

CS-20-193

### CONTRACT APPROVAL FORM

(Contract Management Use only)

**CONTRACT TRACKING NO.**  
**CM3002**

#### CONTRACTOR INFORMATION

Name: Thomson Reuters/West Publishing Corporation

Address: 610 Opperman Drive, P.O. Box 64833, Egan, MN 55123-1803  
City State Zip

Contractor's Administrator Name: Jeff Humphrey Title: Account Representative

Tel#: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: jeff.humphrey@thomsonreuters.com

#### CONTRACT INFORMATION

Contract Name: Subscription Agreement Contract Value: \$40,851.72 (36 mos)

Brief Description: Subscription Agreement - West Proflex

Contract Dates : From: Execution to: 36 months Status:  New  Renew  Amend#  WA/Task Order

How Procured:  Sole Source  Single Source  ITB  RFP  RFQ  Coop.  Other \_\_\_\_\_

#### If Processing an Amendment:

Contract #: \_\_\_\_\_ Increase Amount of Existing Contract: \_\_\_\_\_

New Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ TOTAL OR AMENDMENT AMOUNT: \_\_\_\_\_

#### APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- |                                     |           |                        |
|-------------------------------------|-----------|------------------------|
| 1. <u>Michael S. Mullin</u>         | 4/29/2021 | <u>County Attorney</u> |
| Department Head Signature           | Date      | Submitting Department  |
| 2. <u>[Signature]</u>               | 4/29/2021 | <u>01141514-554000</u> |
| Procurement                         | Date      | Funding Source/Acct #  |
| 3. <u>Megan Diehl</u>               | 4/30/2021 |                        |
| Office of Management & Budget       | Date      |                        |
| 4. <u>Michael S. Mullin</u>         | 4/30/2021 |                        |
| County Attorney/Contract Management | Date      |                        |

Comments: \_\_\_\_\_

#### COUNTY MANAGER – FINAL SIGNATURE APPROVAL

Taco E. Pope, AICP 4/30/2021  
Taco Pope Date

#### RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: Clerk's Services; Contractor (original or certified copy)  
Copy: Department  
Procurement  
Office of Management & Budget  
County Attorney/Contract Management  
Clerk Finance



THOMSON REUTERS®

**Order Form****Order ID: Q-01127578**

Contact your representative jeff.humphrey@thomsonreuters.com with any questions. Thank you.

**Sold To Account Address**

Account #: 1003327561  
 NASSAU COUNTY COMM BOARD  
 MICHAEL MULLIN  
 96135 NASSAU PL STE 6  
 YULEE FL 32097-8635 US

"Customer"

**Shipping Address**

Account #: 1003327561  
 NASSAU COUNTY COMM BOARD  
 MICHAEL MULLIN  
 96135 NASSAU PL STE 6  
 YULEE FL 32097-8635 US

**Billing Address**

Account #: 1003327561  
 NASSAU COUNTY COMM BOARD  
 MICHAEL MULLIN  
 96135 NASSAU PL STE 6  
 YULEE, FL 32097-8635 US

This Order Form is a legal document between West Publishing Corporation and Customer. West Publishing Corporation also means "West", "we" or "our" and Customer means "Subscriber", "you", or "I". Subscription terms, if any, follow the ordering grids below.

**ProFlex Products**  
 See Attachment for details

Material #	Product	Monthly Charges	Minimum Terms (Months)
40757482	West Proflex	\$1,079.88	36

**Minimum Terms**

Your subscription is effective upon the date we process your order ("Effective Date") and Monthly Charges will be prorated for the number of days remaining in that month, if any. Your subscription will continue for the number of months listed in the Minimum Term column above counting from the first day of the month following the Effective Date. Your Monthly Charges during the first twelve (12) months of the Minimum Term are as set forth above. If your Minimum Term is longer than 12 months, then your Monthly Charges for each year of the Minimum Term are displayed in the Attachment to the Order Form. You are also responsible for all Excluded Charges as defined below.

**Post Minimum Terms**

At the end of the Minimum Term, your Monthly Charges will increase by 7%. Thereafter, the Monthly Charges will increase 7% every 12 months unless we notify you of a different rate at least 90 days before the annual increase. You are also responsible for all Excluded Charges. Excluded Charges may change after at least 30 days written or online notice. Either of us may cancel the Post Minimum Term subscription by sending at least 60 days written notice. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan, MN 55123-1803.

**Federal Government Subscribers Optional Minimum Term.** Federal government subscribers that chose a multi-year Minimum Term, those additional months will be implemented at your option pursuant to federal law.

**Banded Product Subscriptions** You certify your total number of attorneys (partners, shareholders, associates, contract or staff attorneys, of counsel, and the like), corporate users, personnel or full-time-equivalent students is indicated in the this Order Form. Our pricing for banded products is made in reliance upon your certification. If we learn that the actual number is greater or increases at any time, we reserve the right to increase your charges as applicable

**Miscellaneous**

**Thomson Reuters General Terms and Conditions**, apply to all products ordered including ebooks, and is located at <https://static.legalsolutions.thomsonreuters.com/static/ThomsonReuters-General-Terms-Conditions.pdf>. In the event that there is a conflict of terms between the General Terms and Conditions and this Order Form, the terms of this Order Form control. This Order Form is subject to our approval.

**Thomson Reuters General Terms and Conditions for Federal Subscribers** is located at <https://static.legalsolutions.thomsonreuters.com/static/Federal-ThomsonReuters-General-Terms-Conditions.pdf>. In the event that there is a conflict of terms between the General Terms and Conditions and this Order Form, the terms of this Order Form control. This Order Form is subject to our approval.

**Applicable Law.** If you are a state or local governmental entity, your state's law will apply and any claim may be brought in the state or federal courts located in your state. If you are a non-governmental entity, this Order Form will be interpreted under Minnesota state law and any claim by one of us may be brought in the state or federal courts in Minnesota. If you are a United States Federal Government Customer, United States federal law will apply and any claim may be brought in any federal court.

**Charges, Payments & Taxes.** You agree to pay all charges in full within 30 days of the date of invoice. You are responsible for any applicable sales, use, value added tax (VAT), etc. unless you are tax exempt. If you are a non-government customer and fail to pay your invoiced charges, you are responsible for collection costs including attorneys' fees.

**Excluded Charges And Schedule A Rates.** If you access products or services that are not included in your subscription you will be charged our then-current rate ("Excluded Charges"). Excluded Charges will be invoiced and due with your next payment. For your reference, the current Excluded Charges schedules are located in the below link. Excluded Charges may change from time-to-time upon 30 days written or online notice. We may, at our option, make certain products and services Excluded Charges if we are contractually bound or otherwise required to do so by a third party provider or if products or services are enhanced or if new products or services are released after the effective date of this ordering document. Modification of Excluded Charges or Schedule A rates is not a basis for termination under paragraph 10 of the General Terms and Conditions.

<http://static.legalsolutions.thomsonreuters.com/static/agreement/plan-2-pro-govt-agencies.pdf>

**eBilling Contact.** All invoices for this account will be emailed to your e-Billing Contact(s) unless you have notified us that you would like to be exempt from e-Billing.

**Credit Verification.** If you are applying for credit as an individual, we may request a consumer credit report to determine your creditworthiness. If we obtain a consumer credit report, you may request the name, address and telephone number of the agency that supplied the credit report. If you are applying for credit on behalf of a business, we may request a current business financial statement from you to consider your request.

**Returns and Refunds.** You may return a print product to us within 45 days of the original shipment date if you are not completely satisfied. Please see <http://static.legalsolutions.thomsonreuters.com/static/returns-refunds.pdf> or contact Customer Service at 1-800-328-4880 for additional details regarding our policies on returns and refunds.

**Product Specific Terms.** The following products have specific terms which are incorporated by reference and made part of this Order Form if they apply to your order. They can be found at <https://static.legalsolutions.thomsonreuters.com/static/ThomsonReuters-General-Terms-Conditions-PST.pdf>. If the product is not part of your order, the product specific terms do not apply. If there is a conflict between product specific terms and the Order Form, the product specific terms control.

- Campus Research
- Contract Express
- Hosted Practice Solutions
- ProView eBooks
- Time and Billing
- West km Software
- West LegalEdcenter
- Westlaw
- Westlaw Doc & Form Builder
- Westlaw Paralegal
- Westlaw Patron Access
- Westlaw Public Records


**Additional Order Form Terms and Conditions**

**Government Non Availability of Funds for Online, Practice Solutions or Software Products**

You may cancel a product or service with at least 60 days written notice if you do not receive sufficient appropriation of funds. Your notice must include an official document, (e.g., executive order, an officially printed budget or other official government communication) certifying the non-availability of funds. You will be invoiced for all charges incurred up to the effective date of the cancellation.

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This Order Form will expire and will not be accepted after 6/19/2021.

 <b>THOMSON REUTERS</b>	<h2>Attachment</h2> <h2>Order ID: Q-01127578</h2>
Contact your representative <a href="mailto:jeff.humphrey@thomsonreuters.com">jeff.humphrey@thomsonreuters.com</a> with any questions. Thank you.	

### Payment, Shipping, and Contact Information

**Payment Method:**

Payment Method: Bill to Account  
 Account Number: 1003327561

**Order Confirmation Contact (#28)**

Contact Name: Mullin, Michael S  
 Email: [mmullin@nassaucountyfl.com](mailto:mmullin@nassaucountyfl.com)

**Shipping Information:**

Shipping Method: Ground Shipping - U.S. Only

**eBilling Contact**

Contact Name Michael S Mullin  
 Email [mmullin@nassaucountyfl.com](mailto:mmullin@nassaucountyfl.com)

### ProFlex Multiple Location Details

Account Number	Account Name	Account Address	Action
1003327561	NASSAU COUNTY COMM BOARD	96135 NASSAU PL STE 6 YULEE FL 32097-8635 US	New

### ProFlex Product Details

Quantity	Unit	Service Material #	Description
1	Each	40757482	West Proflex
1	Attorneys	41933492	GVT Practical Law For Government (Westlaw PRO™)
1	Attorneys	42077755	Gvt - Analytical Plus for Government
1	Attorneys	41933475	Gvt Litigation For Government (Westlaw PRO™)
1	Attorneys	42510228	Gvt - Westlaw Edge™ National Primary

### Account Contacts

Account Contact First Name	Account Contact Last Name	Account Contact Email Address	Account Contact Customer Type Description
Susan	Gilbert	<a href="mailto:sgilbert@nassaucountyfl.com">sgilbert@nassaucountyfl.com</a>	EML PSWD CONTACT

### Lapsed Products

Sub Material	Active Subscription to be Lapsed
40757481	West Proflex
41933477	Gvt Litigation For Government (Westlaw PRO™)
42077754	Gvt - Analytical Plus for Government
42076680	Gvt - National Primary Core
41933493	GVT Practical Law For Government (Westlaw PRO™)

### Charges During Minimum Term

Material #	Product Name	Year 1 Monthly Charges	% incr Yr 1-2	Year 2 Monthly Charges	% incr Yr 2-3	Year 3 Monthly Charges	% incr Yr 3-4	Year 4 Monthly Charges	% incr Yr 4-5	Year 5 Monthly Charges
40757482	West Proflex	\$1079.88	5.00%	\$1133.87	5.00%	\$1190.56	N/A	N/A	N/A	N/A

### Charges During Minimum Term

Pricing is displayed only for the years included in the Minimum Term. Years without pricing in above grid are not included in the Minimum Term. Refer to your Order Form for the Post Minimum Term pricing.

## Certificate Of Completion

Envelope Id: F3A6A7FE15184999AF9532FE2D96CBE9  
 Subject: Please DocuSign: CM3002 Thomson Reuters.pdf  
 Source Envelope:  
 Document Pages: 4  
 Certificate Pages: 3  
 AutoNav: Enabled  
 Enveloped Stamping: Enabled  
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:  
 Amber Carter  
 acarter@nassaucountyfl.com  
 IP Address: 50.238.237.26

## Record Tracking

Status: Original  
 4/29/2021 3:08:37 PM

Holder: Amber Carter  
 acarter@nassaucountyfl.com

Location: DocuSign

## Signer Events

Michael S. Mullin  
 mmullin@nassaucountyfl.com  
 County Attorney  
 Nassau County BOCC  
 Security Level: Email, Account Authentication  
 (None)

## Signature

*Michael S. Mullin*

Signature Adoption: Pre-selected Style  
 Using IP Address: 50.238.237.26

## Timestamp

Sent: 4/29/2021 3:13:18 PM  
 Viewed: 4/29/2021 3:18:00 PM  
 Signed: 4/29/2021 3:18:08 PM

### Electronic Record and Signature Disclosure: Not Offered via DocuSign

Brian Simmons  
 bsimmons@nassaucountyfl.com  
 Procurement Manager  
 Nassau County BOCC  
 Security Level: Email, Account Authentication  
 (None)

*Brian Simmons*

Signature Adoption: Uploaded Signature Image  
 Using IP Address: 50.238.237.26

Sent: 4/29/2021 3:18:09 PM  
 Viewed: 4/29/2021 4:09:54 PM  
 Signed: 4/29/2021 4:12:16 PM

### Electronic Record and Signature Disclosure: Not Offered via DocuSign

Megan Diehl  
 mdiehl@nassaucountyfl.com  
 OMB Director  
 Nassau County BOCC  
 Security Level: Email, Account Authentication  
 (None)

*Megan Diehl*

Signature Adoption: Pre-selected Style  
 Using IP Address: 50.238.237.26

Sent: 4/29/2021 4:12:17 PM  
 Viewed: 4/30/2021 12:06:29 PM  
 Signed: 4/30/2021 12:46:49 PM

### Electronic Record and Signature Disclosure: Not Offered via DocuSign

Michael S. Mullin  
 mmullin@nassaucountyfl.com  
 County Attorney  
 Nassau County BOCC  
 Security Level: Email, Account Authentication  
 (None)

*Michael S. Mullin*

Signature Adoption: Pre-selected Style  
 Using IP Address: 50.238.237.26

Sent: 4/30/2021 12:46:51 PM  
 Viewed: 4/30/2021 12:47:35 PM  
 Signed: 4/30/2021 12:47:39 PM

### Electronic Record and Signature Disclosure: Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Taco E. Pope, AICP  tpepe@nassaucountyfl.com  County Manager  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><i>Taco E. Pope AICP</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26  Signed using mobile</p>	<p>Sent: 4/30/2021 12:47:41 PM  Viewed: 4/30/2021 1:05:16 PM  Signed: 4/30/2021 1:06:43 PM</p>
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
<p>Michael S. Mullin  mmullin@nassaucountyfl.com  County Attorney  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><b>COPIED</b></p>	<p>Sent: 4/30/2021 1:06:44 PM</p>
<p>Amber Carter  acarter@nassaucountyfl.com  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><b>COPIED</b></p>	<p>Sent: 4/30/2021 1:06:45 PM</p>
<p>Brenda Linville  blinville@nassauclerk.com  Nassau County Clerk  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><b>COPIED</b></p>	<p>Sent: 4/30/2021 1:06:46 PM</p>
<p>Heather Nazworth  hnazworth@nassauclerk.com  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><b>COPIED</b></p>	<p>Sent: 4/30/2021 1:06:47 PM</p>
<p>Melissa Lucey  mlucey@nassauclerk.com  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><b>COPIED</b></p>	<p>Sent: 4/30/2021 1:06:48 PM</p>

Carbon Copy Events	Status	Timestamp
Peggy Snyder psnyder@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/30/2021 1:06:48 PM
Tina Barnett tbarnett@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/30/2021 1:06:49 PM
Jennifer Marlatt jmarlatt@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/30/2021 1:06:50 PM

Witness Events	Signature	Timestamp
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	4/29/2021 3:13:18 PM
Certified Delivered	Security Checked	4/30/2021 1:05:16 PM
Signing Complete	Security Checked	4/30/2021 1:06:43 PM
Completed	Security Checked	4/30/2021 1:06:50 PM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>