

NASSAU COUNTY WORK AUTHORIZATION #1

CS-23-405

Contract Number:	CM3701
Consultant/Vendor:	Strategic Government Resources ,Inc.
Consultant/Vendor Contact Name:	Recruitment Services
Consultant/Vendor Contact Phone Number:	817-337-8581
Consultant/Vendor Contact Email Address:	jenniferfadden@governmentresource.com
Project Short Title:	Public Utilities Director Recruitment
Total Amount of Previous Work Authorizations:	\$0
Amount of this Work Authorization:	\$13,900 \$3,000 (estimate for ad placement costs)
New Contract Amount including this Work Authorization:	\$16,900
Funding Source:	01121512-531000

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 180 days 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 "A", 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>Ashley Metz</u>	6/10/2024	
	Ashley Metz	Date	
Procurement:	<u>Lanaee Gilmore</u>	6/11/2024	
	Lanaee Gilmore	Date	
Office of Management & Budget:	<u>Chris Lacambra</u>	6/11/2024	JP
	Christopher Lacambra	Date	
County Attorney:	<u>Denise C. May</u>	6/12/2024	DJ
	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.

~~BOARD OF COUNTY COMMISSIONERS~~
NASSAU COUNTY, FLORIDA

Taco E. Pope, AICP
By: Taco E. Pope, AICP
Its: County Manager
Date: 6/12/2024

CONSULTANT/VENDOR

BY: Jeri J. Peters
Print Name: Jeri J. Peters
Title: President of Executive Recruitment
Date: 6/12/2024

Exhibit A

Scope of Services for Recruitment

Scope of Services. SGR offers individually priced executive search components to deliver only the specific services you need. All services are rendered remotely. Each of the individual components, and the pricing for each, is included below.

- **Limited Scope Recruitment / \$13,900***

** Ad placement costs are not included in the Base Price of \$13,900. Ad placement costs are estimated to be between \$2,000 and \$3,000 and shall be added to the total cost of services upon approval from the organization.*

- *Position Profile Brochure.* SGR utilizes a professional graphic designer and professional writer to produce a position profile brochure based on information and photos provided by the Organization. The brochure is reviewed and revised in partnership with the Organization until Organization agrees that it accurately reflects the community, organization, position, and desired attributes. *Organization agrees to provide photos/graphics and other information (job description, budget documents, links to web pages, etc.) needed to develop position profile brochure. Organization agrees to respond to drafts of documents and reports in a timely manner; failure to do so may extend timelines and can negatively impact the outcome of the process.* There may be additional charges for changes made to the Position Profile Brochure after the brochure has been approved by the Organization and the position has been posted online.
- *Marketing.* The marketing spans over thirty (30) days to a maximum of forty-five (45) days, as specified by Organization. Within this specified time period, SGR agrees to:
 - custom-made graphic for email and social media marketing
 - announcement in SGR's 10 in 10 e-newsletter on Servant Leadership;
 - position posting on SGR's website;
 - ad on SGR's Job Board;
 - email blast to SGR's category-specific, opt-in network of subscribers
 - promotion on SGR's LinkedIn
 - evaluation and recommendation for ad placements based on type of position and location; and
 - placements of ads (pass-through cost of ad placements not included).
- *Application Management.* SGR will receive resumes and cover letters on behalf of Organization through SGR's applicant tracking system, communicate with applicants throughout the application submittal period, evaluate resumes after the position closes, conduct a virtual briefing with Organization after position closes, send emails to retain or release applicants after the briefing with the Organization, and provide application materials of retained applicants to the Organization.
- ***Organization agrees to refer all prospective applicants to SGR and not to accept applications independently during the recruitment process.***

Exhibit A

- **Organization shall specify how long SGR will accept applications for the position, up to a maximum of 45 days.**
- Within seven (7) business days of application close date, SGR will conduct a virtual briefing with Organization and present candidate evaluations.
- **Organization agrees to provide SGR with a list of any candidates to be released within two (2) weeks following the briefing with SGR.** At that time, SGR will release any candidates that will not continue in the process and email the remaining candidates that the Organization will be the primary contact from that point forward. If the Organization does not provide a list of candidates to be released, SGR will email all candidates and notify them that the Organization will be the primary contact from that point forward. SGR will then consider services fulfilled.
- If the Organization is not satisfied with the applicant pool, SGR must be notified within three (3) weeks of triage briefing date, and SGR will then coordinate with Organization to reopen position, for a maximum of 45 days, at no additional charge to Organization (with the exception of reimbursable expenses). After the second posting of position, each additional opening will be charged as a new position for the full amount of \$13,900.
- **Stakeholder Survey / \$1,500**
 - SGR will provide recommended survey questions within three (3) business days of project initiation. SGR will set up an online survey within one (1) business day after Organization has reviewed and approved the survey questions. Stakeholders can be directed to a web page or invited to take the survey by email. SGR and Organization will agree to the open survey time period, typically ten (10) to thirty (30) days.
 - **Organization shall be responsible for marketing and promoting the survey to stakeholders.**
 - A written summary of results is provided to Organization within three (3) business days of survey close date. *Survey is not validated statistically.*
- **Recorded Online Interviews / \$250 per candidate**
 - SGR provides recommended position-specific questions for Organization approval, prompts candidates to complete online interviews, and emails a link to Organization to view the recorded interviews.
 - Candidates are typically given five (5) to seven (7) days to complete the interviews. SGR will provide a link with the candidate interviews within two (2) business days after candidates complete the recorded interviews.
- **Comprehensive Media Reports / \$1,250 per candidate**
 - SGR uses a proprietary media search process to go far beyond automated Google/LexisNexis searches. SGR's process is customized to provide a comprehensive media search on each candidate.
 - SGR will provide media report via email within two (2) weeks of receiving completed release form from candidate.
- **Management Style Assessments / \$175 per candidate**
 - SGR uses the DiSC Management psychometric assessment to provide detailed insights regarding how a candidate would lead and manage an organization. SGR will also provide a DiSC Management Comparison Report, which presents a side-by-side view of each candidate's preferred management style.

Exhibit A

- Candidates are typically given two (2) to three (3) business days to complete the assessments. The assessment reports will be provided to Organization within two (2) business days of assessment completion by candidates.
- **Background Investigation Report / \$500 per candidate**
 - Through SGR's partnership with a licensed private investigations firm, we are able to provide detailed comprehensive background reports.
 - Background check reports include: SSN trace and address verification; credit bureau report (if requested); personal information, address, and employment comparisons; county criminal and civil records search (for counties where the candidate has lived or worked in the last 10 years); state criminal records search (for states where the candidate has lived in the last 10 years); county wants and warrants (for counties where the candidate has lived or worked in the last 10 years); Federal criminal records search; InstaCriminal national search; Global homeland security search; sex offender records search; driving/motor vehicle records; education verification for highest degree obtained; employment verification (if requested); and military verification (if requested).
- **Reference Checks / \$250 per candidate**
 - SGR provides the organization a specific list of contacts to request from the candidate, based on the type of position. SGR provides a written (anonymous) summary of reference checks.
- **Supplemental Services / \$250 per hour**
 - If the Organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval. Supplemental services will be billed out at \$250 per hour.

Reimbursable Expenses.

- **Ad Placements.** Ad placements are billed at actual cost. No ad placement costs will be incurred without prior approval of Organization.

Terms and Conditions.

- **Fair Credit Reporting Act.** The Organization agrees that if Organization decides not to hire a candidate as a result of their credit history report, Organization agrees to comply with the FCRA with regard to any pre- or post-adverse action notices and requirements.
- **Confidentiality.** The Organization acknowledges that the nature of executive recruitment is such that SGR engages in discussions with prospects who may or may not ultimately become a candidate, and that SGR may utilize its proprietary network of relationships to identify and engage prospective candidates, and that premature release of such proprietary information, including names of applicants and prospective applicants, may be damaging to the prospects and to SGR. Accordingly, the Organization acknowledges and, to the extent provided by Florida law, agrees that all information related to this search is proprietary and remains the property of and under the exclusive control of SGR, regardless of whether such information has been shared with the Organization, including all decisions regarding release of information.

Exhibit A

- **Payment.** SGR will bill the fixed fee for the Limited Scope Recruitment in two (2) installments: 50% upon completion of the position profile brochure and 50% upon completion of services.

Summary of Pricing.

Service	Pricing (<i>excludes reimbursable expenses or add-ons</i>)
Limited Scope Recruitment	\$13,900
Stakeholder Survey	\$1,500
Recorded Online Interviews	\$250 per candidate
Comprehensive Media Reports	\$1,250 per candidate
Management Style Assessment	\$175 per candidate
Background Checks	\$500 per candidate
Reference Checks	\$250 per candidate

AGENCY CUSTOMER ID: 00110103

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

AGENCY Coverica, Inc.		NAMED INSURED Strategic Government Resources, INC.	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance

cancellation to the certificate holder if the named insured requests cancellation. The General Liability and Auto policy contains a special endorsement with "Primary and Noncontributory" wording. Umbrella policy follows forms.

AGENCY CUSTOMER ID: 00110103

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page _____ of _____

AGENCY Coverica, Inc.		NAMED INSURED Strategic Government Resources, INC.	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance: Notes

Directors & Officers./Crime
 Policy # 82625020
 Carrier: Federal Insurance Company
 Effective Dates 12/16/2023-12/16/2024
 Limits: \$1,000,000 Aggregate

Cyber Liability, Policy #D95977911
 Carrier: ACE American Insurance Company
 Effective Dates: 3/22/2024-3/22/2025
 Limits: \$1,000,000 Occurrence/\$1,000,000 Aggregate
 Deductible: \$2,500

Workers Compensation- Policy # 03501911 22 1
 Coverage State: OK
 Effective Dates : 9/13/2023-9/13/2024
 E.L Each Accident: \$100,000
 E.L Disease- EA Employee: \$100,000
 E.L Disease- Policy Limit: \$500,000

Workers Compensation- Policy # WC5-33S-B22Q5F-012
 Coverage State: VA, AZ, AR, CT, GA, IA, IL, KS, NC, OR, TN, NV, VT
 Effective Dates : 10/01/2023-10/01/2024
 E.L Each Accident: \$1,000,000
 E.L Disease- EA Employee: \$1,000,000
 E.L Disease- Policy Limit: \$1,000,000

Workers Compensation- Policy # 6R594951
 Coverage State: MO
 Effective Dates : 10/01/2023-10/01/2024
 E.L Each Accident: \$1,000,000
 E.L Disease- EA Employee: \$1,000,000
 E.L Disease- Policy Limit: \$1,000,000

Workers Compensation- Policy # 1810126342
 Coverage State: ME
 Effective Dates : 10/01/2023-10/01/2024
 E.L Each Accident: \$1,000,000
 E.L Disease- EA Employee: \$1,000,000
 E.L Disease- Policy Limit: \$1,000,000

Workers Compensation- Policy # 154887.801
 Coverage State: MN
 Effective Dates : 10/01/2023-10/01/2024
 E.L Each Accident: \$1,000,000
 E.L Disease- EA Employee: \$1,000,000
 E.L Disease- Policy Limit: \$1,000,000

Workers Compensation- Policy # 06349567
 Coverage State: PA
 Effective Dates : 10/01/2023-10/01/2024
 E.L Each Accident: \$1,000,000
 E.L Disease- EA Employee: \$1,000,000
 E.L Disease- Policy Limit: \$1,000,000

Workers Compensation- Policy # WCV5122211
 Coverage State: FL
 Effective Dates : 1/15/2024-1/15/2025
 E.L Each Accident: \$1,000,000
 E.L Disease- EA Employee: \$1,000,000
 E.L Disease- Policy Limit: \$1,000,000

Workers Compensation- Policy # 0107804.101
 Coverage State: NM
 Effective Dates : 2/10/2024-2/10/2025
 E.L Each Accident: \$1,000,000

AGENCY CUSTOMER ID: 00110103

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page _____ of _____

AGENCY Coverica, Inc.		NAMED INSURED Strategic Government Resources, INC.	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance: Notes

E.L Disease- EA Employee: \$1,000,000
E.L Disease- Policy Limit: \$1,000,000

Workers Compensation- Policy # WC5-33S-B23H38-013
Coverage State: MI
Effective Dates : 2/16/2023-2/16/2024
E.L Each Accident: \$1,000,000
E.L Disease- EA Employee: \$1,000,000
E.L Disease- Policy Limit: \$1,000,000

Workers Compensation- Policy # 25864471
Coverage State: NY
Effective Dates : 3/08/2023-3/08/2024
E.L Each Accident: \$1,000,000
E.L Disease- EA Employee: \$1,000,000
E.L Disease- Policy Limit: \$1,000,000

Certificate Of Completion

Envelope Id: 8FBFD44C3E8C43259958265083C89486	Status: Completed
Subject: Work Authorization - Strategic Government Resources - \$16,900.00 Description: Recruitment	
Source Envelope:	
Document Pages: 12	Signatures: 9
Certificate Pages: 6	Initials: 4
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Brittany Sloan
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	boneal@nassaucountyfl.com
	IP Address: 50.238.237.26


Record Tracking

Status: Original	Holder: Brittany Sloan	Location: DocuSign
6/10/2024 2:51:32 PM	boneal@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: 6/10/2024 3:13:36 PM Viewed: 6/10/2024 3:26:09 PM Signed: 6/10/2024 3:26:15 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: 6/10/2024 3:26:18 PM Viewed: 6/10/2024 4:09:47 PM Signed: 6/10/2024 4:11:15 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: 6/10/2024 4:11:18 PM Viewed: 6/11/2024 6:39:43 AM Signed: 6/11/2024 6:40:51 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: 6/11/2024 6:40:53 AM Viewed: 6/11/2024 9:35:12 AM Signed: 6/11/2024 9:35:29 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>Jeri J. Peters jjpeters@governmentresource.com President of Executive Recruitment Strategic Government Resources Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 6/12/2024 2:39:13 PM ID: e563ef7a-c0c4-4a8c-9769-ba9ac3699e1a</p>	<p><i>Jeri J. Peters</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 73.25.97.45</p>	<p>Sent: 6/11/2024 9:35:33 AM Viewed: 6/12/2024 2:39:13 PM Signed: 6/12/2024 2:43:10 PM</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><i>AJ</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 6/12/2024 2:43:14 PM Viewed: 6/12/2024 3:46:46 PM Signed: 6/12/2024 3:47:50 PM</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><i>Denise C. May</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 6/12/2024 3:47:53 PM Viewed: 6/12/2024 3:49:00 PM Signed: 6/12/2024 3:49:06 PM</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><i>Taco E. Pope AICP</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 6/12/2024 3:49:09 PM Viewed: 6/12/2024 4:07:20 PM Signed: 6/12/2024 4:07:22 PM</p>
<p>BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>L.BELTON</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 6/12/2024 4:07:25 PM Viewed: 6/14/2024 10:03:13 AM Signed: 6/14/2024 10:03:31 AM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</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
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Procurement
procurement@nassaucountyfl.com
Security Level: Email, Account Authentication (None)

COPIED

Sent: 6/14/2024 10:03:34 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Clerk Services
BOCCClerkServices@nassauclerk.com
Security Level: Email, Account Authentication (None)

COPIED

Sent: 6/14/2024 10:03:35 AM
Viewed: 6/14/2024 10:05:01 AM

Electronic Record and Signature Disclosure:
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
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Envelope Sent	Hashed/Encrypted	6/10/2024 3:13:36 PM
Envelope Updated	Security Checked	6/11/2024 10:08:17 AM
Certified Delivered	Security Checked	6/14/2024 10:03:13 AM
Signing Complete	Security Checked	6/14/2024 10:03:31 AM
Completed	Security Checked	6/14/2024 10:03:35 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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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

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.