



RICHMOND PUBLICSCHOOLS
Procurement & Property Management
Vatex Building
2395 Hermitage Road
Richmond, VA 23220

**DocuSign, Inc. SINGLE SOURCE
NOTICE OF INTENT TO AWARD**

DATE OF AWARD: January 18, 2023

COMMODITY: 92000 DATA PROCESSING, COMPUTER, PROGRAMMING, AND SOFTWARE SERVICES

PO OR CONTRACT: 23-7039-1

CONTRACTOR/VENDOR: DocuSign, Inc.

DESCRIPTION OF ACTION: SaaS Digital Signature Software

Pursuant to Section 2.2-4303(E) of the Virginia Public Procurement Act, Notice is hereby given that Richmond Public Schools has determined there is only one source practically available for the commodity listed above. It is the intent of Richmond Public Schools to award contract 23-7039-1 to DocuSign, Inc.

Tracy DeBernard

Procurement Officer
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