

**NASSAU COUNTY WORK AUTHORIZATION # CM3565-WA02**

<b>Contract Number:</b>	CM3565
<b>Consultant/Vendor:</b>	EXP U.S. SERVICES, INC.
<b>Consultant/Vendor Contact Name:</b>	KYLE HENRY, VICE PRESIDENT
<b>Consultant/Vendor Contact Phone Number:</b>	904-516-5476
<b>Consultant/Vendor Contact Email Address:</b>	Kyle.henry@exp.com
<b>Project Short Title:</b>	Water Supply Facilities Work Plan
<b>Total Amount of Previous Work Authorizations:</b>	\$20,040.00
<b>Amount of this Work Authorization:</b>	\$27,000.00
<b>New Contract Amount including this Work Authorization:</b>	\$47,040.00
<b>Funding Source:</b>	04247515-531025

This Work Authorization is issued pursuant to the Contract referenced above between Nassau County and the Consultant/Vendor for the following services:

**ARTICLE 1. Description of Services.** Consultant/Vendor shall provide the services as set forth in Exhibit "A", attached hereto and incorporated herein.

**ARTICLE 2. Time Schedule.** Consultant/Vendor anticipates the services to be completed pursuant to the time schedule contained in Exhibit "A", attached hereto and incorporated herein, or no later than Eight (8) months from the issuance of this Work Authorization. The parties agree that this Work Authorization shall be considered as the Notice to Proceed.

**ARTICLE 3. Compensation.** Consultant/Vendor shall be compensated for the services in detailed in Exhibit "B", attached hereto and incorporated herein, using rates previously established in the Contract referenced above.

**ARTICLE 4. Other Provisions.** This Work Authorization shall become a part of the Contract when executed by both parties. Any Work Authorization entered into prior to expiration or termination set forth in the Contract 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. Consultant/Vendor acknowledges that all drawings, data, electronic files and other information required for this Work Authorization has been accepted by


Consultant/Vendor. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work Authorization.

**RECOMMENDED AND APPROVED BY:**


Department Head/Managing Agent:	<u>Elizabeth Backe</u>	<u>6/4/2024</u>	
		Date	
Procurement:	<u>Lanace Helmore</u>	<u>6/4/2024</u>	
		Date	
Office of Management & Budget:	<u>Chris Lacambra</u>	<u>6/4/2024</u>	<i>FP</i> 6/4/2024
		Date	
County Attorney:	<u>Denise C May</u>	<u>6/6/2024</u>	<i>EM</i> 6/4/2024
	Denise C. May	Date	

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

**NASSAU COUNTY, FLORIDA**

  
 By: Taco E. Pope, AICP  
 Its: County Manager  
 Date: 6/6/2024

**EXP U.S. SERVICES, INC.**

BY:   
 Print Name: Kyle Henry  
 Title: Vice President Business Development  
 Date: 6/6/2024



**Exhibit A – Scope of Work  
Professional Services for On-Call Planning Services  
Nassau County, FL**

June 3, 2024

Ms. Elizabeth Backe, AICP  
Planning Director  
Nassau County  
96161 Nassau Place  
Yulee, FL 32092

**Re: Water Supply Facilities Work Plan**

Dear Ms. Backe,

**EXP U.S. Services, Inc.** (“EXP”) is pleased to submit this letter of agreement to **Nassau County** (“Client”) for professional services for the above-referenced project. These services are to be performed in conformance with the Master On-Call Planning Services Agreement – CM3565, between the Client and EXP, and is referred to herein as the contract.

**I. GENERAL**

The St. Johns River Water Management District recently approved the 2023 North Florida Regional Water Supply Plan (NFRWSP) on December 12, 2023. In accordance with Chapter 163, Florida Statutes (F.S.), local planning departments are required to adopt an updated Water Supply Facilities Work Plan within 18 months of board approval.

The Client requests EXP’s assistance in developing a Water Supply Facilities Work Plan (“Work Plan”) to be adopted by June 12, 2025. The Work Plan will identify the County’s program to implement traditional and/or alternative water supply projects, and the conservation and reuse practices necessary to meet the local government’s existing and future water demands for at least a 10-year planning period. The project supports the sustainable use of water resources at local and regional levels.

**II. SCOPE OF SERVICES**

After receipt of notice to proceed (NTP), EXP shall provide the following services:

**Task 1. Meetings & Client Communication**

EXP will develop an overall project management plan and address initial needs, then conduct meetings for the project on an as-needed basis. Meeting attendees will discuss the project scope, project goals, schedule, key milestones, and deliverables in order to develop a consistent project approach.

EXP shall regularly communicate with the County Project Manager to provide updates on each stage of the Work Plan, as well as coordinate and participate in discussions with public officials, if necessary.



## **Deliverables**

- Bi-weekly Status Updates
- Meeting Agendas (as-needed)
- Timely Invoicing

## **Task 2. Data Collection**

EXP shall identify and retrieve all available and necessary data from the County and various resources to analyze elements required for the Water Supply Facilities Work Plan to be consistent with the F.S. Chapter 163. Anticipated data collection includes the following:

- a. Existing contracts with suppliers
- b. Population data
- c. Self-supply existing and projected use
- d. Well phase-out plans
- e. Water treatment plant capacity
- f. Consumptive Use Permits (CUP)
- g. Local water demand per capita
- h. Available reuse flow and demand data
- i. Water supply and facility capacity projects list
- j. Codes, plans, and policies detailing practices

## **Deliverables:**

- Completed Dataset Checklist
- Compiled Data in Understandable Format

## **Task 3. Data Analysis**

EXP shall use the compiled data for any required calculations such as demand per capita per day of potable, non-potable, domestic self-supply, and public supply water, as well as infrastructure capacity and demand estimates and projections.

## **Deliverables:**

- Supporting Data Tables

## **Task 4. Water Supply Facilities Work Plan**

EXP shall develop the Water Supply Facilities Work Plan to be consistent with the F.S. Chapter 163, and shall document the following:

- a. Potable Water Supplier(s) and Service Agreement(s) – Identify entities providing water supply services to the County and municipalities. This section will also include information regarding the status and nuances of contracts with each of these entities.

b. Potable Water Sources, Demand, Supply, and Facilities – Identify all existing potable water treatment facilities, self-supply quantities, demand, capacity, and associated values projected for the next 10 years.

c. Non-potable Water Suppliers, Sources, Services, and Facilities – Identify all existing non-potable water treatment facilities, demand, capacity, and associated values projected for the next 10 years.

d. Water Supply and Facility Concurrency – Detail County requirements for meeting potable water level of service standards and concurrency.

e. Water Supply and Facility Capacity Projects – Identify all planned supplier capacity projects within the County. This should include project name, description, project type, and anticipated completion year.

f. Water Conservation Practices – Detail any County conservation practices outlined in the Comprehensive Plan or other relevant policies.

g. Non-potable Water Practices – Detail any County conservation practices outlined in the Comprehensive Plan or other relevant policies.

h. Water Source Protection Practices – Identify strategies employed by the County to ensure sustainable water resourcing while providing required quality and quantity of water. Identify any alternative water sources.

i. Comprehensive Plan Policies Pertaining to WSFWP - Identify all policies documented in the Comprehensive Plan pertaining to the Water Supply Facilities Work Plan.

**Deliverables:**

- Water Supply Facilities Work Plan
- Associated Files & Calculations (for County records)

**III. REPORTING**

EXP shall submit timely monthly invoices electronically with corresponding progress reports to document and support the work completed for approval by the County Project Manager.

**IV. ANTICIPATED SCHEDULE**

The preliminary project schedule is presented below. This schedule is projected in time increments after receipt of Authorization to Proceed. During project initiation, the required timelines will be confirmed, and the schedule updated accordingly.

Task	Estimated Time Required
<b>1 –Meetings &amp; Client Communication</b>	Ongoing
<b>2 – Data Collection</b>	NTP + 3 months (3-month task)
<b>3 – Data Analysis</b>	NTP + 5 months (2-month task)
<b>4 – Water Supply Facilities Work Plan</b>	NTP + 8 months (3-month task)



**V. COMPENSATION**

EXP will perform the above-mentioned services on a time and expense basis for a fee of twenty-seven thousand dollars and zero cents (**\$27,000.00**). Invoicing will be based on current contract hourly rates in effect at the time of work effort. If additional funds become necessary, EXP will notify the County of such, prior to exceeding the initial budget or subsequent amended budget. Invoices shall show the separate developments as 'Phases' with additional phases added upon reviews of other/future developments. The County shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount unless approved in a supplemental Work Order. A breakdown of fee by staffing and hours is included as Attachment 1. Said Reimbursable Expenses shall be used in accordance with the Agreement Provisions and shall conform to the limitations of Florida Statutes § 112.061. This proposal is valid for a period of thirty (30) days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by EXP.

<b>Task No.</b>	<b>Major Task, Sub-Task Activity, or Deliverable</b>	<b>Fee Amount</b>
1	Project Meetings & Coordination	\$3,640.00
2	Data Collection	\$8,180.00
3	Data Analysis	\$7,100.00
4	Water Supply Facility Work Plan	\$8,080.00
	Subtotal:	\$27,000.00
	<b>Total:</b>	<b>\$27,000.00</b>

Exhibit B - Vendor's Fee

Attachment 1 Water Supply Facilities Work Plan  Nassau County			EXP						Sub-Total Labor (hours)	Sub-Total Fees
			Planning Director	Principal Planner	Planner III	Planner II	Planner I	Clerical		
Hourly Rate			\$275	\$220	\$180	\$150	\$120	\$90		
<b>Task 1 - Meetings &amp; Client Communication</b>										
1	Monthly Progress Reports		2	0	0	0	0	4	6	\$910.00
2	Agenda for Project Meetings		2	0	0	0	0	4	6	\$910.00
3	Project Meetings		4	0	0	0	0	4	8	\$1,460.00
4	Monthly Invoices		0	0	0	0	0	4	4	\$360.00
	Subtotal									\$3,640.00
<b>Task 2 - Data Collection</b>										
1	Existing Contracts with Suppliers		0	0	4	0	0	0	4	\$720.00
2	Population Data		0	0	0	4	0	0	4	\$600.00
3	Self-supply Existing and Projected Use		0	0	0	4	0	0	4	\$600.00
4	Well Phase-out Plans		0	0	0	4	0	0	4	\$600.00
5	Water Treatment Plant Capacity		0	0	0	4	0	0	4	\$600.00
6	Consumptive Use Permits (CUP)		0	0	4	0	0	0	4	\$720.00
7	Local Water Demand per Capita		0	0	4	0	0	0	4	\$720.00
8	Available Re-use, Flow, and Demand Data		0	0	4	0	0	0	4	\$720.00
9	Water Supply Facility and Capacity Project List		0	0	0	0	4	0	4	\$480.00
10	Codes, Plans, and Policies Detailing Practices		0	0	4	4	0	0	8	\$1,320.00
11	Quality Assurance & Quality Control Review		4	0	0	0	0	0	4	\$1,100.00
	Subtotal									\$8,180.00
<b>Task 3 - Data Analysis</b>										
1	Existing Contracts with Suppliers		0	0	2	0	0	0	2	\$360.00
2	Population Data		0	0	0	2	0	0	2	\$300.00
3	Self-supply Existing and Projected Use		0	0	2	0	0	0	2	\$360.00
4	Well Phase-out Plans		0	0	2	2	0	0	4	\$660.00
5	Water Treatment Plant Capacity		0	0	0	2	0	0	2	\$300.00
6	Consumptive Use Permits (CUP)		0	0	0	2	0	0	2	\$300.00
7	Local Water Demand per Capita		0	2	2	0	0	0	4	\$800.00
8	Available Re-use, Flow, and Demand Data		0	2	2	0	0	0	4	\$800.00
9	Water Supply Facility and Capacity Project List		0	0	4	0	0	0	4	\$720.00

Attachment 1 Water Supply Facilities Work Plan  Nassau County			EXP							Sub-Total Labor (hours)	Sub-Total Fees
			Planning Director	Principal Planner	Planner III	Planner II	Planner I	Clerical	Hourly Rate		
			\$275	\$220	\$180	\$150	\$120	\$90			
	10	Codes, Plans, and Policies Detailing Practices	0	2	2	4	0	0	8	\$1,400.00	
	11	Quality Assurance & Quality Control Review	4	0	0	0	0	0	0	\$1,100.00	
		Subtotal								\$7,100.00	
<b>Task 4 - Water Supplies Facility Work Plan Development</b>											
	1	Potable Water Supplier(s) and Services Agreement(s)	0	0	2	0	0	0	2	\$360.00	
	2	Potable Water Sources, Demand, Supply, and Facilities	0	0	2	4	0	0	6	\$960.00	
	3	Non-potable Water Suppliers, Sources, Services, and Facilities	0	0	2	4	0	0	6	\$960.00	
	4	Water Supply and Facility Concurrency	0	2	2	4	0	0	8	\$1,400.00	
	5	Water Supply and Facility Capacity Projects	0	0	2	2	0	0	4	\$660.00	
	6	Water Conservation Practices	0	0	2	2	0	0	4	\$660.00	
	7	Non-potable Water Practices	0	0	2	2	0	0	4	\$660.00	
	8	Water Source Protection Practices	0	0	2	2	0	0	4	\$660.00	
	9	Comprehensive Plan Policies Pertaining to WSFWP	0	0	2	2	0	0	4	\$660.00	
	10	Quality Assurance & Quality Control Review	4	0	0	0	0	0	0	\$1,100.00	
		Subtotal								\$8,080.00	
<b>CATEGORY NAME TOTAL HOURS</b>			20	8	54	54	4	16	148		
<b>CATEGORY NAME TOTAL FEES (w/o Tax)</b>			\$5,500	\$1,760	\$9,720	\$8,100	\$480	\$1,440		<b>\$27,000.00</b>	
<b>TOTAL FEES (excluding Tax)</b>										<b>\$27,000.00</b>	





**Certificate Of Completion**

Envelope Id: 834FDAD3F4D84F6FA2061324E8237C1A	Status: Completed
Subject: Contract No.: CM3565-WA02 Name: EXP \$27,000.00 Description: Water Supply Facilities Work Plan	
Source Envelope:	
Document Pages: 9	Signatures: 10
Certificate Pages: 6	Initials: 4
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Laurie Goltry
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	lgoltry@nassaucountyfl.com
	IP Address: 50.238.237.26


**Record Tracking**

Status: Original	Holder: Laurie Goltry	Location: DocuSign
6/3/2024 4:45:14 PM	lgoltry@nassaucountyfl.com	


**Signer Events**

Signer Events	Signature	Timestamp
Elizabeth Backe ebacke@nassaucountyfl.com Planning Director Nassau County Security Level: Email, Account Authentication (None)		Sent: 6/3/2024 5:05:10 PM Viewed: 6/3/2024 6:15:58 PM Signed: 6/4/2024 8:19:02 AM
	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: 6/4/2024 8:19:04 AM Viewed: 6/4/2024 10:30:59 AM Signed: 6/4/2024 10:35:16 AM
	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: 6/4/2024 10:35:20 AM Viewed: 6/4/2024 10:37:14 AM Signed: 6/4/2024 10:37:40 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

**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)		Sent: 6/4/2024 10:37:42 AM Viewed: 6/4/2024 10:58:45 AM Signed: 6/4/2024 10:59:08 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>Kyle Henry  kyle.henry@exp.com  Vice President  Security Level: Email, Account Authentication (None)</p>	  Signature Adoption: Drawn on Device Using IP Address: 65.75.86.239 Signed using mobile	<p>Sent: 6/4/2024 10:59:11 AM  Viewed: 6/6/2024 12:02:21 PM  Signed: 6/6/2024 12:02:59 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 6/6/2024 12:02:21 PM  ID: 8d1283b4-721c-44ea-9b68-7a446324aee0</p>		
<p>Elizabeth Moore  emoore@nassaucountyfl.com  Assistant County Attorney  Nassau County  Security Level: Email, Account Authentication (None)</p>	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 6/4/2024 10:59:10 AM  Viewed: 6/4/2024 2:14:56 PM  Signed: 6/4/2024 2:19:13 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Denise C May  dmay@nassaucountyfl.com  County Attorney  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p>	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 6/6/2024 12:03:02 PM  Viewed: 6/6/2024 12:32:36 PM  Signed: 6/6/2024 12:33:17 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Taco Pope, AICP  tpope@nassaucountyfl.com  County Manager  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p>	  Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	<p>Sent: 6/6/2024 12:33:20 PM  Viewed: 6/6/2024 1:12:57 PM  Signed: 6/6/2024 1:13:05 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>BOCC AP  boccap@nassauclerk.com  Nassau County Clerk  Security Level: Email, Account Authentication (None)</p>	  Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	<p>Sent: 6/6/2024 1:13:08 PM  Viewed: 6/7/2024 8:23:26 AM  Signed: 6/7/2024 8:23:51 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 2/4/2021 9:59:11 AM  ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>		

In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>

Carbon Copy Events	Status	Timestamp
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)	COPIED	Sent: 6/7/2024 8:23:53 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/3/2024 5:05:10 PM
Certified Delivered	Security Checked	6/7/2024 8:23:26 AM
Signing Complete	Security Checked	6/7/2024 8:23:51 AM
Completed	Security Checked	6/7/2024 8:23:54 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.

### **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](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.

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](mailto: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](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.

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.