



# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)

TO: Finance Committee

FROM: Mackenzie Reed-Kadow, City Clerk

DATE: May 31, 2022

SUBJECT: Request to enter into agreement with DocuSign

City staff are requesting approval to enter into an agreement with DocuSign to implement a digital signature process for contracts. Currently the contract process requires multiple back-and-forth mailings between the City and the contractor; the process post-contract award can sometimes take over a month to complete.

Transitioning to a digital signature platform will offer a more efficient and faster process for both City staff to sign contracts, contractors to sign, and ultimately more expeditiously receive a fully executed copy of the agreements.

The quote of \$3,022 for the year is good through June 24, 2022, and includes all setup and support. While the price going forward cannot be guaranteed, the sales associate recommended planning for a potential 5% increase year to year. The service will be used interdepartmentally, and will afford the opportunity for a much faster and streamlined signature process.

Thank you for your consideration on this matter.

Sincerely,

Mackenzie Reed-Kadow  
City Clerk