

Memorandum

REPORT TO: City Commission

FROM: Alex Newby, Deputy City Clerk
Mike Maas, City Clerk
Cola Rowley, Assistant City Manager
Chuck Winn, City Manager

SUBJECT: Authorize the City Manager to Sign a Standard Order Form with DocuSign for Electronic Signature Software

MEETING DATE: May 12, 2026

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to Sign a Standard Order Form with DocuSign for Electronic Signature Software

STRATEGIC PLAN: 6.3 Climate Action: Reduce community and municipal Greenhouse Gas (GHG) emissions, increase the supply of clean and renewable energy; foster related businesses.

BACKGROUND: In September of 2021, the City of Bozeman consolidated numerous individual and departmental accounts into an Enterprise account with DocuSign to more closely track usage and related expenditures through a [Master Services Agreement](#). As the City continued to deploy eSignature use throughout the organization, the volume of usage has increased to the point where it is beneficial to move to a per user subscription model instead of volume. This change in subscription type in advance of the scheduled renewal will result in a prorated credit of approximately \$5700.

UNRESOLVED ISSUES: None identified.

ALTERNATIVES: As per Commission

FISCAL EFFECTS: The \$58,200.00 annual cost, less the prorated credit, is within the appropriated amount for the City Clerks' operating budget.

Attachments:

[City of Bozeman_DocuSign, Inc._DocuSign Standard Order Form_Approved.pdf](#)

Report compiled on: May 6, 2026