

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM3203-A2

SECTION 1 - GENERAL INFORMATION
 Requesting Department: Human Resources Contact Person: Tina Keiter
 Telephone: (904) 530-6075 Email: tkeiter@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION
 Name: Governmentjobs.com, Inc. (dba "NEOGOV")
 Address: 2120 Park Place, Suite 100
 City: El Segundo State: California Zip Code: 90245
 Vendor's Administrator Name: Alex Chun Title: CFO
 Telephone: (808) 226-4200 Email: achun@neogov.net

SECTION 3 - VENDOR AUTHORIZED SIGNATORY
 Authorized Signatory Name: Alex Chun
 Authorized Signatory Email: achun@neogov.net
 (IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)

SECTION 4 - CONTRACT INFORMATION
 Contract Name: NEOGOV
 Type: New Contract Work Authorization Supplemental Agreement
 Short Description of Product(s)/Service(s) Being Requested: Applicant Tracking, eForms & Onboarding Software
 (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: \$107,982.60 (03/2024 thru 03/2025 - \$44,123.60) (Estimate if necessary)
 Account Number: 01122513-546020
 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: MM

SECTION 6 - AMENDMENT INFORMATION
 Contract Tracking No: CM3203 Amendment No: A2
 Type of Amendment: Renewal Time Only Extension Additional Scope Other:
 Increased Amount to Existing Contract: \$ 0.00 (if any) Total with Amended Amount: \$44,123.60
 Account Code Change From: _____ To: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

- | | |
|---|--|
| 1. <u>Ashley Metz</u> <u>4/18/2024</u>
Department Head/Contract Manager Date | 3. <u>Kanaco Belmont</u> <u>4/22/2024</u>
Procurement Date
<i>(Signature required only if procurement related)</i> |
| 2. <u>Chris Lacambra</u> <u>4/18/2024</u>
Office of Mgmt. & Budget Date | 4. <u>Denise C May</u> <u>4/30/2024</u> <u>aj</u>
County Attorney Date 4/30/2024 |

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

Taco E. Popey AICP 4/30/2024
County Manager Date

DATE
4/4/2024

Requisition Form
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
Government Jobs.com, Inc. dba "NEOGOV"
300 Continental Blvd., Suite 565
El Segundo, CA 90245

DEPARTMENT
Human Resources

REQUESTED BY
Tina Keiter

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
		01000000-155000	\$ 44,123.60	Encumber Contract	CM3203-A2
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
1	Year 3 - Custom Bundle Insight License, Onboard License, eForms License, Government Jobs Candidate Text Messaging (CTM)	1.00	\$ 44,123.60	\$ 44,123.60	
	*Invoice will be charged to the pre-paid account (01000000-155000) and a journal entry will be done moving those to the FY24/25 budget on 10/1.				

ORIGINAL - FINANCE Shipping \$ 0.00
COPY - DEPARTMENT Total \$ 44,123.60

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 4/18/2024

Office of Management and Budget (signature required if greater than \$1,000.00 for services or if greater than \$5,000 for goods)

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

Chris Lacambra 4/18/2024 *Tina Keiter*

Procurement Director (signature required if greater than \$5,000.00)

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 Belmonte 4/22/2024

County Manager (signature required if greater than \$100,000.00)

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.

Taco E. Popey AICP 4/30/2024

Clerk: LPB
Date: 5/1/2024

SECOND AMENDMENT TO PIGGYBACK AGREEMENT PURSUANT TO NASSAU COUNTY PURCHASING POLICY

THIS SECOND AMENDMENT TO THE PIGGYBACK AGREEMENT PURSUANT TO NASSAU COUNTY PURCHASING POLICY (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 GOVERNMENTJOBS.COM, INC. dba NEOGOV, a business having its primary business location at 2120 Park Place, Suite 100, El Segundo, CA 90245, (hereinafter the “Vendor”).

WITNESSETH:

WHEREAS, the Parties previously entered into an Agreement for Applicant Tracking and Onboarding Software Services dated August 29, 2022 (hereinafter “Contract”); and

WHEREAS, the Agreement provided for an initial performance period beginning on August 29, 2022 and ending on March 15, 2023 with the option to extend the performance period upon mutual agreement of the parties in one (1) year increments for two (2) additional years; and

WHEREAS, the Agreement was extended for one (1) year beginning on March 16, 2023 with a termination date of March 15, 2024; and

WHEREAS, as of the date of this Amendment the Parties have continued to perform under the terms and conditions of the Agreement and now desire to formally renew the same and extend the performance period until March 15, 2025; 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 2 (i) of the Piggyback Agreement is hereby amended to extend the term of the Contract for an additional one (1) year and the Contract shall now terminate on March 15, 2025. Vendor will be using rates previously established under the initial Contract, a copy of which is attached hereto as Exhibit A.

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 Second 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: 4/30/2024

ATTEST:

REVIEWED FOR LEGAL FORM AND CONTENT:

Denise C. May 4/30/2024
DENISE C. MAY, County Attorney

GOVERNMENTJOBS.COM, INC. dba NEOGOV

Signature: Alex Chun

By: Alex Chun

Title: Chief Financial Officer

Date: 4/26/2024

Exhibit A Order Form

NEOGOV

NEOGOV

Customer:

Governmentjobs.com, Inc. (dba "NEOGOV")
300 Continental Blvd, Suite 565
El Segundo, CA 90245
United States
billing@neogov.com
Sales Rep: Vincent VanAuker

Nassau, County of (FL)
96135 Nassau Pl.
Suite 5
Fernandina Beach, FL 32097
USA

Quote Valid From: 4/6/2022
Quote Valid To: 10/31/2022

Quote Number: Q-05297
PaymentTerms: Annual,Net 30

Employee Count: 438
Order Summary

Year 1

Service Description	SKU	MSRP	Discount	Term Price
Custom Bundle			60%	\$16,844.00
Includes Insight License, Onboard License, eForms License, Candidate Government Jobs Text Messaging (CTM)	IN-L-400-449			
	ON-L-400-449	\$40,863.00		
	EF-L-400-449			
	GJ-L-400-449 **CTM**	\$1,247.00		
Employee Import Subscription	EI-L-400-449	\$3,150.00	60%	\$1,260.00
New Hire Export (IN+ON Data) Subscription	NH-L-400-449	\$1,680.00	60%	\$672.00
Year 1 TOTAL:				\$18,776.00

Year 2

Service Description	SKU	MSRP	Discount	Term Price
Custom Bundle			30%	\$29,477.00
Includes Insight License, Onboard License, eForms License, Government Jobs Candidate Text Messaging (CTM)	IN-L-400-449			
	ON-L-400-449	\$40,863.00		
	EF-L-400-449			
	GJ-L-400-449 **CTM**	\$1,247.00		
Employee Import Subscription	EI-L-400-449	\$3,150.00	30%	\$2,205.00

Service Description	SKU	MSRP	Discount	Term Price
New Hire Export (IN+ON Data) Subscription	NH-L-400-449	\$1,680.00	30%	\$1,176.00
Year 2 TOTAL:				\$32,858.00

Year 3

Service Description	SKU	MSRP	Discount	Term Price
Custom Bundle	IN-L-400-449 ON-L-400-449 EF-L-400-449 GJ-L-400-449 **CTM**	\$40,863.00 \$1,247.00	6%	\$39,583.40
Employee Import Subscription	EI-L-400-449	\$3,150.00	6%	\$2,961.00
New Hire Export (IN+ON Data) Subscription	NH-L-400-449	\$1,680.00	6%	\$1,579.20
Year 3 TOTAL:				\$44,123.60

Year 1

Service Description	SKU	MSRP	Discount	Term Price
Custom Bundle Setup and Training	(See Below)	\$13,200.00	43.18%	\$7,500.00
Employee Import Setup	EI-S-400-449	\$6,300.00	50%	\$3,150.00
New Hire Export (IN+ON) Setup	NH-S-400-449	\$3,150.00	50%	\$1,575.00
Year 1 TOTAL:				\$12,225.00

ORDER TOTAL: \$107,982.60

Custom Bundle Setup and Training SKUs:

Insight: IN-S-400-449

Onboard: ON-S-400-449

eForms: EF-S-400-449

****CTM is an add-on option outside of the piggyback agreement.****


Certificate Of Completion

Envelope Id: 3907AD23650A482BB8BF7ED6ABA44905	Status: Completed
Subject: Complete with DocuSign: CM3203-A2 - GOVERNMENT JOBS.COM, INC - \$44,123.60	
Source Envelope:	
Document Pages: 6	Signatures: 13
Certificate Pages: 6	Initials: 5
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Tina Keiter
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	tkeiter@nassaucountyfl.com
	IP Address: 50.238.237.26

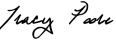
Record Tracking

Status: Original	Holder: Tina Keiter	Location: DocuSign
4/18/2024 1:09:00 PM	tkeiter@nassaucountyfl.com	


Signer Events

Signer Events	Signature	Timestamp
Ashley Metz ametz@nassaucountyfl.com Human Resources Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 4/18/2024 1:23:46 PM Viewed: 4/18/2024 1:31:13 PM Signed: 4/18/2024 1:31:19 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 4/18/2024 1:31:21 PM Viewed: 4/18/2024 1:33:14 PM Signed: 4/18/2024 1:33:31 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	







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)		Sent: 4/18/2024 1:33:35 PM Viewed: 4/18/2024 1:35:21 PM Signed: 4/18/2024 1:36:37 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Michelle Proctor mproctor@nassaucountyfl.com Risk Manager Security Level: Email, Account Authentication (None)		Sent: 4/18/2024 1:36:40 PM Viewed: 4/19/2024 8:30:31 AM Signed: 4/19/2024 8:30:41 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 4/19/2024 8:30:43 AM Viewed: 4/22/2024 4:10:58 PM Signed: 4/22/2024 4:11:16 PM</p>
<p>Alex Chun achun@neogov.net CFO NEOGOV Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 4/22/2024 5:07:21 PM ID: 03815e82-7aec-4fc3-94d4-000693b1c90c</p>	 <p>Signature Adoption: Uploaded Signature Image Using IP Address: 73.78.133.223</p>	<p>Sent: 4/22/2024 4:11:18 PM Viewed: 4/22/2024 5:07:21 PM Signed: 4/26/2024 11:35:52 AM</p>
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 4/26/2024 11:35:56 AM Viewed: 4/30/2024 9:14:37 AM Signed: 4/30/2024 9:14:55 AM</p>
<p>Denise C May dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 4/30/2024 9:14:58 AM Viewed: 4/30/2024 9:15:57 AM Signed: 4/30/2024 9:17:11 AM</p>
<p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 4/30/2024 9:17:15 AM Viewed: 4/30/2024 6:46:54 PM Signed: 4/30/2024 6:47:02 PM</p>
<p>Clerk Finance received boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 4/30/2024 6:47:05 PM Viewed: 5/1/2024 2:00:11 PM Signed: 5/1/2024 2:00:18 PM</p>

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
Clerk Services BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 5/1/2024 2:00:23 PM Viewed: 5/1/2024 2:02:10 PM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 5/1/2024 2:00:24 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/18/2024 1:23:46 PM
Certified Delivered	Security Checked	5/1/2024 2:00:11 PM
Signing Complete	Security Checked	5/1/2024 2:00:18 PM
Completed	Security Checked	5/1/2024 2:00:24 PM
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

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.