



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: 12/07/22

Originating Department: I.T.

Agenda Title: Resolution authorizing and directing the Town Manager to execute the renewal agreement with DocuSign for electronic workflow and electronic forms.

Approved by Town Manager: Bambi McKibbon-Turner **Date:** 12-01-22

Cost of Item: \$13,691.33 **Funding Source:** _____

Account Number: 001-51-512-110-49303 **Finance Signature:** Jeffrey P. Duvall

Digitally signed by Jeffrey P. Duvall
DN: cn=Jeffrey P. Duvall, o, ou,
email=jduvall@lakeparkflorida.gov, c=US
Date: 2022.12.01 17:01:22 -05'00'

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Resolution 86-12-22

Renewal Agreement

Please initial one:

P.M. Yes I have notified everyone

Not applicable in this case

Summary Explanation/Background:

This item is seeking approval to renew the annual agreement with DocuSign. The Town Manager entered into an agreement with DocuSign in November 2021, to provide staff with the ability to sign forms electronically, using electronic workflow, in order to maximize efficiencies and productivity, and to eliminate paper forms. The amount of the initial agreement was \$26,620.00 and included implementation services and usage for the first year. This renewal covers usage of DocuSign for 12/1/2022 – 11/30/2023.

The Town Manager takes full responsibility for not seeking authorization to sign the agreement through

resolution. Funding for DocuSign was appropriated, but approval to sign was not initiated as required. The agenda request form serves to correct this oversight.

Recommended Motion:

I move to adopt Resolution 86-12-22