

CS-24-169

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM 3851

SECTION 1 - GENERAL INFORMATION
 Requesting Department: LIBRARY Contact Person: JULIE CANNAVINO
 Telephone: (904) 530-6502 Email: jcannavino@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION
 Name: ZOOBEAN INC
 Address: 3100 CLARENCON BLVD #200
 City: ARLINGTON State: VA Zip Code: 22201
 Vendor's Administrator Name: TROY PENDER Title: SENIOR ASSOCIATE, BUSINESS OPERATIONS
 Telephone: (978) 417-2155 Email: TROY@ZOOBEAN

SECTION 3 - VENDOR AUTHORIZED SIGNATORY
 Authorized Signatory Name: FELIX LLOYD Title: CEO
 Authorized Signatory Email: felix@zoobean.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: BEANSTACK PLUS
 Short Description of Product(s)/Service(s) Being Requested: 3 YEAR SUBSCRIPTION CONTRACT WITH ZOOBEAN TO PROVIDE RESIDENTS WITH SOFTWARE TO LOG READING, SHARE REVIEWS AND COMPLETE CHALLENGES ESPECIALLY FOR SUMMER READING.
 (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: \$2134.00
 Amount of Renewal Options (if applicable): Year 1: \$ 2,134.00 Year 2: \$ 2,134.00
 Year 3: _____ Year 4: _____
 Total Amount of Contract (Initial Term + Renewal Options): \$6402.00 (Estimate if necessary)
 Account Number: 01711571-549000
 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: JMP

SECTION 6 - AMENDMENT INFORMATION
 Contract Tracking No: _____ Amendment No: 1
 Type of Amendment: Renewal Time Extension with Increase Time Only Extension Additional Scope
 Supplemental Agreement Other: _____
 Contract Amount with Previous Amendments: _____ Amount of this Amendment: _____
 New Contract Amount including this Amendment: _____
 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>Julie Cannavino</u> Department Head/Contract Manager Date: <u>1/3/2025</u>	3. <u>Denise C. May, Esq., BCS</u> Procurement Date: <u>1/7/2025</u>
2. <u>[Signature]</u> Office of Mgmt. & Budget Date: <u>12.16.24</u>	4. <u>Denise C. May, Esq., BCS</u> County Attorney Date: <u>1/7/2025</u>

(Signature required only if procurement related)

COUNTY MANAGER - FINAL SIGNATURE APPROVAL
[Signature] Date: 1/7/2025
 County Manager Date



beanstack

Nassau County Public Library System (FL) 2024-2027 Subscription

Nassau County Public Library System (FL)

96135 Nassau Place
Yulee, Florida 32097
United States

Julie Cannavino

jcannavino@nassaucountyfl.com
904-530-6502

Reference: 20241030-105933763

Contract created: October 30, 2024

Contract expires: March 29, 2025

Contract created by: Troy

Senior Associate, Business Operations

troy@zoobean.com

Comments from Troy Pender

This agreement covers a three year subscription of Beanstack Plus for Nassau County Public Library System commencing through the end of the prior license agreement through October 15th, 2027. The subscription will be paid annually at the price quoted below.

Products & Services

Item & Description	Quantity	Unit Price	Total
Library - Plus 10/16/2024 - 10/15/2027	1	\$2,134.00 / year	\$2,134.00 / year for 3 years
Annual subtotal			\$2,134.00
First Year Amount			\$2,134.00
Total Contract Amount			\$6,402.00

Purchase terms

Product/Service Description

Beanstack provides a mobile-friendly site for local families to participate in the Library's reading challenges, including summer reading, winter reading, and activity challenges. Families gain tools to register, log their reading, and earn incentives. For staff, Beanstack makes it easy to register users, create reading and activity challenges, and produce extensive reports.

Product/Service Requirements

Beanstack is a mobile responsive web application. It requires a modern web browser and can be accessed by students, teachers, families, and staff inside and outside of the Library.

The license for the Plus Package will include the following:

- Custom, mobile responsive site
- Family, classroom, and group registration
- Concurrent reading challenge system
- Virtual badge system
- Virtual points system
- Reading logging system
- Activity logging system
- Book reviews system
- Site customization tools
- Reading challenge set-up tools and templates
- Administrative tools for staff to provide user service
- Library staff "Add Reader" and "Find A Person" system
- Prize and drawings system
- Reading lists and activity track system and templates
- Data reports and insights for admins
- Logging by ISBN capture on mobile phones
- Picture review system

The license for the Plus Package will include all features of the Beanstack Tracker mobile app, including the following:

- Logging by ISBN scan
- Timed reading sessions
- Reading history and active reading log
- Reader streaks and achievements
- Reader statistics wizard by pages, minutes, days, and titles per day, week, month, and year

The license for the Premium Package will include all features of the Essential & Plus licenses plus the following:

- Personalized book recommendation system for kids
- Personalized book recommendation system for teens
- Personalized event recommendations
- Weekly personalized emails

- Direct links to the library catalog

All licenses include the following:

- Persistent user accounts
- Ongoing new content and reading challenges
- Virtual badge library
- Print and digital marketing templates
- On-demand video training access
- Reading Fundraisers
- Hosting, maintenance, and technical support as described in Exhibit A

Legal Terms & Conditions

1. Unless otherwise stated, the terms and conditions of this quotation constitute an offer by Zoobean to sell products and services to the Library, and if accepted by the Library, constitute a legally-binding obligation by the Library to purchase such products and services.
2. The Library retains ownership of all data created by the Library's users. This includes user contact information, reading logs, and any user-created content such as reading lists, and book reviews. The software requires username, first name, age, and password. The Library may choose to collect additional registration fields including school, gender, grade level, zip code, local area, phone number, and email address.
3. Zoobean does not require the collection of personally identifiable information. If Library chooses to include registration fields that may classify as personally identifiable information, Zoobean will protect this information. The website uses a Hypertext Transfer Protocol Secure (HTTPS) to secure and encrypt user data over computer networks. The use of cookies and online tracking is minimal and GDPR compliant.
4. Zoobean agrees to delete all data created by the Library's users at anytime upon receipt of a request for deletion. The Library shall give notice to Zoobean of any request for the deletion of such information. Zoobean shall then have three (3) days from the date it receives such notice to execute the deletion of all data created by the Library's users.
5. Zoobean does not sell or trade user information for marketing, advertising, or other use under any circumstances. Zoobean may release user information when the company believes release is necessary to comply with law, enforce our site policies, or protect ours or others' rights, property, or safety.
6. Unless otherwise specified in this quotation, payment terms for the products and services herein are net sixty (60) days from the invoice date.
7. The terms and conditions of this quotation may be rejected, modified or superseded only by a written agreement mutually signed specifying the rejection, modification or supersession of the terms and conditions.
8. Payment for Zoobean products and services constitutes pre-payment for subscription for the 12 months following the Effective Date.
9. Zoobean products will renew for twelve (12) month terms (a "Renewal Period") following the expiration of the initial product term. The Library or Zoobean may cancel only by notifying the other party in writing of its

intention not to renew at least ninety (90) days prior to the expiration of the current term.

10. Payment for Zoobean Renewal Periods is prepaid. Payment for any pro-rated portion of a Renewal period is due to Zoobean within thirty (30) days of the date of receipt of an invoice from Zoobean for the pro-rated term.

11. If Library fails to pay Zoobean any sums due under this quotation on a timely basis, Zoobean reserves the right to discontinue maintenance, subscription and/or hosting services.

12. Zoobean's Client Success Department will contact Library after completion of this agreement to arrange a meeting to discuss the delivery/installation process and schedule at a date and time that is mutually agreeable to the Zoobean and the Library.

13. Zoobean represents and warrants that all such products and services shall be performed in a professional and workmanlike manner. Zoobean warrants that the products will be delivered and the services will be performed and delivered according to provisions set forth in the License Agreement.

14. Entire Agreement: This License Agreement, together with the [terms and conditions of Exhibit A](#), shall constitute the complete and final agreement between Zoobean Inc. and the Library with respect to the services listed above.

User Support

Zoobean will use commercially reasonable efforts to provide Secondary Support to the Library. The Library shall be responsible for providing Primary Support to its Users. Zoobean will ensure it has adequate staff and resources to provide Secondary Support by phone or other electronic means during the Library's business hours.

Uptime Requirement/Downtime

Excluding Scheduled Downtime, Zoobean guarantees a 99.5% uptime.

All scheduled maintenance Zoobean performs, including platform maintenance, upgrades, or other servicing of its Digital Content Platform shall be during Off-Peak Hours. Scheduled Downtime will not normally exceed thirty (30) minutes in duration. Zoobean shall provide the Library with forty-eight (48) hours advance notice of any Scheduled Downtime that is expected to last less than four (4) hours. In the event any Scheduled Downtime is expected to last over four (4) hours in duration, say for a major release, Zoobean shall notify Library and its Users at least seventy-two (72) hours in advance of that downtime.

Zoobean shall use its best efforts to limit Scheduled Downtime to a maximum of six (6) times within a 90-day period; any Scheduled Downtime that exceeds this maximum limit shall be treated as Unscheduled Downtime.

Performance Guarantees

If Unscheduled Downtime equals or exceeds four (4) hours in given Calendar Month, Library shall be entitled to a credit from Zoobean in an amount equal to one-twelfth (1/12) of the agreed-upon annual subscription license fee for the then-current subscription year, times the applicable percentage (%) below, which is based upon the total number of hours of Unscheduled Downtime during a Calendar Month.

Amount of Unscheduled Downtime in a Calendar Month/Percentage of Credit:

4 to 7 hours - 25%

7.1 hours to 16 hours - 50%

16.1 hours to 24 hours - 75% Over 24 hours - 100%

Library may elect for Zoobean to apply the calculated credit to the next invoice issued by Zoobean to Library or for Zoobean to issue payment to Library for the calculated credit, to be paid within thirty(30) days.

Should Unscheduled Downtime exceed 168 hours during a 90-day period, said downtime may be considered a Material Default by the Library, and the Library may elect to enforce the termination provisions and remedies provided in the Agreement for Material Default.

Nassau County Board of County Commissioners, on behalf of the Nassau County Public Library System



Taco E. Pope, AICP, County Manager

1/7/2025

Date

Taco E. Pope AICP

Printed name

Zoobean Inc



Felix Lloyd, CEO

1/7/2025

Date

Felix LLoyd

Printed name

Questions? Contact me



Troy Pender

Senior Associate, Business Operations

troy@zoobean.com

Zoobean

PO Box 826073

Philadelphia, PA 19182

US



5614 Connecticut Ave. NW
 Suite #227
 Washington, DC 20015

412.532.6367
contact@zoobean.com
zoobean.com

EXHIBIT “A”

Service Level Agreement (SLA)

Severity	Incident	Response Time	Resolution Effort	Customer Update Interval	Escalation
Level 1	<p>Critical outage on the Service or other components or applications associated with the Service, and no workaround is immediately available.</p> <ul style="list-style-type: none"> Critical services – Service is down and Users cannot perform core functions of the Service on their accounts. Digital operations have been disrupted and Users cannot log onto the Service. <p>A Service outage does not include loss of connectivity or access for a single or small subset of users. Severity Level 1 tickets are also not related to errors on mobile platforms, such as Apple iPhone or iPad, Android devices, Kindle, etc.</p>	1 Hour	Highest priority – Zoobean’s full technical staff working 24x7 to solve the issue, until completion.	Every 4 Hours	Escalated to upper management, twice per day.



<p>Level 2</p>	<p>Major functionality on the Service or other components or applications associated with the Service is affected, but a temporary workaround is available.</p> <p>Major functionality is impaired, although the Service is available and operational.</p> <ul style="list-style-type: none"> • Users are able to connect to the Service, although some core functions of Service are affected. • Operations can continue only in a restricted fashion. 	<p>2 Hours</p>	<p>High priority – Zoobean’s full technical staff working 12x5 to solve the issue, until completion.</p>	<p>Every 12 Hours</p>	<p>Escalated to upper management, once per day.</p>
<p>Level 3</p>	<p>Minor functionality on the Service or other components or applications associated with the Service is not working as expected and a workaround is available.</p>	<p>24 Hours</p>	<p>Medium priority – Zoobean’s technical staff working 8x5 to solve the issue, until completion.</p>	<p>Every 24 Hours</p>	
<p>Level 4</p>	<p>General usage questions regarding the Service or other components or applications associated with the Service.</p> <ul style="list-style-type: none"> • Cosmetic issues, including errors in documentation. • Enhancement requests (cases initially opened via email will be assigned a Severity Level 4 by default) 	<p>48 Hours</p>	<p>Low priority – Zoobean’s technical staff working 8x5 to solve the issue.</p>	<p>Send one-time acknowledgement email.</p>	



Certificate Of Completion

Envelope Id: B308B059-10BC-45C0-9903-28A6069EDBE7
 Subject: CM 3851 ZOOBEAN INC. \$2134.00 Description: Beanstack Plus
 Source Envelope:
 Document Pages: 10 Signatures: 8
 Certificate Pages: 6 Initials: 4
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:
 Anne Ford
 aford@nassaucountyfl.com
 IP Address: 50.144.43.162

Record Tracking

Status: Original
 1/3/2025 8:13:07 AM

Holder: Anne Ford
 aford@nassaucountyfl.com

Location: DocuSign

Signer Events

Julie Cannavino
 jcannavino@nassaucountyfl.com
 Nassau County
 Security Level: Email, Account Authentication
 (None)

Signature

Julie Cannavino

Signature Adoption: Pre-selected Style
 Using IP Address: 50.144.43.162

Timestamp

Sent: 1/3/2025 8:36:59 AM
 Viewed: 1/3/2025 8:42:39 AM
 Signed: 1/3/2025 8:42:49 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Tracy Poore
 tpore@nassaucountyfl.com
 OMB Admin
 Nassau County BOCC
 Security Level: Email, Account Authentication
 (None)

TP

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

Sent: 1/3/2025 8:42:51 AM
 Viewed: 1/3/2025 8:45:06 AM
 Signed: 1/3/2025 8:46:26 AM

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)

Chris Lacambra

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

Sent: 1/3/2025 8:46:28 AM
 Viewed: 1/3/2025 10:37:05 AM
 Signed: 1/3/2025 10:37:47 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign







Michelle Proctor
 mproctor@nassaucountyfl.com
 Risk Manager
 Security Level: Email, Account Authentication
 (None)

MP

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

Sent: 1/3/2025 10:37:49 AM
 Viewed: 1/7/2025 8:12:22 AM
 Signed: 1/7/2025 8:12:52 AM

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: 1/7/2025 8:12:55 AM Viewed: 1/7/2025 10:19:49 AM Signed: 1/7/2025 10:20:05 AM</p>
<p>Felix Lloyd felix@zoobean.com President Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 1/7/2025 11:09:20 AM ID: f285fcd8-7b6d-4b5c-9fe7-04aee66366f7</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 76.151.251.95</p>	<p>Sent: 1/7/2025 10:20:07 AM Viewed: 1/7/2025 11:09:20 AM Signed: 1/7/2025 11:09:41 AM</p>
<p>Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County 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: 1/7/2025 11:09:45 AM Viewed: 1/7/2025 11:49:05 AM Signed: 1/7/2025 11:49:44 AM</p>
<p>Denise C. May, Esq., BCS 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 Signed using mobile</p>	<p>Sent: 1/7/2025 11:49:48 AM Viewed: 1/7/2025 11:58:42 AM Signed: 1/7/2025 11:59:01 AM</p>
<p>Taco 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: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 1/7/2025 11:59:03 AM Viewed: 1/7/2025 12:35:01 PM Signed: 1/7/2025 12:39:34 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>Signature Adoption: Uploaded Signature Image Using IP Address: 12.23.69.254</p>	<p>Sent: 1/7/2025 12:39:36 PM Viewed: 1/8/2025 11:35:31 AM Signed: 1/8/2025 11:35:37 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: 1/8/2025 11:35:39 AM Viewed: 1/8/2025 3:14:08 PM
Procurement Department Procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 1/8/2025 11:35:40 AM Viewed: 1/8/2025 2:01:24 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/3/2025 8:36:59 AM
Certified Delivered	Security Checked	1/8/2025 11:35:31 AM
Signing Complete	Security Checked	1/8/2025 11:35:37 AM
Completed	Security Checked	1/8/2025 11:35:40 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.