

University of California, Riverside
COST OF DOCUSIGN for RECHARGE

COST		\$	NOTES	
FY 19-20 COST		\$95,048.00	20,000 envelopes	
FY 20-21 COST		\$144,500.00	unlimited envelopes	

ORG	# of Envelopes Sent	% of TOTAL	FY 19-20	FY 20-21
Plan, Bud, Adm*	3866	19.80%	\$18,823.60	\$39,181.63
CNAS	2976	15.25%	\$14,490.18	\$22,029.20
UNEX*	3851	19.73%	\$18,750.57	\$7,688.12
Fac Plan Design Const	2229	11.42%	\$10,853.03	\$16,499.69
BCOE*	481	2.46%	\$2,342.00	\$13,814.18
SOM	1146	5.87%	\$5,579.89	\$8,483.02
VCSA	1143	5.86%	\$5,565.28	\$8,460.81
Enrollment Services	944	4.84%	\$4,596.35	\$6,987.76
Athletics	897	4.60%	\$4,367.50	\$6,639.85
EVCP	484	2.48%	\$2,356.60	\$3,582.71
School of Business	338	1.73%	\$1,645.73	\$2,501.97
Library	327	1.68%	\$1,592.17	\$2,420.55
CHASS	299	1.53%	\$1,455.83	\$2,213.28
GSOE	212	1.09%	\$1,032.23	\$1,569.28
VCRED	178	0.91%	\$866.68	\$1,317.61
ITS	150	0.77%	\$730.35	\$1,110.34
Grand Total	19,521	100.00%	\$95,048.00	\$144,500.00

ADDITIONAL NOTES:

- UCR purchased 20,000 envelopes for FY 19-20 and it will exceed 20,000 envelopes prior to the end of FY 19-20.
- The cost to purchase 30,000 envelopes for FY 20-21 is \$130,800.

-The cost to purchase UNLIMITED envelopes for the next three years (three year contract) is as follows:

FY 20-21	\$144,500
FY 21-22	\$144,500
FY 22-23	\$170,000

-With only a \$13,700 difference between the cost of 30,000 envelopes versus unlimited envelopes it makes sense to purchase unlimited envelopes.

- The plan is to include DOCUSIGN in the IMF for FY 21-22. However, if the IMF is deferred a second time, this same exercise will occur again one year from now to distribute the cost for FY 21-22 based on usage data for FY 20-21.

- Data above includes employees with envelope usage of 10 or more.

- Data above represents envelope usage from 7/1/2019 to 5/20/2020.

- Users departments/ORGS gathered from the Enterprise Directory/Golden Trees as of 5/20/2020.

- ORGS with less than 100 envelopes sent in less than 11 months are not included in the table above and will not be recharged.

* As per CFAO in UNEX, Citrus Shared Service Center has closed. Grad Division and the Library were moved to POSSE in February 2020 while VCSA and Palm Desert were moved to R'Shared Services Center in April 2020. UNEX will be serving itself as an ISC (internal only service center).

-Distribute FY 20-21 UNEX Docusign amount (\$31,071.76) as follows:

UNEX - \$10,253.68 (33%)
BCOE (POSSE) - \$10,253.68 (33%)
Plan, Bud, Admin (RSSC) - \$10,564.40 (34%)