

CS-22-110

Agreement/Contract CM__3116_____

Renewal of Monsido Web Governance Suite

This letter confirms the renewal of the Agreement/Contract on the terms set out below.

General information

No.	Topic	Details
1	Department	Name: Tech Services
2	Vendor	Name: Monsido, LLC
3	Agreement/Contract	Agreement/Contract title: Monsido Web Governance Suite Agreement/Contract tracking number: CM3116 - AR1 Funding Account(s): 01132516-549000 Amount: \$3,811.00

Agreement/Contract Renewal

On behalf of the Nassau County Board of County Commissioners, the Department gives notice that it wishes to exercise the option to automatically renew the term of the Agreement/Contract for 12 months , beginning 01/01/2023 and ending 12/31/2023 , in accordance with the terms of the Agreement/Contract.

Yours sincerely

Derrick D. Lindsay 1/27/2023
Department: Date

Approved by:
Sanasa Belmont 1/27/2023
Procurement Date

Chris Lacambra 1/27/2023
Office of Management & Budget Date
Denise C. May 1/31/2023

County Attorney Date 1/31/2023

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

Taco E. Pope AICP 1/31/2023
Taco E. Pope, AICP, County Manager Date



INVOICE

County of Nassau, Florida
 96135 Nassau Place
 Suite 1
 YULEE FLORIDA 32097
 UNITED STATES

Invoice Date
 Jan 19, 2023

Invoice Number
 INV-24510

Monsido, LLC
 PO Box 3330
 Durham, NC 27702
 United States

Description	Quantity	Unit Price	Tax	Amount USD
Web & Accessibility Compliance 2k; 1/1/2023-12/31/2023	1.00	3,811.00	Tax Exempt	3,811.00
PDF Accessibility Scanning - 500 PDFs	1.00	0.00		0.00
PageAssist	1.00	0.00		0.00
			Subtotal	3,811.00
			TOTAL USD	3,811.00

Due Date: Feb 18, 2023

Let's save some trees (and some money). Please use ACH or CC for payment whenever possible.

Bank account details for customers paying by ACH:

Monsido, Inc.
 PNC Bank, N.A.
 Routing Number - 031207607
 Account Number - 8026501184
 Email: invoicing@optimere.com

Please send checks to:

Monsido, Inc.
 PO Box 3330
 Durham, NC 27702
 United States



[View and pay online now](#)



PAYMENT ADVICE

To: Monsido, LLC
PO Box 3330
Durham, NC 27702
United States

Customer	County of Nassau, Florida
Invoice Number	INV-24510
Amount Due	3,811.00
Due Date	Feb 18, 2023
Amount Enclosed	

Enter the amount you are paying above

Certificate Of Completion

Envelope Id: 99187CD4DA444B73AA5ECBE7A7F53BA9
 Subject: Please DocuSign: CM3116-AR1 - Monsido, LLC - Web Governance Suite- \$3,811.00
 Source Envelope:
 Document Pages: 5 Signatures: 10
 Certificate Pages: 6 Initials: 2
 AutoNav: Enabled
 Envelope Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

 Envelope Originator:
 Tonya Wood
 twood@nassaucountyfl.com
 IP Address: 50.238.237.26

Record Tracking

Status: Original
 1/27/2023 8:14:55 AM
 Holder: Tonya Wood
 twood@nassaucountyfl.com

Location: DocuSign

Signer Events

Signature

Timestamp

Derrick D. Lindsay
 dlindsay@nassaucountyfl.com
 Chief Innovation Officer
 Nassau County BOCC
 Security Level: Email, Account Authentication
 (None)

Derrick D. Lindsay

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

Sent: 1/27/2023 8:27:56 AM
 Viewed: 1/27/2023 8:38:49 AM
 Signed: 1/27/2023 8:39:07 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Tracy Poore
 tpoores@nassaucountyfl.com
 OMB Admin
 Nassau County BOCC
 Security Level: Email, Account Authentication
 (None)

TP

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

Sent: 1/27/2023 8:39:12 AM
 Viewed: 1/27/2023 1:24:07 PM
 Signed: 1/27/2023 1:24:13 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

chris lacambra
 clacambra@nassaucountyfl.com
 OMB Director
 Nassau County BOCC
 Security Level: Email, Account Authentication
 (None)

chris lacambra

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

Sent: 1/27/2023 1:24:18 PM
 Viewed: 1/27/2023 1:57:37 PM
 Signed: 1/27/2023 1:57:43 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Lanaee Gilmore
 lgilmore@nassaucountyfl.com
 Procurement Director
 Nassau County BOCC
 Security Level: Email, Account Authentication
 (None)

Lanaee Gilmore

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

Sent: 1/27/2023 1:57:47 PM
 Viewed: 1/27/2023 2:24:03 PM
 Signed: 1/27/2023 2:24:09 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Signer Events	Signature	Timestamp
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<p>Abigail Jorandby ajorandby@nassaucountyfl.com Assistant County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p>	<p><i>AJ</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 1/27/2023 2:24:14 PM Viewed: 1/31/2023 8:25:00 AM Signed: 1/31/2023 8:25:05 AM</p>
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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

<p>Denise C. May dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<p><i>Denise C. May</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 1/31/2023 8:25:10 AM Viewed: 1/31/2023 9:06:39 AM Signed: 1/31/2023 9:06:54 AM</p>
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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

<p>Clerk Finance boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p>	<p><i>Clerk Finance</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 1/31/2023 9:07:00 AM Viewed: 1/31/2023 3:14:03 PM Signed: 1/31/2023 3:14:16 PM</p>
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Electronic Record and Signature Disclosure:
 Accepted: 2/4/2021 9:59:11 AM
 ID: 6238f06a-a4ad-4d45-a7f5-929d04629059

<p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<p><i>Taco E. Pope AICP</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 1/31/2023 9:06:59 AM Viewed: 1/31/2023 10:07:06 AM Signed: 1/31/2023 10:09:32 AM</p>
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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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<p>Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p>	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">COPIED</div>	<p>Sent: 1/31/2023 3:14:21 PM Viewed: 1/31/2023 3:18:44 PM</p>
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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Carbon Copy Events**Status****Timestamp**

Procurement Staff

BOCCProcurement@nassaucountyfl.com

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

COPIED

Sent: 1/31/2023 3:14:24 PM

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

Envelope Sent

Hashed/Encrypted

1/27/2023 8:27:57 AM

Certified Delivered

Security Checked

1/31/2023 10:07:06 AM

Signing Complete

Security Checked

1/31/2023 10:09:32 AM

Completed

Security Checked

1/31/2023 3:14:24 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.

DATE
1/24/2023

Requisition Form
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
Monsido, LLC
PO Box 3330
Durham, NC 27702

DEPARTMENT
Tech Services

REQUESTED BY
Tonya Wood

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
	Monsido Web Governance	01132516-549000	\$ 90,880.92	Encumber Contract	CM3116-AR1
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
	Web & Accessibility Compliance 2k; 1/1/23-12/31/23	1.00	\$ 3,811.00	\$ 3,811.00	
	PDF Accessibility Scanning - 500 PDFs	1.00	\$ 0.00	\$ 0.00	
	PageAssist	1.00	\$ 0.00	\$ 0.00	
				\$ 0.00	
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				\$ 0.00	

ORIGINAL - FINANCE Shipping \$ 0.00
 COPY - DEPARTMENT Total \$ 3,811.00

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.

Demick V. Lindsay 1/27/2023

Office of Management and Budget (signature required if over Department Head signature authority or \$5,000, whichever is less.)

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

Chris Lacambra 1/27/2023

[Signature] 1/27/2023

Procurement Director (signature required if over Department Head signature authority or \$5,000, whichever is less.)

I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy.

Janice Altmire 1/27/2023

County Manager (signature required if over Department Head signature authority or \$5,000, whichever is less.)

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.

Carol E. Pope, AICP 1/31/2023

Clerk Finance
Date: 1/31/2023