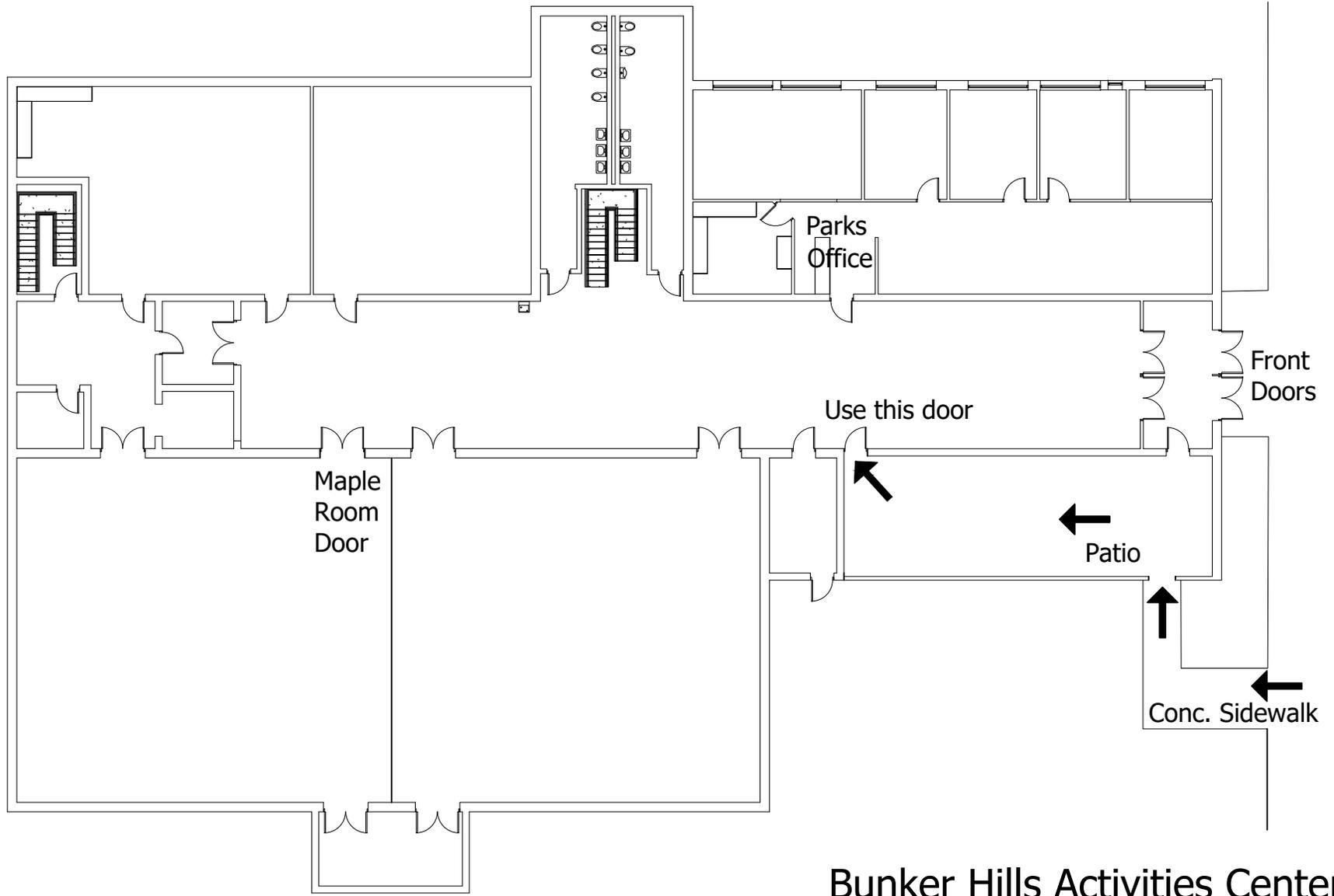


ANOKA COUNTY IT COMMITTEE ACTION ITEM

JULY 23, 2020

INFORMATION TECHNOLOGY DEPARTMENT

ACTION REQUESTED	Susan Vreeland, Director of Information Technology is requesting that the IT Committee consider recommending the County Board approve a purchase under contract # C0008052 with DocuSign, Inc. 221 Main Street, Suite 1000, San Francisco, CA 94105 in the amount of \$423,526.20 with a change order of \$42,352.62 to acquire an enterprise electronic signature platform.
BACKGROUND	We currently use a combination of technologies and manual processes to sign and execute documents required for many of the services provided by the County. The significant increase in electronic forms, the requirement for many documents to capture multiple signatures, and the increasing need make the administrative / documentation portion of our services “touchless”, a centralized, reliable, and trackable function is needed. In addition, our current combination of signature solutions has very limited capacity for signatures required from our clients, constituents, and other members of the public.
SOLUTIONS	IT Staff has researched the use of DocuSign as a solution to fill the growing need for this technology in the County. With a flexible platform, and 85% of the market share, we can easily begin the process of implementing this solution.
CONCLUSION	An enterprise solution such as DocuSign would allow for the County to implement a solution that is reliable, safe, supportable, and to allow for flexibility in how we serve the public.
RECOMMENDATIONS	<p>The IT Committee consider recommending that the County Board approve a purchase under contract # C0008052 with DocuSign, Inc. 221 Main Street, Suite 1000, San Francisco, CA 94105 in the amount of \$423,526.20 with a change order of \$42,352.62 to acquire an enterprise electronic signature platform.</p> <p>Thank you for your consideration. If you have any questions, please contact Susan Vreeland.</p>



Bunker Hills Activities Center
Main Level