

CS-24-514

**BOCC CONTRACT
APPROVAL FORM**CONTRACT
TRACKING NO.
CM3975**SECTION 1 - GENERAL INFORMATION**

Requesting Department: Human Resources

Contact Person: Tina Keiler or Ashley Metz

Telephone: (904) 530-6075

Email: tkeiler@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION

Name: Governmentjobs.com, Inc. dba "NeoGov"

Address: 2120 Park Place, Suite 100

City: El Segundo

State: California

Zip Code: 90245

Vendor's Administrator Name: Mitch Boland

Title: Account Manager - Southeast

Telephone: (728) 203-0424

Email: mboland@neogov.net

SECTION 3 - VENDOR AUTHORIZED SIGNATORY

Authorized Signatory Name: Laura Rice

Title: Accounting Manager

Authorized Signatory Email: lrice@neogov.net

(IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)**SECTION 4 - CONTRACT INFORMATION**

Contract Name: governmentjobs.com, Inc. dba "NeoGov"

Short Description of Product(s)/Service(s) Being Requested: Professional Services Business Online Review of Processes

(GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)Procured Method: ☐ Quotes ☐ ITB ☐ RFP ☐ RFQ ☐ Piggyback ☐ Exemption ☐ Sole Source ☐ Single Source☒ Other: Method not needed but company wants agreement signed.

Amount of Initial Contract Term: \$3,000.00

Amount of Renewal Options (if applicable):

Year 1:

Year 2:

Year 3:

Year 4:

Total Amount of Contract (Initial Term - Renewal Options): \$3,000.00

(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: *AM***SECTION 6 - AMENDMENT INFORMATION**

Contract Tracking No: Amendment No:

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. *Ashley Metz* 8/26/2025 3. *Tanaka Almon* 8/26/2025
Department Head/Contract Manager Date Procurement Date2. *CP* 8.21.25 *JP* 8/20/25 *(Signature required only if procurement related)*
Office of Mgmt & Budget Date County Attorney Date4. *Denise C. May, Esq., BCS* 8/28/2025 *DJ*

County Attorney Date

8/27/2025

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

County Manager

8/29/2025

Date

VENDOR NAME/ADDRESS
GOVERNMENTJOBS.COM 300 CONTINENTAL BLVD STE 565 EL SEGUNDO, CA 90425

DEPARTMENT
HUMAN RESOURCES

REQUESTED BY
T. KEITER

[illegible]

\$ 3,000.00

Ashley Metz

8/26/2025

I attest that, to the best of my knowledge, funds are available for payment.

I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy.

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.

Clerk: LPB
Date: 9/2/2025



t 800.749.5104
2120 Park Pl. Suite 100
El Segundo, CA 90245



THIS IS NOT AN INVOICE

Contract Records		Order Details	
Account Number:	A-693273	Order #:	Q-400252
Customer:	Nassau, County of (FL)	Valid Until:	8/31/2025
Effective Employee Count:	485	Start Date:	Last signature date
Sales Rep:	Mitch Boland		
Customer Contact			
Billing Contact:	Nassau, County of (FL) Tina Keiter	Shipping Contact :	Nassau, County of (FL) Tina Keiter
Billing Address:	96135 Nassau Pl. Suite 5 Fernandina Beach, FL 32097	Shipping Address:	96135 Nassau Pl. Suite 5 Fernandina Beach, FL 32097
Billing Contact Email:	tkeiter@nassaucountyfl.com	Shipping Contact Email:	tkeiter@nassaucountyfl.com
Billing Phone:	904-530-6075	Shipping Phone:	904-530-6075
Payment Terms			
Payment Term:	Net 30	Notes:	Service must be used within 90 days from purchase date.
PO Number:			
Subscription Service			

Year 1 Business Process Review for Insight/OHC.

Item	Type	Term (Months)	License Type	Total (USD)
Professional Services Online Training	Services	3	Quantity Based	\$3,000.00
Year 1 TOTAL:				\$3,000.00
Total:				\$3,000.00

This price does NOT include any sales tax. Total in USD

Additional Terms and Conditions
License Terms: Enterprise license denotes that Customer has purchased an enterprise wide license up to the employee count specified above. User based license denotes that Customer has purchased the number of licenses set forth in the quantity column. Item count denotes the number of items that Customer has licensed as set forth in the quantity column. Payment Terms: All invoices issued hereunder are due upon the invoice due date. If the Order is for a period longer than one year, the fees for the first period shown shall be invoiced immediately and the fees for future years/periods shall be invoiced annually in advance of each 12 month period shown on the Order, but regardless of the billing cycle, Customer is responsible for the fees for the entire Order. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable. Payment for services ordered hereunder shall be made to Governmentjobs.com, Inc., (D/B/A NEOGOV). Terms & Conditions: This Order Form creates a legally binding contract on the parties. Unless otherwise agreed in a written agreement between Governmentjobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "NEOGOV") and Customer, this Order Form and the services to be furnished pursuant to this Order Form are subject to the terms and conditions set forth in NEOGOV Order Form Q-340809, mutually agreed to by the parties and dated as of December 16, 2024 with the following modifications: (i) the Term as defined in the terms and conditions) shall be as specified above; and (ii) the SKUs and pricing applicable to this purchase shall be as specified in this Order Form.
Special Condition:



t 800.749.5104
2120 Park Pl. Suite 100
El Segundo, CA 90245



If this Order Form is executed and/or returned to NEOGOV by the Customer after the Subscription Start Date stated in this Order Form, NEOGOV may adjust the Subscription Start Date and the corresponding Subscription End Date, without increasing the total fees, based on the date NEOGOV activates the subscription, provided the total length of the subscription term does not change. Following activation, any adjustments to such Subscription Start Date and Subscription End Date may be confirmed by reference to the invoice sent by NEOGOV.

Your signature below constitutes acceptance of terms herein and contractual commitment to purchase the items listed above.

Accepted and Agreed By Authorized Representative of:
Nassau, County of (FL)

Signature:

A handwritten signature in black ink, appearing to read "Taco Pope", written over a horizontal line.

Printed Name: Taco Pope, AICP

Title: County Manager

Date 8/29/2025

Accepted and Agreed By Authorized Representative of:
NEOGOV

Signature:

A handwritten signature in black ink, appearing to read "Alex Chun", written over a horizontal line.

Printed Name: Alex Chun

Title:

Date 8/27/2025

THE INFORMATION AND PRICING CONTAINED IN THIS ORDER FORM IS STRICTLY CONFIDENTIAL.

Certificate Of Completion

Envelope Id: 7B09D765-0818-4177-957D-A19014F84A20

Status: Completed

Subject: Complete with Docusign: 1. CAF & REQUISITION.pdf, 3. Nassau County, FL - Professional Services.pdf

Source Envelope:

Document Pages: 4

Signatures: 7

Envelope Originator:

Certificate Pages: 5

Initials: 3

Tina Keiter

AutoNav: Enabled

tkeiter@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: Tina Keiter

Location: DocuSign

8/26/2025 2:28:37 PM

tkeiter@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: 8/26/2025 2:43:00 PM

Viewed: 8/26/2025 2:43:36 PM

Signed: 8/26/2025 2:43:45 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

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: 8/26/2025 2:43:47 PM

Viewed: 8/26/2025 2:44:18 PM

Signed: 8/26/2025 2:44:25 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: 8/26/2025 2:44:26 PM

Viewed: 8/26/2025 3:30:00 PM

Signed: 8/26/2025 3:30:05 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Alex Chun

achun@neogov.net

CFO

NEOGOV

Security Level: Email, Account Authentication
(None)

Signature Adoption: Uploaded Signature Image

Using IP Address:

2601:280:5c01:66dd:d886:e81d:2545:eb71

Sent: 8/26/2025 3:30:06 PM

Resent: 8/27/2025 3:05:48 PM

Viewed: 8/27/2025 3:08:07 PM

Signed: 8/27/2025 3:08:16 PM

Electronic Record and Signature Disclosure:

Accepted: 8/27/2025 3:08:07 PM

ID: dabba20c-4861-4a31-a187-dba4b84943e5

Signer Events	Signature	Timestamp
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: 8/27/2025 3:08:18 PM Viewed: 8/27/2025 6:01:25 PM Signed: 8/27/2025 6:02:21 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 8/27/2025 6:02:23 PM Viewed: 8/28/2025 8:49:20 AM Signed: 8/28/2025 8:49:49 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: 8/28/2025 8:49:51 AM Viewed: 8/29/2025 11:58:31 AM Signed: 8/29/2025 11:58:56 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	Sent: 8/29/2025 11:58:58 AM Viewed: 9/2/2025 10:09:03 AM Signed: 9/2/2025 10:09:12 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

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)	COPIED	Sent: 9/2/2025 10:09:14 AM Viewed: 9/2/2025 10:10:58 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Carbon Copy Events	Status	Timestamp
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/2/2025 10:09:15 AM
Mitch Boland mboland@neogov.net Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/2/2025 10:09:16 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/26/2025 2:43:00 PM
Envelope Updated	Security Checked	8/27/2025 3:05:47 PM
Envelope Updated	Security Checked	8/27/2025 3:05:47 PM
Certified Delivered	Security Checked	9/2/2025 10:09:03 AM
Signing Complete	Security Checked	9/2/2025 10:09:12 AM
Completed	Security Checked	9/2/2025 10:09:16 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.

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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: procurement@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 procurement@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 procurement@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 procurement@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.