STATE OF NORTH CAROLINA
DEPARTMENT OF INFORMATION TECHNOLOGY (DIT)
STATEWIDE IT PROCUREMENT OFFICE

Statewide IT Contract Number	**208E – Enterprise Electronic Digital Signature Services**
Bid / Solicitation Number	ITS-400335
Contract Award Type	CONVENIENT
Current Effective Dates	**November 1, 2019, through** **CDWG-Adobe Sign - November 1, 2026 - October 31, 2027** **Carahsoft-Docusign - November 1, 2026 - April 30, 2027**
Contract Administrator	Jennie Elias Email: jennie.elias@nc.gov Tel: 919-754-6615

SCOPE

The Department of Information Technology created this Statewide IT Contract to provide Enterprise Electronic Digital Signature Services for purchase, with options for support, to Agencies within the State of North Carolina.

The contract shall be a Statewide IT CONVENIENCE Contract for the use of Executive State Agencies and non-Executive State Agencies as permitted by law. This is not a mandatory IT Statewide Term Contract. Non-Executive State Agencies include the North Carolina University System and its member campuses, Instructional components of the Department of Public Instruction, Instructional components of the North Carolina Community College System, as well as local (municipal and county) governments.

Agencies with the need to acquire services related not covered by this contract are required to follow the State of North Carolina IT procurement rules, consistent with 09 N.C.A.C. 06 A& B and established procedures of the Department of Information Technology (DIT).

VENDOR CONTACT INFORMATION

Table 1 contains the awarded Vendors' Ordering Address and Contact information. Orders shall be issued directly to the respective Vendor. To address service or pricing questions, please contact the Vendors listed below:

Awarded Vendor	Service	Ordering Address	Vendor Contact
CDW Government LLC **Note: the contract end date is October 31, 2027**	Adobe Sign	230 N. Milwaukee Ave. Vernon Hills, IL 60061	**Sales Manager – State and Local Governments** Michael Karpman michkar@cdw.com (877) 898-8153 **Outside Sales – State and Local Governments** Leslie Smith Leslie.smith@cdwg.com (919) 6674821 **Sales – Education (K12 and Higher Education)** Michael Markasovic michaelm@cdwg.com (224) 778-3190 **Deputy Program Manager - Contract Administrator** Shontina Verastegui shonver@cdw.com 703-262-8076

Awarded Vendor	Service	Ordering Address	Vendor Contact
Carahsoft Technology Corporation **Note: the contract end date is April 30, 2027**	DocuSign	11493 Sunset Hills Road Suite 100 Reston, VA 20190	**Sales Representative – State and Local Government** Name: Jacob Holler E-mail: Jacob.Holler@carahsoft.com Phone: 703-581-6581 **Team Lead/Manager – State and Local Government** Name: Zak Kennedy E-mail: Zak.Kennedy@carahsoft.com Phone: 703-230-7430 **Team Lead/Manager – Education (K12 and Higher Education)** Name: Zak Kennedy E-mail: Zak.Kennedy@carahsoft.com Phone: 703-230-7430 **Enterprise Account Executive DocuSign – State Government** Name: Ed Moroney E-mail: Ed.Moroney@docusign.com Phone: 919-451-6706

Table 1: Awarded Vendor's Address and Assigned Contact Information

ABNORMAL QUANTITIES THRESHOLD

Any requirement that exceeds $250,000 must be forwarded to the Statewide IT Procurement Office for approval. The Statewide IT Procurement Office, and in consultation with the using Agency, may process the request in one or more of the following ways:

1. Purchase may be authorized at current pricing with current Vendor
2. Additional discounts from current pricing level may be negotiated with current Vendor
3. A separate Invitation for Bids may be issued for the requirement

TAXES

The State of North Carolina is exempt from Federal excise taxes and no payment will be made for any personal property taxes levied on the Vendor or for any taxes levied on employee wages. Agencies of the State may have additional exemptions or exclusions for federal or state taxes. Evidence of such additional exemptions or exclusions may be provided to Vendor by Agencies, as applicable, during the term of this contract. Applicable State or local sales taxes shall be invoiced as a separate item.

TRANSPORTATION CHARGES

Transportation of Deliverables shall be FOB Destination; unless otherwise specified in the solicitation document or purchase order. Freight, handling, hazardous material charges, and distribution and installation charges shall be included in the total price of each item. Any additional charges shall not be honored for payment unless authorized in writing by the Purchasing State Agency. In cases where parties, other than the Vendor ship materials against this order, the shipper must be instructed to show the purchase order number on all packages and shipping manifests to ensure proper identification and payment of invoices. A complete packing list must accompany each shipment.

HISTORY

2024-03-06	Update DocuSign Account Executive.
2024-02-05	Contract Administrator and CDW-G contact information update.
2023-11-02	Contract Extension.
2022-11-04	CDW-G updated contact information.
2022-11-03	Contract Extension.
2019-10-30	Page creation.
2019-10-31	Modified scope.
2019-11-26	Added another Vendor.
2020-04-20	Corrected e-mail address for Vendor.
2021-09-13	Changes Contract Administrator and DocuSign representative.
2022-09-09	Changes to Adobe Sign representative.
2023-10-31	Contract Extension
2024-08-01	Changes to Contract Administrator.
2025-11-17	Contract Extension
2026-05-05	Contract Extension
2026-05-22	Vendor Contact Update
2026-11-06	Contract Extension

-end-