



City of Austin

Recommendation for Action

File #: 26-1217, **Agenda Item #:** 13.

3/12/2026

Posting Language

Authorize a contract for DocuSign enterprise pro licenses and support for all City departments with Carahsoft Technology Corp., for an initial term of one year with up to four 1-year extension options in an amount not to exceed \$600,000. Funding: \$120,000 is available in the Operating Budgets of various City departments. Funding for the extension options is contingent upon available funding in future budgets.

Lead Department

Austin Financial Services.

Client Department(s)

All City Departments.

Fiscal Note

Funding in the amount of \$120,000 is available in the Fiscal Year 2025-2026 Operating Budgets of various City departments.

Funding for the remaining contract term is contingent upon available funding in future budgets.

Procurement Language:

Multiple cooperative purchase programs were reviewed for these services. The Financial Services Department has determined this contractor best meets the needs to provide these services required for the City.

MBE/WBE:

Cooperative Agreement contracts are exempt from the City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program); therefore, no subcontracting goals were established.

For More Information:

Direct questions regarding this Recommendation for Council Action to Austin Financial Services - Central Procurement at FSDCentralProcurementRCAs@austintexas.gov or 512-974-2500.

Additional Backup Information:

The contract will provide DocuSign Professional Licenses, which are an upgrade from basic e-signatures to a professional-grade platform that automates complex workflows through bulk-sending, payment collection, and mobile web forms. This transition ensures a standardized, secure digital infrastructure that eliminates administrative silos and maintains the high-security standards required for legal and financial integrity.

This contract replaces the previous contract, which expired December 17, 2025. Authorization amounts were determined by departmental estimates based on historical spend and anticipated future usage. The recommended contractor is the current provider for these services.

The Texas Department of Information Resources is a cooperative purchasing association recognized under Texas procurement statutes. Cooperative associations, themselves or using a lead government, competitively

solicit and award contracts that are eligible for use by other qualified state and local governments. Due to their substantial volumes, larger than any one government could achieve independently, cooperative contracts routinely include superior terms, conditions, and pricing. Use of cooperative contracts also results in lower administrative costs and time savings.

A delay in contract approval could impact the City’s ability to execute agreements in a timely manner.

Contract Details:		
Contract Term	Length of Term	Contract Authorization
Initial Term	1 year	\$120,000
Optional Extension 1	1 year	\$120,000
Optional Extension 2	1 year	\$120,000
Optional Extension 3	1 year	\$120,000
Optional Extension 4	1 year	\$120,000
Total:	5 years	\$600,000

Note: Contract Authorization amounts are based on the City’s estimated annual usage.