

CS-25-003

DATE
9/23/2025

Requisition Form
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502

DEPARTMENT
Tech Services

REQUESTED BY
Tonya Wood

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
	MSA Autorenewal	01132516-554020	\$ 32,153.04	Encumber Contract	CM3799-AR1
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
	CivicRec	1.00	\$ 5,743.27	\$ 5,743.27	
	CivicPlus	1.00	\$ 8,091.74	\$ 8,091.74	
	Archive Social	1.00	\$ 7,547.40	\$ 7,547.40	
	Monsido	1.00	\$ 6,085.80	\$ 6,085.80	
	Civic Engage	1.00	\$ 1,138.97	\$ 1,138.97	
	AI Agent	1.00	\$ 7,681.26	\$ 7,681.26	
	Discounts	1.00	-\$ 4,135.40	-\$ 4,135.40	
				\$ 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 \$ 32,153.04

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.

Derrick D. Lindsay 9/25/2025
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.

Chris Lacambra 9/25/2025
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.

Taco E. Pope AICP 9/29/2025
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.

Clerk: CLERK FINANCE
Date: 9/29/2025

AUTO RENEWAL FORM

Renewal of (title of agreement/contract): CivicPlus MSA CM3799

This letter confirms the renewal of the Agreement/Contract on the terms set out below.

General information

No.	Topic	Details
1	Department	Technical Services
2	Vendor	CivicPlus LLC
3	Agreement/Contract	Contract No.: CM3799 Auto Renewal No. 1 Funding Account(s): 01132516-554020 Amount: \$ 32,153.04

Agreement/Contract Renewal

On behalf of the Nassau County Board of County Commissioners, the Department gives notice that it wishes to exercise the option to automatically renew the term of the Agreement/Contract for 12 months , beginning 10/01/2025 and ending 09/30/2026 , in accordance with the terms of the above referenced agreement.

Yours sincerely,

Derrick D. Lindsay 9/25/2025
Department Head: Date

Risk Manager Initials: EM

Approved by: 9/25/2025

Chris Lacambra 9/25/2025
Office of Management & Budget Director Date

Ranacci Belmonte 9/29/2025
Procurement Director Date

Denise C. May 9/29/2025 EM
County Attorney Date 9/29/2025

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

Taco E. Popey AICP 9/29/2025
Taco E. Pope, AICP, County Manager Date



Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#345897

10/1/2025

Bill To

Tech Services
Nassau County BOCC
96135 Nassau Place
Suite 7
Yulee FL 32097

TOTAL DUE

\$32,153.04

Due Date: 10/31/2025

Terms	Customer	Approving Authority
Net 30	Nassau County, FL	

Qty	Item	Start Date	End Date	Amount
1	Recreation Management annual software licensing.	10/1/2025	9/30/2026	\$5,743.27
1	CP Pay Annual Fee Renewal	10/1/2025	9/30/2026	\$0.00
1	Additional SMS Subscribers (Block of 500)	10/1/2025	9/30/2026	\$1,265.91
1	Annual for SSL Certificate	10/1/2025	9/30/2026	\$146.77
1	Website Annual Fee Renewal (Hosting & Support)	10/1/2025	9/30/2026	\$4,403.18
1	Standard Department Header Annual Fee: Parks & Recreation	10/1/2025	9/30/2026	\$1,029.44
1	Premium Department Header Annual Fee: Nassau County Animal Shelter	10/1/2025	9/30/2026	\$616.44
1	Social Media Archiving Subscription - Unlimited Accounts & Up To 3k Records Per Month	10/1/2025	9/30/2026	\$7,547.40
1	Acquia Optimize Standard Package - 5,000 Pages, 250 PDF Web Accessibility Checks & 25 Heat Maps	10/1/2025	9/30/2026	\$6,085.80
1	Ultimate Department Header Annual Fee: Department Name	10/1/2025	9/30/2026	\$1,138.97
1	Cloudflare Tier 1 WAF/CDN security protection	10/1/2025	9/30/2026	\$630.00
1	Powered by AI technology, the Frase Answer Engine for Local Government uses website content to answer citizen questions. This solution includes dashboard analytics and language translation.	10/1/2025	9/30/2026	\$7,681.26

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021



Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#345897
10/1/2025

Total	\$36,288.44
Due	\$32,153.04

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021

Certificate Of Completion

Envelope Id: AD019455-4E6A-46CE-8EE0-6E6A9548ED9F

Status: Completed

Subject: Complete with Docusign: CivicPlus CM3799-AR1

Source Envelope:

Document Pages: 4

Signatures: 10

Envelope Originator:

Certificate Pages: 3

Initials: 3

Tonya Wood

AutoNav: Enabled

twood@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: Tonya Wood

Location: DocuSign

9/25/2025 12:18:07 PM

twood@nassaucountyfl.com

Signer Events

Signature

Timestamp

Derrick D. Lindsay

dlindsay@nassaucountyfl.com

Chief Innovation Officer

Nassau County BOCC

Security Level: Email, Account Authentication (None)

Derrick D. Lindsay

Signature Adoption: Pre-selected Style

Using IP Address:

2607:fb90:3e88:678:9c36:7eda:1ace:503f

Signed using mobile

Sent: 9/25/2025 12:39:56 PM

Viewed: 9/25/2025 12:51:26 PM

Signed: 9/25/2025 12:52:29 PM

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)

TP

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Sent: 9/25/2025 12:52:31 PM

Viewed: 9/25/2025 1:17:39 PM

Signed: 9/25/2025 1:17:45 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)

Chris Lacambra

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Sent: 9/25/2025 1:17:47 PM

Viewed: 9/25/2025 1:49:00 PM

Signed: 9/25/2025 1:49:25 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)

AM

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

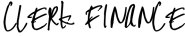
Sent: 9/25/2025 1:49:27 PM

Viewed: 9/25/2025 2:04:57 PM

Signed: 9/25/2025 2:05:05 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

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: 9/25/2025 2:05:09 PM Viewed: 9/29/2025 8:49:35 AM Signed: 9/29/2025 8:54:32 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 9/29/2025 8:54:34 AM Viewed: 9/29/2025 12:10:59 PM Signed: 9/29/2025 12:11:19 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Denise C. May 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: 9/29/2025 12:11:21 PM Viewed: 9/29/2025 12:25:01 PM Signed: 9/29/2025 12:25:41 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 9/29/2025 12:25:43 PM Viewed: 9/29/2025 12:37:56 PM Signed: 9/29/2025 12:38:06 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
CLERK FINANCE 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: 9/29/2025 12:38:10 PM Viewed: 9/29/2025 1:46:57 PM Signed: 9/29/2025 1:47:16 PM
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
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/29/2025 1:47:19 PM
Clerk Admin BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/29/2025 1:47:19 PM Viewed: 9/29/2025 1:53:08 PM
Tonya Wood twood@nassaucountyfl.com County Manager Nassau County Board of County Commission Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/29/2025 1:47:20 PM Resent: 9/29/2025 1:47:27 PM

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/25/2025 12:39:56 PM
Certified Delivered	Security Checked	9/29/2025 1:46:57 PM
Signing Complete	Security Checked	9/29/2025 1:47:16 PM
Completed	Security Checked	9/29/2025 1:47:20 PM
Payment Events	Status	Timestamps