Electronic Signature – Pure Business Solutions TTI Presentation

Date October 16, 2017

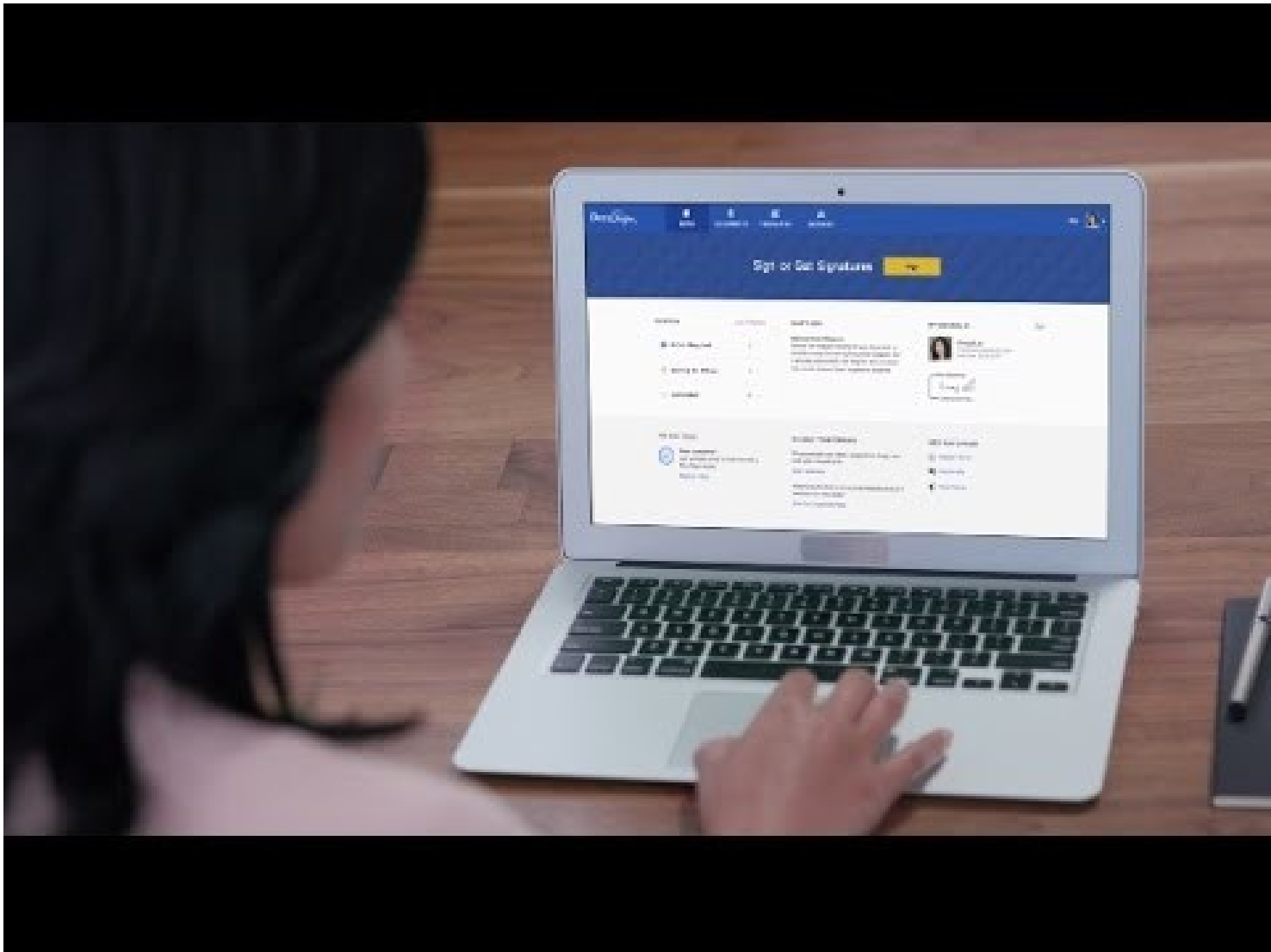**Lisa Kent, CIO**

Reenie Askew, Deputy CIO - Enterprise Applications

Bottom Line Up Front: eSignature

Vendor	Pure Business Solutions
Purpose:	Streamline document approval process to create efficiencies and act as a precursor towards diminishing costs associated with paper waste.
Solution:	Software solution provided by the vendor selected via competitive process is **DocuSign**
Contract Amount:	$1,424,840 spending authority over the contract term
MWSBE	0% due to majority of spend being license purchases, but Pure Business Solutions is a registered MWSBE partner
Hire Houston First	Pure Business Solutions is a Houston Based company
Amendment Term:	3 Years with 2 renewal options
Primary Department Users:	Electronic Signature capabilities will benefit all City of Houston departments

What is eSignature: Demo

Double Click Picture to start demo   https://youtu.be/sKoNwKcGKF0

eSignature: Process Improvement

Improve process of approving and handling documents

Common department uses for Electronic Signature

Strategic Purchasing	Human Resources	Information Technology
• Cooperative Purchase • Memorandum of Understanding (MOU) • RFP – Invitation to Bid • Contract Certification of Funds • Emergency Purchase	• Confidentiality Agreement • Manual Personnel Action Request • Positive Corrective Action Leave of Absence • New Hire Form • Invoice Acknowledgement	• System Access Forms • Project documents • Pcard Exceptions • Device Exceptions • HITS policy acknowledgments • Forms and Templates

Considerations for selecting an eSignature product

Security and Controls	DocuSign provides the highest level of security assurance as the only eSignature company to be both IS0 27001 certified and SSAE 16 examined and tested. They are also working on FedRamp certification, Federal Risk and Authorization Management Program, which is a government-wide standard
Auditability	Certification of Completion for all documents for which they are a signee or recipient. All aspects of each transaction are fully logged (including name, email address, IP address, date/time, and user unique pin) and captured in a detailed transaction history which is stored as redacted and encrypted data.
Easy of use	DocuSign is a commonly used eSignature product for everyday users. Very little, if any, training is required for document approvers.
Multi-channel	**Remote** – mobile device, laptop, tablet, etc. **In-Person** – Signature capture devices **Embedded** – Integration with web portals or applications **Mobile signing** – Supports signing Remote and In-Person modes or offline **Signing on Paper** – to allow signers to output, wet-sign and then upload or fax the documents back into the DocuSign workflow.
Licensing	Licenses only required for those initiating/routing the document. Signers do not require a license.

Detail Cost Breakdown

Vendor	Pure Business Solutions						
	Annual contractual incease %		0%	0%	0%	0%	
		FY2018	FY2019	FY2020	FY2021	FY2022	
	Itemized details (Services/ HW/SW)						
General Fund (1000)							
Revolving Fund (1002)	HITS Licenses (45)	$34,560	$30,720	$35,000	$40,000	$40,000	$180,280
	Customer Success Architect	$35,000					
Enterprise	PWE Licenses est. (25)	$19,200	$19,200	$19,200	$19,200	$19,200	$96,000
	HAS Licenses est. (50)	$38,400	$38,400	$38,400	$38,400	$38,400	$192,000
Service Expansion	Multiple Departments avg. 15 licenses per dept)	$15,360	$172,800	$172,800	$172,800	$172,800	$706,560
	SharePoint Connector	$0	$15,000	$15,000	$20,000	$25,000	$75,000
	Customer Success Architect	$0	$20,000				$20,000
	Professional services, multiple dept	$0	$30,000	$30,000	$30,000	$30,000	$120,000
	Total	$142,520	$326,120	$310,400	$320,400	$325,400	**$1,424,840**

5yr cost for current maintenance and licenses = $1,424,840
FY18 estimated are based on communicated demand and is subject to change

Questions?