

CS-22-195

BOCC CONTRACT APPROVAL FORM

(Request for Contract Preparation)

CONTRACT TRACKING NO.
CM3112-A1

GENERAL INFORMATION

Requesting Department: Judicial
Contact Person: Michelle Watson
Telephone: (904) 548-4909 Fax: (904) 548-4919 Email: MMWatson@coj.net

CONTRACTOR INFORMATION

Name: Clear View Transformations, Inc.
Address: 76347 Veterans Way, Yulee, Florida 32097
City _____ State _____ Zip _____
Contractor's Administrator Name: Robin Hampton, MS, LMHC Title: Owner
Telephone: (904) 548-4889 Fax: () Email: rhampton@cvt-probation.org

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

Authorized Signatory Name: Robin Hampton, MS, LMHC
Authorized Signatory Email: rhampton@cvt-probation.org

CONTRACT INFORMATION

Contract Name: Misdemeanor Probation Services for the Fourth Judicial Circuit
Description: Contract to provide misdemeanor probation services
GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.

Total Amount of Contract: _____
APPROXIMATE IF NECESSARY

Source of Funds: County State Federal Other _____ Account: _____

Authorized Signatory: Taco E. Pope, AICP

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC

Contract Dates: From: Execution to: 12/12/2022 Termination/Cancellation: _____

Status: New Renew Amend# WA/Task Order Supplemental Agreement

How Procured: Exemption Sole Source Single Source ITB RFP RFQ Coop
 Piggyback Quotes Other _____

If Processing an Amendment:

Contract #: CM3112 Increased Amount to Existing Contract: _____

New Contract Dates: 12/13/21 to 12/12/23 Total or Amended Amount: _____

Continued on next page

CHECKLIST		
<i>Review/Complete before sending contract for final signature</i>		
Requirement	Description	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 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 in 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. *Jules R.* 4/20/2023
Department Head/Contract Manager Date
2. *Janice Adams* 4/25/2023
Procurement Date
3. *Chris Lacambra* 4/21/2023
Office of Mgmt & Budget Date
4. *Denise C. May* 4/26/2023
County Attorney Date

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

5. *Taco E. Popey AICP* 4/26/2023
County Manager Date

**FIRST AMENDMENT TO CONTRACT FOR MISDEMEANOR PROBATION SERVICES
FOR THE FOURTH JUDICIAL CIRCUIT, IN AND FOR NASSAU COUNTY, FL**

THIS FIRST AMENDMENT made and entered into on _____
by and between the **Board of County Commissioners of Nassau County,
Florida**, a political subdivision of the State of Florida,
hereinafter referred to as the "County", and **Clear View
Transformations, Inc.**, authorized to do business in the State of
Florida as a non-profit corporation, hereinafter referred to as
"Contractor".

WHEREAS, the parties entered into the Contract for
*Misdemeanor Probation Services for the Fourth Judicial Circuit, In
and For Nassau County, FL*, hereinafter referred to as "Contract",
on or about December 13, 2021; and

WHEREAS, the Contract provided for an initial performance
period beginning on or about December 13, 2021 and ending December
12, 2022 with the option to extend the performance period in one
(1) year increments upon agreement between the parties and at the
recommendation of the Nassau County Administrative Judge; and

WHEREAS, after December 12, 2022, the parties continued to
perform their contractual duties and responsibilities under the
Contract; and

WHEREAS, the parties agree by this performance there was an
implied extension of the Contract term; and

WHEREAS, the parties now desire to memorialize the extension of the performance period of the Contract for an additional one (1) year period beginning on December 13, 2022 and ending on December 12, 2023; and

WHEREAS, at the request of the Nassau County Administrative Judge, the parties desire to enter into this Amendment to reflect an extension of the performance period of the Contract until December 12, 2023.

NOW, THEREFORE, for and in consideration of the promises and mutual covenants and understanding contained herein, the parties hereto do mutually agree as follows:

1. The Contract shall be amended to extend the performance period for one (1) additional year beginning December 13, 2022 and ending December 12, 2023.
2. All other provisions of the Contract not in conflict with this Amendment shall remain in full force and effect.

[The remainder of this page left intentionally blank.]

Contract Tracking No.: CM3112-A1

NASSAU COUNTY, FLORIDA

Taco E. Pope, AICP

By: TACO E. POPE, AICP

Its: Designee

Date: 4/26/2023

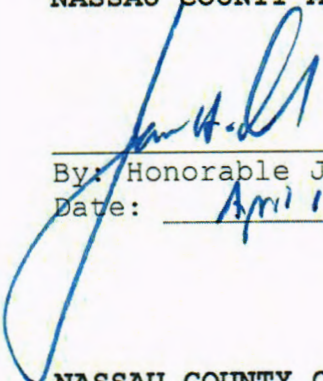
Approved as to form and legality
by the Nassau County Attorney:

Denise C. May

4/26/2023

DENISE C. MAY

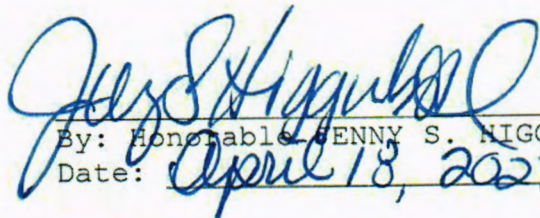
NASSAU COUNTY ADMINISTRATIVE JUDGE



By: Honorable JAMES H. DANIEL

Date: April 17, 2023

NASSAU COUNTY COURT JUDGE



By: Honorable PENNY S. NIGGINBOTHAM

Date: April 18, 2023

CLEAR VIEW TRANSFORMATIONS, INC.

Robin C. Hampton, MS, LMHC

By: Robin C. Hampton, MS, LMHC

Its: Executive Director

Date: 4/26/2023

Certificate Of Completion

Envelope Id: 4BA42520023B47E190D5E6CB98922430
 Subject: Please DocuSign: CM3112 - Robin Hampton, MS, LMHC - Misdemeanor Probation - \$
 Source Envelope:
 Document Pages: 5 Signatures: 8
 Certificate Pages: 6 Initials: 0
 AutoNav: Enabled
 Envelope Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

 Envelope Originator:
 Michelle Watson
 mmwatson@coj.net
 IP Address: 10.30.195.23

Record Tracking

Status: Original Holder: Michelle Watson Location: DocuSign
 4/20/2023 3:20:25 PM mmwatson@coj.net

Signer Events

Judge Daniel
 jhdaniel@coj.net
 Security Level: Email, Account Authentication
 (None)

Signature



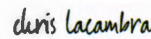
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 Signed: 4/20/2023 4:28:40 PM

Electronic Record and Signature Disclosure:
 Accepted: 4/20/2023 4:27:19 PM
 ID: 1144a86f-041f-4429-b919-df575257d46f

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



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

Sent: 4/20/2023 4:28:42 PM
 Viewed: 4/21/2023 11:18:19 AM
 Signed: 4/21/2023 11:18:23 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

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

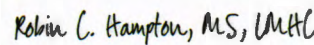


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 Signed: 4/25/2023 9:43:45 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Robin C. Hampton, MS, LMHC
 rhampton@cvt-probation.org
 Executive Director
 Security Level: Email, Account Authentication
 (None)



 Signature Adoption: Pre-selected Style
 Using IP Address: 73.104.67.28

Sent: 4/25/2023 9:43:48 AM
 Viewed: 4/25/2023 7:22:37 PM
 Signed: 4/26/2023 6:31:24 AM

Electronic Record and Signature Disclosure:
 Accepted: 4/25/2023 7:22:37 PM
 ID: b0752d3f-120c-4dc4-892e-d73cd3673902

Envelope Summary Events	Status	Timestamps
Envelope Updated	Security Checked	4/20/2023 3:49:39 PM
Envelope Updated	Security Checked	4/20/2023 3:49:39 PM
Certified Delivered	Security Checked	4/26/2023 8:24:34 AM
Signing Complete	Security Checked	4/26/2023 8:24:40 AM
Completed	Security Checked	4/26/2023 8:24:43 AM

Payment Events	Status	Timestamps
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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.

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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.