

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM2943 - A1

SECTION 1 - GENERAL INFORMATION

Requesting Department: Human Resources Contact Person: Ashley Metz
Telephone: (904) 530-6075 Email: ametz@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION

Name: MFB Financial Inc, dba The Bailey Group
Address: 1200 Plantation Island Dr., Suite 210
City: St. Augustine State: FL Zip Code: 32080
Vendor's Administrator Name: Travis Cummings Title: SVP Corporate Benefits
Telephone: (904) 461-1800 Email: TCummings@mbaileylgroup.com

SECTION 3 - VENDOR AUTHORIZED SIGNATORY

Authorized Signatory Name: Mark Bailey Title: President
Authorized Signatory Email: MBailey@mbaileylgroup.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: MFB Financial Inc, dba The Bailey Group
Short Description of Product(s)/Service(s) Being Requested: Broker Services for Health Insurance, Dental, Vision, life and ancillary employee insurance plans

(GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)

Procured Method: Quotes ITB RFP RFQ Piggyback Exemption Sole Source Single Source
Other: _____
Amount of Initial Contract Term: \$288,000.00
Amount of Renewal Options (if applicable): Year 1: _____ Year 2: _____
Year 3: _____ Year 4: _____
Total Amount of Contract (Initial Term + Renewal Options): \$288,000.00 (Estimate if necessary)
Account Number: 01122513-534000
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: AMP

SECTION 6 - AMENDMENT INFORMATION

Contract Tracking No: CM2943 Amendment No: A1
Type of Amendment: Renewal Time Extension with Increase Time Only Extension Additional Scope
Supplemental Agreement Other: _____
Contract Amount with Previous Amendments: \$ 288,000.00 Amount of this Amendment: \$ 72,000.00
New Contract Amount including this Amendment: \$ 360,000.00
Account Code Change From: _____ To: _____
County Authorized Signatory: BOCC Chairman County Manager
(IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. <u>Ashley Metz</u> <u>11/7/2024</u>	3. <u>Nanice Almodi</u> <u>11/8/2024</u>
Department Head/Contract Manager Date	Procurement Date
2. <u>Chris Lacambra</u> <u>11/7/2024</u>	4. <u>Denise C. May, Esq., BCS</u> <u>11/8/2024</u> <u>DJ</u>
Office of Mgmt. & Budget Date	County Attorney Date

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 11/8/2024
County Manager Date

DATE
11/6/2024

Requisition Form
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
MFB Financial Inc, dba The Bailey Group
1200 Plantation Island Dr., Suite 210
St. Augustine, FL 32080

DEPARTMENT
Human Resources


REQUESTED BY
A. Metz

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
10758		01122513-534000	\$ 94,358.00	Encumber Contract	CM2943-A1


ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1.	Broker Services -Health, Dental, Vision	9.00	\$ 6,000.00	\$ 54,000.00
	Life/STD and Ancillary			\$ 0.00
	1/1/2025 thru 9/30/2025			\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

ORIGINAL - FINANCE Shipping \$ 0.00
 COPY - DEPARTMENT Total \$ 54,000.00

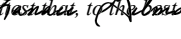
Department Head

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.

 11/7/2024

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.

 11/7/2024

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.

 11/8/2024

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.

BOCC AP
 Clerk:
 Date: 11/12/2024

FIRST AMENDMENT TO BROKER/AGENT AGREEMENT
FOR NASSAU COUNTY, FLORIDA

THIS FIRST AMENDMENT TO THE BROKER/AGENT AGREEMENT (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 **MFB FINANCIAL, INC., dba THE BAILEY GROUP**, a business having its primary business location at 1200 Plantation Island Dr., Suite 210, Saint Augustine, Florida 32080 (hereinafter the “Broker/Agent”).

WITNESSETH:

WHEREAS, the Parties previously entered into a Broker/Agent Agreement dated November 23, 2020 (hereinafter “Agreement”); and

WHEREAS, the Bailey Group has provided and shall continue to render services from January 1, 2024 through December 31, 2024 under the current terms and conditions of the Agreement which provides for an annual fee of Seventy-Two Thousand Dollars (\$72,000.00); and

WHEREAS, the Agreement further allows for an extension of the term of the Agreement; and

WHEREAS, the parties have mutually agreed to extend the term of the Agreement and to further modify the Agreement as contained herein; and

WHEREAS, the Parties now desire to amend the Agreement 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 Agreement as follows:

SECTION 1. Article V. Term. of the Agreement is hereby amended to extend the term of the Agreement for an additional one (1) year and the Agreement shall now terminate on December 31, 2025.

SECTION 2. Article XIII. Miscellaneous at Section 13.1 of the Agreement is hereby amended to remove the reference to Michael S. Mullin as the County Attorney and the contact information provided therewith and is amended to read as follows:

Denise C. May, County Attorney
96135 Nassau Place, Suite 6
Yulee, Florida 32097
Email: dmay@nassaucountyfl.com

SECTION 3. Article XIII. Miscellaneous is further amended to add a new Section 13.6 as follows:


13.6 Human Trafficking Affidavit.

In accordance with Section 787.06, Florida Statutes, the Broker/Agent shall provide the County with an affidavit, on a form approved by the County, signed by an officer or a representative of the Broker/Agent under penalty of perjury attesting that the Broker/Agent does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.

SECTION 4. All other terms and conditions of the Agreement not inconsistent with the provisions of this Amendment shall remain the same and in full force and effect.

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

NASSAU COUNTY

Signature:  _____

Print Name: Taco E. Pope, AICP

Title: County Manager

Date: 11/8/2024 _____

REVIEWED FOR LEGAL FORM AND CONTENT:

Denise C. May, Esq., BCS

DENISE C. MAY, County Attorney

MFB FINANCIAL, INC. DBA THE BAILEY GROUP

Signature: *Mark Bailey* _____

By: Mark Bailey

Title: President

Date: 11/8/2024

Certificate Of Completion

Envelope Id: 46A7E93B67474D7EA9C8CF3A96A58290

Status: Completed

Subject: Contract No.: CM2943-A1_Bailey_Group_\$72,000 Description: Broker Services

Source Envelope:

Document Pages: 4

Signatures: 12

Envelope Originator:

Certificate Pages: 6

Initials: 2

Ashley Metz

AutoNav: Enabled

ametz@nassaucountyfl.com

Envelopeld Stamping: Enabled

IP Address: 50.238.237.26

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original

Holder: Ashley Metz

Location: DocuSign

11/7/2024 12:56:30 PM

ametz@nassaucountyfl.com

Signer Events

Signature

Timestamp

Ashley Metz

ametz@nassaucountyfl.com

Human Resources Director

Nassau County BOCC

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Sent: 11/7/2024 1:08:26 PM

Viewed: 11/7/2024 1:08:36 PM

Signed: 11/7/2024 1:08:43 PM

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)

Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Sent: 11/7/2024 1:08:45 PM

Viewed: 11/7/2024 2:25:00 PM

Signed: 11/7/2024 2:25:50 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Michelle Proctor

mproctor@nassaucountyfl.com

Risk Manager

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Sent: 11/7/2024 2:25:52 PM

Viewed: 11/7/2024 2:30:03 PM

Signed: 11/7/2024 2:30:21 PM

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)

Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26



Sent: 11/7/2024 2:30:23 PM

Viewed: 11/7/2024 8:58:26 PM

Signed: 11/8/2024 8:00:49 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Mark Bailey Mbailey@mbaileygroup.com President Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Pre-selected Style Using IP Address: 172.13.206.104	<p>Sent: 11/8/2024 8:00:52 AM Viewed: 11/8/2024 9:11:46 AM Signed: 11/8/2024 9:11:53 AM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 11/8/2024 9:11:46 AM ID: 0d984907-6a79-4a74-bc84-8cb45e9785d6</p>		
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 11/8/2024 9:11:55 AM Viewed: 11/8/2024 5:10:47 PM Signed: 11/8/2024 5:10:55 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>Denise C. May, Esq., BCS 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: 11/8/2024 5:10:58 PM Viewed: 11/8/2024 5:13:10 PM Signed: 11/8/2024 5:20:02 PM</p>
<p>Electronic Record and Signature Disclosure: 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: 107.115.147.45 Signed using mobile	<p>Sent: 11/8/2024 5:20:04 PM Viewed: 11/8/2024 5:23:35 PM Signed: 11/8/2024 7:19:28 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Uploaded Signature Image Using IP Address: 12.23.69.254	<p>Sent: 11/8/2024 7:19:30 PM Viewed: 11/12/2024 9:11:38 AM Signed: 11/12/2024 9:11:44 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
Clerk Services BOCCCLerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 11/12/2024 9:11:47 AM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 11/12/2024 9:11:48 AM

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/7/2024 1:08:26 PM
Certified Delivered	Security Checked	11/12/2024 9:11:38 AM
Signing Complete	Security Checked	11/12/2024 9:11:44 AM
Completed	Security Checked	11/12/2024 9:11:48 AM

Payment Events	Status	Timestamps
----------------	--------	------------

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

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.