

# BOCC CONTRACT APPROVAL FORM

CONTRACT  
TRACKING NO.  
CM3838-A1

## SECTION 1 - GENERAL INFORMATION

Requesting Department: Procurement Contact Person: Lanaee Gilmore  
Telephone: (904) 530-6043 Email: lgilmore@nassaucountyfl.com

## SECTION 2 - VENDOR INFORMATION

Name: CobbleStone Systems Corp. dba CobbleStone Software  
Address: 428 S. White Horse Pike  
City: Lindenwold State: NJ Zip Code: 08021  
Vendor's Administrator Name: Ashley Lange Title: Account Manager  
Telephone: (866) 330-0056 Email: alange@cobblestonesystems.com

## SECTION 3 - VENDOR AUTHORIZED SIGNATORY

Authorized Signatory Name: Bradford Jones Title: VP of Sales and Marketing  
Authorized Signatory Email: bjones@cobblestonesystems.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: Contracts Management Software  
Short Description of Product(s)/Service(s) Being Requested: Contract Management Software User Licenses

### (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: Estimated \$48,850.45 (Initial term 3 years). Cost is estimated and may change based on increase or decrease of user licenses.

Amount of Renewal Options (if applicable): Year 1: \_\_\_\_\_ Year 2: \_\_\_\_\_  
Year 3: \_\_\_\_\_ Year 4: \_\_\_\_\_

Total Amount of Contract (Initial Term - Renewal Options): Estimated \$48,850.45 (Initial term 3 years with two, one year renewal options at up to 5% per year cap) (Estimate if necessary)

Account Number: 001250515-554020 FY25 \$16,761.51

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: with cyber and professional

Risk Manager Initials: MLP

## SECTION 6 - AMENDMENT INFORMATION

Contract Tracking No: 3838 Amendment No: A1

Type of Amendment: ☐ Renewal ☐ Time Extension with Increase ☐ Time Only Extension ☒ Additional Scope

☐ Supplemental Agreement ☐ Other: \_\_\_\_\_

Contract Amount with Previous Amendments: \$ 16,761.51 Amount of this Amendment: \$ 2,459.52

New Contract Amount including this Amendment: \$ 19,221.03

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. Lanaee Gilmore 5/12/2025  
Department Head/Contract Manager Date  
2. [Signature] 4.30.25 JP 4/30/25  
Office of Mgmt. & Budget Date  
3. Lanaee Gilmore 5/12/2025  
Procurement Date  
(Signature required only if procurement related)  
4. Denise C. May, Esq., BCS 5/15/2025 DJ  
County Attorney Date

## COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 5/15/2025  
County Manager Date



May 8, 2025

First Amendment to Insight Hosted Software License Agreement

**Supplier**

CobbleStone Software  
428 S. White Horse Pike  
Lindenwold NJ, 08021  
(866) 330-0056

**Customer**

Nassau County, FL  
96135 Nassau Place  
Yulee, FL 32097

The Parties agree to amend the Insight Hosted Software License Agreement to include the following:

SaaS: Contract Insight Enterprise Named - Contract Management Software (annual hosted) Solicitation Number: FCIS-JB-980001-B	GSA Price With IFF
- Total ADMIN Users: 6 Total ADMIN Users Annual Subscription License - NAMED Annual Subscription License Contract Insight Enterprise SaaS Hosted - Admin Users License; GSA with IFF - SIN 511210 TERM / 132.32 GS-35F-0186W as per GSA Schedule 70, Cooperative Purchasing	\$ 2,459.52
Setup System - One Time Fee Open Market - Non-GSA	\$ 245.95
One-time Discount: Setup System - One Time Fee Open Market - Non-GSA	\$ (245.95)
Optional: Admin Training Session instructor lead; Remote session up to 10 users max per session: 10 hours sessions @ \$117.88 per hour - GSA with IFF - Online Training SIN 611420 / 132.50 GS-35F-0186W as per GSA Schedule 70, Cooperative Purchasing	not selected
<b>Total for Items Above (Travel not included in pricing)</b>	<b>\$ 2,459.52</b>

**Terms and Conditions**

This Amendment is pursuant to the Contract Insight Agreement between CobbleStone Software and the above referenced Customer. All terms of that Agreement remain in full force and effect and apply to this Amendment. Pricing offer is valid for 30 days and subject to re-pricing thereafter. All travel, lodging (if required), taxes, and VAT are not included in the above pricing and are the responsibility of the Customer. CobbleStone Software reserves the right to perform its obligations direct or via its partners or subcontractors.



The undersigned is a duly authorized purchasing agent of the above referenced Customer and is authorizing the purchase of this order.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

By: Taco Pope, AICP  
Its County Manager  
Date 5/15/2025

COBBLESTONE SYSTEMS d/b/a  
COBBLESTONE SOFTWARE

By: Bradford Jones  
Its VP of Sales and Marketing  
Date 5/12/2025

Approved as to form and legality by the  
Nassau County Attorney

Denise C. May, Esq., BCS  
DENISE C. MAY

## Certificate Of Completion

Envelope Id: 9DF0CD9C-D48B-479A-8E0C-B79F06C8063E

Status: Completed

Subject: Complete with Docusign: Amendment 1 - CM3838 - Cobblestone.pdf,

Source Envelope:

Document Pages: 3

Signatures: 7

Envelope Originator:

Certificate Pages: 6

Initials: 2

Lanaee Gilmore

AutoNav: Enabled

lgilmore@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: Lanaee Gilmore

Location: DocuSign

5/12/2025 10:22:39 AM

lgilmore@nassaucountyfl.com

## Signer Events

### Signature

### Timestamp

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: 5/12/2025 10:42:52 AM

Viewed: 5/12/2025 10:43:04 AM

Signed: 5/12/2025 10:43:24 AM

### 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: 5/12/2025 10:43:26 AM

Viewed: 5/12/2025 11:09:36 AM

Signed: 5/12/2025 11:09:49 AM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Bradford Jones

bjones@cobblestonesystems.com

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style  
Using IP Address: 50.233.74.170

Sent: 5/12/2025 11:09:51 AM

Viewed: 5/12/2025 11:47:46 AM

Signed: 5/12/2025 11:49:03 AM

### Electronic Record and Signature Disclosure:

Accepted: 5/12/2025 11:47:46 AM

ID: 5f459f53-624e-4e14-bbc6-55b0aa8583de

Abigail Jorandby

ajorandby@nassaucountyfl.com

Deputy County Attorney

Nassau BOCC

Security Level: Email, Account Authentication  
(None)

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

Sent: 5/12/2025 11:49:05 AM

Viewed: 5/15/2025 11:00:39 AM


Signed: 5/15/2025 11:00:59 AM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)	<i>Denise C. May, Esq., BCS</i>  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 5/15/2025 11:01:00 AM Viewed: 5/15/2025 11:05:25 AM Signed: 5/15/2025 11:06:48 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	Sent: 5/15/2025 11:06:50 AM Viewed: 5/15/2025 2:30:20 PM Signed: 5/15/2025 2:30:29 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 5/12/2025 10:43:25 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Chris Lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 5/12/2025 10:43:26 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Clerk Admin BOCCclerkServices@nassauclerk.com Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 5/15/2025 2:30:31 PM Viewed: 5/15/2025 2:32:13 PM
<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	5/12/2025 10:42:52 AM
Certified Delivered	Security Checked	5/15/2025 2:30:20 PM
Signing Complete	Security Checked	5/15/2025 2:30:29 PM
Completed	Security Checked	5/15/2025 2:30:31 PM

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](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.