



# County of Santa Clara

Office of the County Executive  
Procurement Department

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To: Honorable Board of Supervisors  
Jeffrey V. Smith, County Executive

From: Gene Clark, Chief Procurement Officer   
Imre Kabai, Chief Information Officer 

Date: July 1, 2022

## Re: Off-Agenda Report Pertaining to eSignature Project

At the request of Supervisor Chavez on June 7, 2022 (Item No. 85), the Board directed Administration to provide an off-agenda report to the Board, and subsequently report to the Finance and Government Operations Committee (FGOC) on a date uncertain relating to the eSignature Request for Proposals process including a timeline and other possible strategies.

The County intends to procure a cloud-based electronic signature software which, among other requirements, will integrate with existing County IT architecture with minimal impact on departmental business requirements and workflows, while meeting all legal and information security requirements. Administration will proceed with a competitive solicitation to evaluate vendors and to award a contract upon completion of the solicitation if a new vendor is selected. The following is a high-level overview of activities, including approximate milestone dates:

- Initial market research has been conducted by County staff. TSS is currently conducting a requirements assessment.
- Information related to the upcoming solicitation has been included on the Master Acquisition List (MAL) which was presented and received by the Board of Supervisors on June 28, 2022.

The following timeline for the solicitation and contract award is approximate and may be subject to change:

- Anticipated date to issue the solicitation: October 5, 2022
- Anticipated evaluation period: November/December 2022
- Once a vendor is selected, the anticipated time frame for awarding a new contract, contingent upon completion of negotiations, is May/June 2023.

- Once a vendor is selected, the project plan will be developed and begin during July/August 2023.

Pursuant to direction from the Board of Supervisors, a report will be submitted to the Finance and Government Operations Committee for further consideration.

cc: Chief Board Aides  
Miguel Marquez, Chief Operating Officer  
James R. Williams, County Counsel  
Tiffany Lennear, Clerk of the Board of Supervisors  
Scott Zimmer, Strategic Sourcing Manager  
MaryAnn Barrous, Agenda Review Administrator  
Curtis Boone, Management Analyst  
Bianca Jones, Budget and Public Policy Analyst