

**Request for Action
By
Board of Commissioners**

Approval of Contract for Renewal of Enterprise DocuSign Licenses

A. SUMMARY OF REQUEST

This Request for Action (“RFA”) is for approval of the purchase of enterprise-level DocuSign software licenses from Dell Marketing LP.

B. DISCUSSION

RIHousing is seeking to enter into an agreement with Dell Marketing LP to purchase enterprise-wide DocuSign licenses. RIHousing has a current DocuSign contract, having previously purchased licenses through Dell Marketing LP. DocuSign is a software that allows organizations to manage and execute electronic agreements across different types of devices. A DocuSign license is critical to ensure secure, compliant, and efficient handling of electronic signatures and document workflows for contracting and other business processes. DocuSign features support secure, compliant, and efficient document management, allowing RIHousing to manage regulatory requirements and streamline high-volume transactions.

This action would renew RIHousing’s enterprise agreement for an additional three-year term. The contract offers predictable budgeting through fixed pricing and flexible payment options. RIHousing is utilizing the State of Rhode Island’s Master Price Agreement – 227 (ITS75) for this purchase. RIHousing contacted multiple vendors through MPA 227, and Dell Marketing was the only vendor that responded that they provide DocuSign software licenses.

Pricing is set through the MPA process. The proposed pricing is up to \$127,559.36 for year 1, \$133,964.32 for year 2, and \$140,574.89 for year 3, and the expected completion date is February 1, 2029.

C. RECOMMENDATION

The attached resolution authorizing RIHousing to engage Dell Marketing LP to purchase a DocuSign license is recommended for approval.

D. ATTACHMENTS

- A. Resolution of the Board of Commissioners of RIHousing

Attachment A

Resolution of the Board of Commissioners of RIHousing and Mortgage Finance Corporation

- Whereas:** Rhode Island Housing and Mortgage Finance Corporation’s (“RIHousing”) enabling act provides it with all the power and authority to make and execute contracts necessary to exercise the powers and functions provided to it under the act (R.I. Gen. Laws §42-55-5(6)); and
- Whereas:** RIHousing has identified a need for the renewal of its DocuSign license; and
- Whereas:** This procurement has been made through the State of Rhode Island’s Master Price Agreement No. 227 for software licenses;
- Whereas:** Dell Marketing LP was the only vendor listed in Master Price Agreement No. 227 that responded that they provide DocuSign licenses; and ‘
- Whereas:** RIHousing’s Executive Director has granted her approval to enter into a multi-year contract with Dell Marketing LP.

NOW, THEREFORE, IT IS HEREBY:

- Resolved:** that RIHousing be, and hereby is, authorized to enter into a contract with Dell Marketing LP to provide enterprise-level DocuSign licenses;
- Resolved:** that such purchasing arrangement shall be for a 3-year term for a cost not to exceed \$127,559.36 for year 1, \$133,964.32 for year 2, and \$140,574.89 for year 3;
- Resolved:** that the Executive Director, Chief Administrative Officer, and Director of Information Technology, each acting singly, be and hereby are authorized and empowered to take any and all actions necessary or desirable to carry out the foregoing resolutions, including without limitation the authority to negotiate the terms and fees of the purchase as they may determine are in the best interests of RIHousing, to execute any and all agreements or documents as they deem necessary to carry out the foregoing, and to take such further actions as they deem necessary to carry out the foregoing resolutions.