

~~CS-22-230~~

CS-22-330

WORK AUTHORIZATION # 01
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS

Consultant:	Cathy Hockert d/b/a CH Consulting Group
Contract Number:	CM 3484
Contact Name:	Cathy Hockert
Contact Number:	612-930-1968
Email:	cathy@disasterexperts.org

CURRENT WORK AUTHORIZATION			
Project Short Title: PIO Planning Project – GAP Analysis			
		CONTRACT OVERVIEW	
Date Submitted		Total of Previous Authorizations	\$0
Amount	\$2,000.00	This Work Authorization	\$2,000.00
Scheduled Completion	90 days	New Contract Amount including this work authorization	\$2,000.00

This Work Authorization is to the AGREEMENT between Nassau County and Cathy Hockert d/b/a CH Consulting Group (“Vendor”) for contract CM3484 All-Hazards Incident Management Team Public Information Officer (PIO). The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Vendor shall provide professional services in accordance with the PIO Planning Project – Scope Description attached hereto as Exhibit “A”.

ARTICLE 2. Time Schedule

Vendor anticipates completing the project ninety (90) days from the date of issuance of a notice to proceed.

ARTICLE 3. Budget

Vendor will perform the services outlined herein at the established hourly rates for an amount not to exceed \$2,000. Vendor’s fee amounts are detailed further in Exhibit “A”. Vendor will be using rates previously established under Contract CM3484.

ARTICLE 4. Other Provisions

The Services covered by this Work Authorization will be performed in accordance with the provisions set forth in the AGREEMENT referenced above and any of its attachments or schedules. Additional terms or contract provisions whether submitted purposely or

inadvertently, shall have no force or effect. This Work Authorization will become a part of the referenced AGREEMENT when executed by both parties.

Any Work Authorization entered into prior to expiration or termination set forth in the AGREEMENT shall continue in effect through the earlier of: (i) the date all of the Services thereunder have been fully completed and accepted by Nassau County, or (ii) until such time as such Work Authorization expires or is terminated in accordance with its terms or is terminated pursuant to Article 2 hereof.

In presenting this Work Authorization, Vendor agrees that:

Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Vendor. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work assignment. Any additional information, including detailed scope of services are attached.

AGREED TO BY:

BY: Cathy Hockert
Print Name: Cathy Hockert
Title: owner
Date: 8/28/2023

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Department Head/Managing Agent: Marshall Eyerman 8/24/2023

Procurement: Samuel Belmont 8/28/2023

^{FP}
8/24/2023 Office of Management & Budget: denis lacambra 8/24/2023

County Manager:  8/29/2023
Taco E. Pope, AICP

Ex-Officio Clerk: N/A
John A. Crawford

^(RF)
8/28/2023 County Attorney: Denise C. May 8/29/2023

APPROVED by the BOARD OF COUNTY COMMISSIONERS, this ____ day of _____, 2023.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

N/A
Klynt Farmer
Chairman

ACCOUNT NO.: 001.121.512.51.531000.

CH Consulting Group

Creating a culture of preparedness and resilience

EXHIBIT "A"

July 12, 2023

Lanaee Gilmore, CPPO, CPPB
Procurement Director/Chief Procurement Officer
Nassau County, FL
Board of County Commissioners Procurement Department

RE: PIO Planning Project—Scope Description

Dear Ms. Gilmore,

Per our discussion this afternoon during the negotiations meeting, I have prepared a Scope Description for the orientation to Nassau County and the PIO Project.

In order to be fully prepared to support Nassau County EOC as the PIO function during an emergency or disaster, CH Consulting Group proposes to conduct a gap analysis of current information and processes. The following tasks will be conducted during this gap analysis:

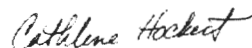
Task 1.1: Gathering, Requesting, and Reviewing Relevant Documentation

The County of Nassau has existing documentation that will be invaluable to the planning process. The staff working in departments and EOC functions have standard operating procedures, work guides, and numerous other bits of information that they use to conduct emergency operations. This task aims to identify and collect that information and determine what resources and structures Nassau County currently has with regard to public information and emergency communications. The collection will occur through research and review of existing plans, policies, procedures, after-action reports/improvement plans, WebEOC documentation/resources and other pertinent files.

Task 1.2: Complete a Gap Analysis of Current Plan and Program

The CHCG team will compare information gathered in Task 1.1. This gap analysis will provide valuable feedback and direction in order to best assist Nassau County in developing pre-scripted documents, and other resources to draw from during an emergency or disaster when the PIO function is activated.

Total Cost Not to Exceed: \$2,000.00. Please let me know if you have questions regarding this.



Cathy Hockert, CEO
CH Consulting Group

CH Consulting Group
612-930-1968
524 SE 33rd Street
Cape Coral, Florida 33904

info@disasterexperts.org
www.disasterexperts.org

Certificate Of Completion

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Subject: Complete with DocuSign: Cathy Hockert CM3484 WA 1

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Tracy Poore

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tpoore@nassaucountyfl.com

Envelope Stamping: Enabled

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OMB Admin

Nassau County BOCC

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Marshall Eyerman

MEyerman@nassaucountyfl.com

Assistant County Manager

Nassau County BOCC

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chris lacambra

clacambra@nassaucountyfl.com

OMB Director

Nassau County BOCC

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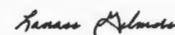
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Lanaee Gilmore

lgilmore@nassaucountyfl.com

Procurement Director

Nassau County BOCC

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(None)Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

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Signed: 8/28/2023 2:18:27 PM

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Signer Events	Signature	Timestamp
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<p>Cathy Hockert cathy@disasterexperts.org Security Level: Email, Account Authentication (None)</p>	<p><i>Cathy Hockert</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 76.131.183.215</p>	<p>Sent: 8/28/2023 2:18:30 PM Viewed: 8/28/2023 3:03:33 PM Signed: 8/28/2023 3:04:05 PM</p>
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Electronic Record and Signature Disclosure:
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<p>Abigail F. Jorandby ajorandby@nassaucountyfl.com Assistant County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p>	<p><i>AFJ</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 8/28/2023 3:04:06 PM Viewed: 8/28/2023 8:07:07 PM Signed: 8/28/2023 8:07:21 PM</p>
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<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: 174.212.160.123 Signed using mobile</p>	<p>Sent: 8/28/2023 8:07:23 PM Viewed: 8/29/2023 7:48:12 AM Signed: 8/29/2023 7:48:33 AM</p>
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<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<p><i>[Handwritten Signature]</i></p> <p>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 8/29/2023 7:48:34 AM Viewed: 8/29/2023 8:47:42 AM Signed: 8/29/2023 8:47:47 AM</p>
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Notary Events	Signature	Timestamp
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Certified Delivered	Security Checked	8/29/2023 8:47:42 AM
Signing Complete	Security Checked	8/29/2023 8:47:47 AM
Completed	Security Checked	8/29/2023 8:47:50 AM
Payment Events		
	Status	Timestamps
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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:

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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.

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- 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.

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