

CS-22-313

# BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM3311-A1

**SECTION 1 - GENERAL INFORMATION**  
 Requesting Department: County Manager Contact Person: Brandy Carvalho  
 Telephone: (904) 530-6013 Email: bcarvalho@nassaucountyfl.com

**SECTION 2 - VENDOR INFORMATION**  
 Name: Samiracles LLC  
 Address: 338 North Fletcher Avenue  
 City: Fernandina Beach State: FL Zip Code: 32034  
 Vendor's Administrator Name: Samir Gupte Title: Manager  
 Telephone: (502) 905-6953 Email: sgupte1@gmail.com

**SECTION 3 - VENDOR AUTHORIZED SIGNATORY**  
 Authorized Signatory Name: Samir Gupte  
 Authorized Signatory Email: sgupte1@gmail.com  
 (IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)

**SECTION 4 - CONTRACT INFORMATION**  
 Contract Name: \_\_\_\_\_  
 Type:  New Contract  Work Authorization  Supplemental Agreement  
 Short Description of Product(s)/Service(s) Being Requested: \_\_\_\_\_  
 (GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)  
 Procured Method:  Quotes  ITB  RFP  RFQ  Piggyback  Exemption  Sole Source  
 Single Source  Other \_\_\_\_\_  
 Total Amount of Contract: \_\_\_\_\_ (Estimate if necessary)  
 Account Number: \_\_\_\_\_  
 Source of Funds:  County  State  Federal  Other: \_\_\_\_\_  
 County Authorized Signatory:  BOCC Chairman  County Manager  
 (IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)

**SECTION 5 - INSURANCE**  
 Insurance Category:  Category L  Category M  Category H  Other: \_\_\_\_\_  
 Risk Manager Initials: AM 8/3/2023

**SECTION 6 - AMENDMENT INFORMATION**  
 Contract Tracking No: CM3311 Amendment No: A1  
 Type of Amendment:  Renewal  Time Only Extension  Additional Scope  Other: \_\_\_\_\_  
 Increased Amount to Existing Contract: \$ 15,000.00 (if any) Total with Amended Amount: \$ 28,000.00

**APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY**

- |                                  |                 |                    |
|----------------------------------|-----------------|--------------------|
| 1. <u>Brandy Carvalho</u>        | <u>8/2/2023</u> |                    |
| Department Head/Contract Manager | Date            |                    |
| 2. <u>[Signature]</u>            | <u>8/3/2023</u> | <u>JP 8/1/23</u>   |
| Office of Mgmt & Budget          | Date            |                    |
| 3. <u>[Signature]</u>            | <u>8/3/2023</u> | <u>Bee 8/1/23</u>  |
| Procurement                      | Date            |                    |
| 4. <u>Denise C. May</u>          | <u>8/8/2023</u> | <u>BJ 8/8/2023</u> |
| County Attorney                  | Date            |                    |

**COUNTY MANAGER - FINAL SIGNATURE APPROVAL**  
Taco E. Poppy AICP 8/9/2023  
 County Manager Date

**AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES**

**THIS AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES** (hereinafter “Amendment”) is made by and between the Board of County Commissioners of Nassau County, Florida, a political subdivision of the State of Florida (hereinafter the “County”), and Samiracles LLC, a business having its primary business location at 338 N. Fletcher Avenue, Fernandina Beach, FL 32034 (hereinafter the “Vendor”).

**WITNESSETH:**

**WHEREAS**, the Parties previously entered into a Contract for Talent System Assessment dated January 23, 2023 (hereinafter “Contract”); and

**WHEREAS**, the Contract provided for a compensation amount not to exceed \$11,000; and

**WHEREAS**, the parties now desire to amend the Contract terms and conditions subject to the provisions contained herein.

**NOW, THEREFORE**, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the Parties do agree to amend the Contract as follows:

**SECTION 1.** Section 5.1 of the Contract is hereby amended to read as follows:

**5.1** Consultant shall be compensated not to exceed Twenty-Six Thousand Dollars and 00/100 (\$26,000.00), in accordance with Exhibit "A" of the Contract.

**SECTION 2.** All other terms and conditions of the Contract not inconsistent with the provisions of this Amendment shall remain the same and in full force and effect.

[The remainder of this page left intentionally blank.]

**IN WITNESS WHEREOF**, the Parties have caused this Amendment to be executed by its duly authorized representatives, effective as of the last date below.

**THE COUNTY**

**NASSAU COUNTY, FLORIDA**

Signature: Taco E. Pope, AICP

Print Name: Taco E. Pope, AICP

Title: County Manager

Date: 8/9/2023

**REVIEWED FOR LEGAL FORM AND CONTENT:**

Denise C. May  
**DENISE C. MAY, County Attorney**

**SAMIRACLES LLC:**

Signature: Samir Gupte

Print Name: Samir Gupte

Title: Chief Change Officer

Date: 8/8/2023

# EXHIBIT "A" VENDOR'S PROPOSAL



## Proposal for Nassau County Government's Talent System Assessment & Coaching

**Samiracles Consulting LLC** is a management consulting firm whose principal brings over 25 years of leadership experience in corporate, small business, and community-oriented organizations. For the past 7 years we have delivered consulting services to over seventy clients and led more than 250 workshops and educational programs in sectors ranging from social services to corporate to law enforcement as well as other non-profits.

We help individuals, organizations and communities identify and achieve their full potential through Strategic Planning, Organization Effectiveness and Design, Leadership Development and Coaching, Business Consulting, Change Leadership, Culture Transformation and DE&I+Unconscious Bias Assessment and Training.

**Nassau County Government** is led by a County Manager and through his leadership team, they seek to ensure that County services are delivered in a courteous and professional manner and to enhance the image of the County. They have a set of fifteen customer care standards which are both internal and external expectations for "the how" of this mission.

They have crafted a compelling vision for the future in which Nassau County is "committed to managing growth and creating sustainable economic development in a way that maintains and improves the quality of life and unique character of the communities by utilizing its strengths – the people, the abundance of unspoiled natural resources, and its strategic location as the "Eastern Gateway to Florida."

Leadership has expressed interest in building a comprehensive Talent System in support of the vision, mission, and standards, with these discussed goals:

- 1) Achieve and evolve the desired culture
- 2) Employees feel set up for success upon hire and in each subsequent internal move
- 3) A largely internally promoted leadership cadre
- 4) Other counties come to us for benchmarking
- 5) We have the team to achieve the vision for the county

Samiracles has experience in starting up and sustaining comprehensive Talent Systems and has learned that the presence of foundational infrastructure ensures the increased likelihood of reaping the benefits of a Talent System. These include:

- A defined culture
- Clear employee expectations (sometimes known as competencies)
- Leadership preparedness
- Method to measure progress
- Good HR system
- Change philosophy and plan

The first suggested step is to conduct a current state assessment. This will enable Nassau County Government's leadership to shape the most optimal project plan to implement the relevant components of a Talent System in a paced and sequenced way.

We are honored to submit the proposed approach as follows, using a consulting rate of \$250/hour in Exhibit A.

**EXHIBIT A**

<b>Step I – Input</b>	<b>Description</b>	<b>Who</b>
Discussions with key leaders to gather input and gain leadership buy-in	1:1 conversations with key leaders to understand their personal experiences and professional point of view.  This would include messaging to introduce the project to be communicated by Project Leader.	Samir Gupte & key leaders to be defined by Project Leader.  Interviewees could include Deputy County Manager, Assistant County Manager, County Attorney, Fire Chief, Department Heads for Buildings, Facilities, Library Services, Roads, OMB, Technology, HR Director, and Planning
Employee listening sessions	In-person or virtual focus groups with selected departments and/or employees to be agreed upon with consultant and Project Leader to understand their views on pertinent topics.	Samir will facilitate the groups.
<b>Step II - Research</b>	<b>Description</b>	<b>Who</b>
Understand the current information and processes  (January)	Discuss HR programs, processes, tools, measures, and available data	Samir with Assistant County Manager, Director of Strategic Advancement, Director of HR and/or HR team
Analyze data and recommend basic measures  (January)	Review things like hiring, turnover, promotion rate and determine what should be measured based on the current HR system	Samir with Assistant County Manager, Director of Strategic Advancement.
<b>Step III – Foundation Building</b>	<b>Description</b>	<b>Who</b>
Culture development  (Late January)	Convene a cross-functional team of leaders to define the desired culture. The Project Leader would define the team.	Samir with team to be defined by Project Leader
<b>Step IV – Recommendations</b>	<b>Description</b>	<b>Who</b>
Assessment preparation  (Early February)	Compile the assessment and recommendations.	Samiracles
Present assessment and recommendation  (No later than February 13 <sup>th</sup> )	Present findings and a menu of options for consideration, prior to doing more formal strategic planning.	Samir and Leadership Team

The cost of the assessment is \$11,000. Billing is done monthly based upon hours at the \$250/hour rate, with 45-day net terms. Additional work requested by the client and not defined about would be billed at \$250/hour and invoiced at the end of each month.

The deliverable is a recommended plan for the development and implementation of a comprehensive Talent System including components, sequencing, and resources.

**Update 6/15/2023 – Provide up to 8 hours of in-person leadership coaching as requested at a rate of \$250/hour to include planning, delivery and follow-up time, scheduled with mutual agreement with at least two weeks' notice. Shorter timeframe requests will be accommodated as possible. Invoicing based upon actual hours, monthly.**



**Certificate Of Completion**

Envelope Id: 67B1FE6634064F8791AA07D8BAA19624  
 Subject: Contract #CM3311-A1 \$15,000.00 Description: Samiracles  
 Source Envelope:  
 Document Pages: 6 Signatures: 11  
 Certificate Pages: 6 Initials: 4  
 AutoNav: Enabled  
 Envelope Stamping: Enabled  
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:  
 Katie Brock  
 kbrock@nassaucountyfl.com  
 IP Address: 50.238.237.26

**Record Tracking**

Status: Original  
 8/2/2023 3:37:25 PM

Holder: Katie Brock  
 kbrock@nassaucountyfl.com

Location: DocuSign

**Signer Events**

Brandy Carvalho  
 bcarvalho@nassaucountyfl.com  
 Director of Strategic Advancement  
 Nassau County BOCC  
 Security Level: Email, Account Authentication  
 (None)

**Signature**

*Brandy Carvalho*  
 Signature Adoption: Pre-selected Style  
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Tracy Poore  
 tpoore@nassaucountyfl.com  
 OMB Admin  
 Nassau County BOCC  
 Security Level: Email, Account Authentication  
 (None)

*TP*

Signature Adoption: Pre-selected Style  
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chris lacambra  
 clacambra@nassaucountyfl.com  
 OMB Director  
 Nassau County BOCC  
 Security Level: Email, Account Authentication  
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*chris lacambra*

Signature Adoption: Pre-selected Style  
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Ashley Metz  
 ametz@nassaucountyfl.com  
 Human Resources Director  
 Nassau County BOCC  
 Security Level: Email, Account Authentication  
 (None)

*AM*

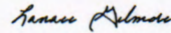
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**Signer Events****Signature****Timestamp**

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

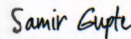


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**Electronic Record and Signature Disclosure:**  
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Samir Gupte  
 samir@samiracles.com  
 Security Level: Email, Account Authentication  
 (None)



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Abigail Jorandby  
 ajorandby@nassaucountyfl.com  
 Assistant County Attorney  
 Nassau BOCC  
 Security Level: Email, Account Authentication  
 (None)



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**Electronic Record and Signature Disclosure:**  
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Denise C. May  
 dmay@nassaucountyfl.com  
 Assistant County Attorney  
 Nassau County BOCC  
 Security Level: Email, Account Authentication  
 (None)

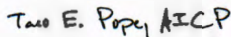


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 Signed using mobile

**Electronic Record and Signature Disclosure:**  
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Taco E. Pope, AICP  
 tpope@nassaucountyfl.com  
 County Manager  
 Nassau County BOCC  
 Security Level: Email, Account Authentication  
 (None)



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Clerk Finance received  
 boccap@nassauclerk.com  
 Nassau County Clerk  
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<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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### **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](mailto: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](mailto: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.

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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](mailto: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.

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- 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.