

CS-21-016

BOCC CONTRACT APPROVAL FORM

(Contract Management Use only)
CONTRACT TRACKING NO.
CM3069

GENERAL INFORMATION

Requesting Department HUMAN RESOURCES

Contact Person: TINA KEITER OR ASHLEY METZ

Telephone: (904) 530-6075 Fax: (904) 321-5797 Email: TKEITER@NASSAUCOUNTYFL.COM

CONTRACTOR INFORMATION

Name: Masters Performance Improvement, LLC

Address: 9931 Hatton Circle, Orlando, FL 32832

City State Zip

Contractor's Administrator Name: ANDY MASTERS Title: PRESIDENT

Telephone: (407) 595-5838 Fax: (407) 985-2098 Email: ANDY@ANDY-MASTERS.COM

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF CONTRACTOR (NAME AND EMAIL ADDRESS)

Authorized Signatory Name: ANDY MASTERS

Authorized Signatory Email: ANDY@ANDY-MASTERS.COM

CONTRACT INFORMATION

Contract Name: MASTERS LEADERSHIP/CUSTOMER SERVICE TRAINING

Description: LEADERSHIP/CUSTOMER SERVICE EMPLOYEE TRAINING - BOCC CHAMBERS - 02/17/2022

GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC

Terms: Payment Period: 1 DAY Amount per Period: \$4,150.00

Total Amount of Contract: \$4,150.00

APPROXIMATE IF NECESSARY

Source of Funds: 01122513-555002 Termination/Cancellation: 02/17/2022

Authorized Signatory: TACO E. POPE, AICP/COUNTY MANAGER

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC

Contract Dates: From: 02/17/2022 to: 02/17/2022

Status: New Renew Amend# WA/Task Order

How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other PROF SVCS

If Processing an Amendment:

Contract #: _____ Increased Amount of Existing Contract: _____

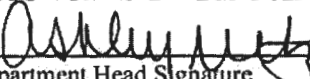

New Contract Dates: _____ to _____ Total or Amendment Amount: _____

Continued on next page

CHECKLIST*Complete and attach before sending contract for final signature*

Requirement	Description	Certified Complete By
Contract, Exhibits and Appendices	1) The contract and all documents incorporated by reference in the contract, including exhibits and appendices are attached (including E-Verify, Pricing, Scope, etc.) and properly identified; and 2) All such documents have been read and agreed to in their entirety by originating department and any faculty and staff members who have obligations under this contract.	
Name, Address, Contact Person	The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included.	
Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties.	
Competition/Conflicts and Existing Contracts/ Compliance	This contract does not conflict with any other contracts, promises or obligations of the BOCC. The requesting department verifies the BOCC can comply with all terms and conditions.	
Other Necessary Agreements	All other necessary agreements or waivers referred to in contract have been obtained and are attached and properly identified for reference.	
Indemnification	BOCC may not indemnify, hold harmless, be liable to, or reimburse any other party to the contract for claims, lawsuits, damages, attorney fees, or losses incurred by that party in connection with the contract.	
Term of Contract	Start and end dates of contract are included. Any renewals are included.	
Warranties/Guarantees	Warranties or guarantees give satisfactory protection.	
Insurance	Risk manager _____ has or _____ will approve insurance clauses. Levels confirmed ins requirements	
Governing Law	The contract is governed under the laws of the State of Florida. The contract may be silent on this issue but in no event will another state's law govern the agreement.	
Confidentiality Agreements	All nondisclosure clauses include exceptions regarding disclosure as required by law. If not applicable, indicate "n/a."	
Printed/Typed Names	Names of all persons signing contracts are printed or typed below signatures.	

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1.  8/16/21 HR
Department Head Signature Date Submitting Department
2.  9/23/2021 _____
Procurement Date Funding Source/Acct #
3. Megan Diehl _____
Office of Management & Budget Date
4. Michael S. Mullin 9/23/2021 _____
County Attorney/Contract Management Date

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

5. Taco E. Pope, AICP 9/23/2021 _____
County Manager Date

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

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

2021-2022 FY BUDGET

NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
96135 Nassau Place Suite 1
Yulee, FL 32097

PAGE

1 OF 1

VENDOR NAME/ADDRESS
MASTERS PERFORMANCE IMPROVEMENT, LLC
9931 HATTON CIRCLE
ORLANDO, FL 32832

DEPARTMENT
HUMAN RESOURCES

REQUESTED BY
T. KEITER

VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	PURCHASE ORDER TOTAL	DISCOUNT TERMS
	MASTERS PERFORMANCE IMPROVEMENT, LLC				N/A
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
1	LEADERSHIP/CUSTOMER SERVICE EMPLOYEE	1.00	\$ 4,150.00	\$ 4,150.00	
	TRAINING - 02/17/2022				
	01122513-555002				
	Additional Information				
	Funding Source				
	More details as needed				

ORIGINAL - FINANCE COPY
COPY- DEPARTMENT COPY

Shipping \$ 0.00
Total \$ 4,150.00

Department Head

I attest that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County Purchasing Policy.

Ashley Metz

8/16/21

Office of Management and Budget

I attest that, to the best of my knowledge, funds are available for payment.

Megan Diehl

9/23/2021

County Manager

I attest that, to the best of my knowledge, the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval.

Tace E. Pope, AICP

9/23/2021

Clerk: _____
Date: _____



July 16, 2021

Tina L. Keiter
Nassau County Human Resources
96135 Nassau Place, Suite 5
Yulee, Florida 32097

Dear Tina:

It was a pleasure working with you to bring my programs to your event. Please review and sign this agreement below, and scan/email back to reserve the date for your event. You will receive a copy signed by both parties to keep. I look forward to working with you to present the best programs possible for your audience. Call me directly at 407-595-5838 if you have any questions.

Program

Contractor Andy Masters, MA, CSP, agrees to facilitate two programs of approximately 3.0-4.0 hours in length on Thursday, February 17, 2022, for Client, Nassau County, Florida. Exact times, topics, and location to be determined by client. Client is entitled to a discounted price of \$6.47 for autographed copies of Things LEADERS Say: A Daily Guide to Help Every Leader Empower & Inspire if purchased in advance for all attendees, or keep for future events.

Pricing / Payment

Client agrees to pay \$4,150.00 total for two programs presented by Contractor, Author/Speaker Andy Masters, MA, CSP. This "all-inclusive" fee includes all transportation, hotel, meals, and any other associated program costs, which is to be incurred by presenter. Check made payable to Masters Performance Improvement (MPI) to be received within 30 days after completion of event, or by March 17, 2022. MPI U.S. Federal Tax ID: #81-1113040. Both parties agree to reschedule speaking engagement within 12 months of original date in event of Act of God or impacts of pandemic.

Thank You!

I look forward to working with you to present the most valuable programs possible for your event. I want to continue a long-standing relationship with Nassau County!

<u>Andy Masters</u> (MPI Signature)	9/23/2021 (Date)	<u>Taco E. Pope, AICP</u> (Signature of Authorized Official)	9/23/2021 (Date)
Andy Masters, MA, CSP President Masters Performance Improvement, Inc. (Contractor)		<u>Taco E. Pope, AICP</u> County Manager Authorized County Official	(Print Name) (Print Title) (Client)

**NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS
RELEASE AND WAIVER OF LIABILITY**

This Release and Waiver of Liability (the "release") executed on 8/5/21 (date) by Charles A. Masters, Masters Performance Improvement ("Vendor") releases Nassau County Board of County Commissioners, ("NCBOCC"), a municipality organized and existing under the laws of the State of Florida and each of its directors, officers, employees, and agents.

Masters Performance Improvement understands that the scope of Vendor's relationship with NCBOCC is limited to a Vendor position and that NCBOCC will not provide any benefits traditionally associated with employment to Vendor; and that Vendor is responsible for his/her own insurance coverage in the event of personal injury or illness as a result of Vendor's services to NCBOCC.

I, Charles A. Masters, Masters Performance Improvement, release and forever discharge and hold harmless NCBOCC and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services I provide to NCBOCC.

I understand and acknowledge that this Release discharges NCBOCC from any liability or claim that I may have against NCBOCC with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide to NCBOCC or occurring while I am providing Vendor services.

Further I understand that NCBOCC does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation or liability on the part of NCBOCC.

I hereby Release and forever discharge NCBOCC from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a Vendor with NCBOCC.

As a Vendor, I hereby expressly assume risk of injury or harm from these activities and Release NCBOCC from all liability. I certify that I am 18 years of age or older.

Understanding that public relations is an important part of a Vendor's activities on behalf of NCBOCC, I hereby authorize NCBOCC to use any photographs taken of me for public relations purposes.

As a Vendor, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Florida and that this Release shall be governed by and interpreted in accordance with the laws of the State of Florida. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.



Date: 8/5/21

Signature

Charles A. Masters

Printed Name of Signature

Visit our [Temporary Policies \(/node/5093\)](/node/5093) Related to COVID-19 page for E-Verify and Form I-9 changes due to COVID-19.

SUBCONTRACTORS, INDEPENDENT CONTRACTORS, AND AFFILIATES

Subcontractors

The E-Verify federal contractor rule requires certain federal prime contractors to require their subcontractors to use E-Verify when:

- The prime contract includes the [Federal Acquisition Regulation \(FAR\) E-Verify clause \(PDF\)](#) (<http://edocket.access.gpo.gov/2008/pdf/E8-26904.pdf>).
- The subcontract is for commercial or noncommercial services or construction
- The subcontract has a value of more than \$3,500
- The subcontract includes work performed in the United States

Note: Subcontractors who are suppliers are not subject to the E-Verify federal contractor rule.

Prime Contractor and Subcontractor Obligations

The prime contractor should provide general oversight to their subcontractors to ensure that they meet their contractual requirements, which may include enrolling in and using E-Verify.

The subcontractor should provide the prime contractor a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

For instructions on how to print your Maintain Company page or additional information see the [E-Verify Supplemental Guide for Federal Contractors \(/supplemental-guide-for-federal-contractors\)](#).

Independent Contractors and Self-Employed Individuals

Form I-9, Employment Eligibility Verification, rules govern whether an individual is considered self-employed with respect to using E-Verify. Generally, self-employed individuals are not required to complete Form I-9 on themselves, and therefore are not required to use E-Verify. However, all employers, including sole proprietorships, must complete a Form I-9 for each employee they hire.

Subsidiaries and Affiliates

Only the legal entity (business) that signs the contract is considered the federal contractor and is bound by the E-Verify obligation.

Whether certain subsidiaries and affiliates are a part of the legal contracting entity depends on the specific factual context. Consult your legal counsel if you have additional questions about this topic.

Related Upcoming Webinars

Federal Contractor E-Verify

Learn about timelines for enrollment, how to use the program, how to verify new and existing employees, and exemption and exceptions for federal contractors who have been awarded a federal contract with the FAR E-Verify clause. Useful for federal contractors and subcontractors affected by the E-Verify federal contractor rule. Estimated duration: 1 hour.

To attend, select 'View Availability' below to see available dates and times:

[VIEW AVAILABILITY \(/about-e-verify/e-verify-webinars?qt=1&term_node_tid_depth=300\)](/about-e-verify/e-verify-webinars?qt=1&term_node_tid_depth=300)

Last Updated Date: 04/10/2018


Certificate Of Completion

Envelope Id: 5CA546DBE53D4EDB80253D75EB8E18FE	Status: Completed
Subject: Please DocuSign: CM3069 Masters Perf. Improvement, LLC.pdf	
Source Envelope:	
Document Pages: 7	Signatures: 8
Certificate Pages: 7	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Amber Carter
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	acarter@nassaucountyfl.com
	IP Address: 50.238.237.26

Record Tracking

Status: Original	Holder: Amber Carter	Location: DocuSign
9/22/2021 2:42:11 PM	acarter@nassaucountyfl.com	


Signer Events

Signature	Timestamp
<p>Brian Simmons bsimmons@nassaucountyfl.com Manager, Procurement Nassau County BOCC Security Level: Email, Account Authentication (None)</p>  <p>Signature Adoption: Uploaded Signature Image Using IP Address: 50.238.237.26</p>	<p>Sent: 9/22/2021 2:57:40 PM Viewed: 9/23/2021 8:23:20 AM Signed: 9/23/2021 8:23:25 AM</p>


Electronic Record and Signature Disclosure:
Not Offered via DocuSign

<p>Megan Diehl mdiehl@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p>  <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 9/23/2021 8:23:27 AM Viewed: 9/23/2021 10:33:57 AM Signed: 9/23/2021 10:45:42 AM</p>
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

<p>Michael S. Mullin mmullin@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p>  <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 9/23/2021 10:45:43 AM Viewed: 9/23/2021 2:34:45 PM Signed: 9/23/2021 2:34:51 PM</p>
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

<p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p>  <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 9/23/2021 2:34:52 PM Viewed: 9/23/2021 3:12:23 PM Signed: 9/23/2021 3:12:43 PM</p>
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Andy Masters andy@andy-masters.com Security Level: Email, Account Authentication (None)</p>	<p><i>Andy Masters</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 184.169.44.4</p>	<p>Sent: 9/23/2021 3:12:45 PM Viewed: 9/23/2021 4:34:38 PM Signed: 9/23/2021 4:38:04 PM</p>

Electronic Record and Signature Disclosure:
Accepted: 9/23/2021 4:34:38 PM
ID: 500e2760-a43b-48a9-9322-0eb41bc8f347

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>Amber Carter acarter@nassaucountyfl.com Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">COPIED</div>	<p>Sent: 9/23/2021 4:38:06 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		

<p>Ashley Metz ametz@nassaucountyfl.com Human Resources Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">COPIED</div>	<p>Sent: 9/23/2021 4:38:07 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		

<p>Tina Keiter tkeiter@nassaucountyfl.com Employee Services Coordinator Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">COPIED</div>	<p>Sent: 9/23/2021 4:38:08 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		

<p>Andy Masters andy@andy-masters.com Security Level: Email, Account Authentication (None)</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">COPIED</div>	<p>Sent: 9/23/2021 4:38:09 PM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 9/23/2021 4:34:38 PM ID: 500e2760-a43b-48a9-9322-0eb41bc8f347</p>		

Carbon Copy Events	Status	Timestamp
<p>Brenda Linville blinville@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">COPIED</div>	<p>Sent: 9/23/2021 4:38:10 PM</p>
<p>Peggy Snyder psnyder@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">COPIED</div>	<p>Sent: 9/23/2021 4:38:11 PM</p>
<p>Tina Barnett tbarnett@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">COPIED</div>	<p>Sent: 9/23/2021 4:38:12 PM</p>
<p>Jennifer Marlatt jmarlatt@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">COPIED</div>	<p>Sent: 9/23/2021 4:38:14 PM</p>
<p>Melissa Lucey mlucey@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">COPIED</div>	<p>Sent: 9/23/2021 4:38:15 PM</p>
<p>Heather Nazworth hnazworth@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">COPIED</div>	<p>Sent: 9/23/2021 4:38:16 PM</p>
<p>Sue Boria sboria@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">COPIED</div>	<p>Sent: 9/23/2021 4:38:17 PM</p>
<p>Kari Ulmer kulmer@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">COPIED</div>	<p>Sent: 9/23/2021 4:38:18 PM</p>

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events**Status****Timestamps**

Envelope Sent	Hashed/Encrypted	9/22/2021 2:57:40 PM
Certified Delivered	Security Checked	9/23/2021 4:34:38 PM
Signing Complete	Security Checked	9/23/2021 4:38:04 PM
Completed	Security Checked	9/23/2021 4:38:18 PM

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, County of Nassau (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Nassau:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bsimmons@nassaucountyfl.com

To advise County of Nassau of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bsimmons@nassaucountyfl.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Nassau

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Nassau

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Nassau as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Nassau during the course of your relationship with County of Nassau.