

CS-21-034

**BOCC CONTRACT
APPROVAL FORM**

(Contract Management Use only)

**CONTRACT
TRACKING NO.****CM3075****GENERAL INFORMATION**Requesting Department County ManagerContact Person: Marshall EyermanTelephone: (904) 530-6011 Fax: () _____ Email: meyerman@nassaucountyfl.com**CONTRACTOR INFORMATION**Name: Liberty Partners of Tallahassee, LLCAddress: 113 E. College Avenue, Suite 400; P.O. Box 390; Tallahassee, FL 32302

City

State

Zip

Contractor's Administrator Name: Jennifer J. Green, CAE, DPL Title: PresidentTelephone: (850) 841-1726 Fax: () _____ Email: jennifer@libertypartnersfl.com

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF CONTRACTOR (NAME AND EMAIL ADDRESS)

Authorized Signatory Name: Jennifer J. Green, CAE, DPLAuthorized Signatory Email: jennifer@libertypartnersfl.com**CONTRACT INFORMATION****Contract Name:** Grant Management and Government Consulting Services**Description:** Professional services to provide grant research, application writing, and grant administration for the County

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

Terms: Payment Period: _____ Amount per Period: _____**Total Amount of Contract:** NTE \$45,000

APPROXIMATE IF NECESSARY

Source of Funds: 01-121-512-51-531000 **Termination/Cancellation:** _____**Authorized Signatory:** Taco E. Pope, AICP

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC

Contract Dates: From: Execution to: One (1) year after execution**Status:** ☒ New _____ ☐ Renew _____ ☐ Amend# _____ ☐ WA/Task Order**How Procured:** ☒ Sole Source _____ ☐ Single Source _____ ☐ ITB _____ ☐ RFP _____ ☐ RFQ _____ ☐ Coop. _____ ☐ Other _____**If Processing an Amendment:****Contract #:** _____ **Increased Amount of Existing Contract:** _____**New Contract Dates:** _____ to _____ **Total or Amendment Amount:** _____**Continued on next page**

CHECKLIST*Complete and attach before sending contract for final signature*

| Requirement | Description | Certified Complete By |
|---|---|-----------------------|
| Contract, Exhibits and Appendices | 1) The contract and all documents incorporated by reference in the contract, including exhibits and appendices are attached (including E-Verify, Pricing, Scope, etc.) and properly identified; and 2) All such documents have been read and agreed to in their entirety by originating department and any faculty and staff members who have obligations under this contract. | ME |
| Name, Address, Contact Person | The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included. | ME |
| Understanding | Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties. | ME |
| Competition/Conflicts and Existing Contracts/Compliance | This contract does not conflict with any other contracts, promises or obligations of the BOCC. The requesting department verifies the BOCC can comply with all terms and conditions. | ME |
| Other Necessary Agreements | All other necessary agreements or waivers referred to in contract have been obtained and are attached and properly identified for reference. | ME |
| Indemnification | BOCC may not indemnify, hold harmless, be liable to, or reimburse any other party to the contract for claims, lawsuits, damages, attorney fees, or losses incurred by that party in connection with the contract. | ME |
| Term of Contract | Start and end dates of contract are included. Any renewals are included. | ME |
| Warranties/Guarantees | Warranties or guarantees give satisfactory protection. | ME |
| Insurance | Risk manager _____ has or _____ will approve insurance clauses. Levels confirmed ins requirements | ME |
| Governing Law | The contract is governed under the laws of the State of Florida. The contract may be silent on this issue but in no event will another state's law govern the agreement. | ME |
| Confidentiality Agreements | All nondisclosure clauses include exceptions regarding disclosure as required by law. If not applicable, indicate "n/a." | ME |
| Printed/Typed Names | Names of all persons signing contracts are printed or typed below signatures. | ME |

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. Taco E. Popey AICP 10/5/2021
Department Head Signature** Date Submitting Department
2. [Signature] 10/5/2021 01-121-512-51-531000
Procurement Date Funding Source/Acct #**
3. Megan Diehl 10/7/2021
Office of Management & Budget Date
4. Denise C. May, Esq., BCS 10/8/2021
County Attorney Date

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

5. Taco E. Popey AICP 10/8/2021
County Manager Date

**** THE DEPARTMENT HEAD SIGNING THIS DOCUMENT
CERTIFIES THEY HAVE CONFIRMED FUNDING PRIOR TO SUBMITTING THIS FORM.**

RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION

**CONTRACT FOR PROFESSIONAL GRANT MANAGEMENT AND CONSULTING
SERVICES FOR NASSAU COUNTY, FLORIDA**

THIS AGREEMENT made and entered into this 8th day of
October 2021, by and between the **Board of County Commissioners of
Nassau County**, a political subdivision of the State of Florida, hereinafter referred to as
"County", and **LIBERTY PARTNERS OF TALLAHASSEE, LLC**, located at 113 E.
College Avenue, Suite 400, Tallahassee, Florida 32302, hereinafter referred to as
"Consultant":

WHEREAS, County desires to obtain professional consulting services to provide
County with grant management assistance. Said services are more fully described in
the *Proposal for Grant Management and Government Consulting Services*, attached
hereto and incorporated herein as Exhibit "A"; and

WHEREAS, Consultant desires to render certain consulting services as
described in the *Proposal for Grant Management and Government Consulting Services*,
and has the qualifications, experience, staff and resources to perform those services.

NOW THEREFORE, in consideration of the mutual covenants and agreements
hereinafter contained, the parties hereto agree as follows:

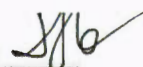
ARTICLE 1 - EMPLOYMENT OF CONSULTANT

County hereby agrees to engage Consultant, and Consultant hereby agrees to
perform the services set forth in the *Proposal for Grant Management and Government
Consulting Services*.


ARTICLE 2 - SCOPE OF SERVICES

2.1 Consultant shall provide professional services in accordance with the
Proposal for Grant Management and Government Consulting Services.

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2.2 Services requested by County or County's representative that are in addition to the *Proposal for Grant Management and Government Consulting Services* will be considered additional services and reviewed, at that time for additional fees. Any additional services shall be mutually agreed upon and provided in writing.

ARTICLE 3 - COUNTY'S RESPONSIBILITY

County shall provide Consultant with all required data, information, and services regarding the requirements and objectives for the services under this Agreement. Consultant shall rely upon the accuracy and completeness of any information, reports, data supplied by County or others authorized by County.

County's responsibilities are to furnish required information, services, render approvals and decisions as necessary for the orderly progress of Consultant's services. County hereby designates the County Manager, or his designee, to act on County's behalf with respect to the *Proposal for Grant Management and Government Consulting Services*. The County Manager, or his designee, shall have complete authority to transmit instructions, receive information, interpret and define County's policies and decisions with respect to materials, elements and systems pertinent to Consultant's services.

ARTICLE 4 - TERM OF AGREEMENT

The term of this Agreement shall be from the date of execution and terminate twelve (12) months thereafter. The term of this Agreement may be extended upon mutual written agreement between both parties. Any extension of the term under this Agreement shall be in one (1) year increments, unless otherwise agreed to by the parties, and shall be in County's best interest and sole discretion. Any agreement or

Initials JJB

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amendment to the Agreement shall be subject to fund availability and mutual written agreement between County and Consultant.

ARTICLE 5 - COMPENSATION

5.1 Consultant shall be compensated a total sum not to exceed \$45,000, in accordance with the *Proposal for Grant Management and Government Consulting Services*.

5.2 Consultant shall prepare and submit to the County Manager, for approval, an invoice for the services rendered, with a copy provided to invoices@nassaucountyfl.com. Invoices for services shall be paid in accordance with the Florida Prompt Payment Act. All invoices shall be accompanied by a report or statement identifying the nature of the work performed, the hours required and compensation for the work performed. The report or statement shall show a summary of fees. County reserves the right to withhold payment to Consultant for failure to perform the work in accordance with the provisions of this Agreement, and County shall promptly notify Consultant in writing if any invoice or report is found to be unacceptable and will specify the reasons therefor. Consultant will have thirty (30) days to cure any failure upon written notice.

5.3 All representation, indemnifications, warranties and guaranties made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, will survive final payment and termination or completion of this Agreement.

5.4 Final Invoice: In order for both parties herein to close their books and records, Consultant will clearly state "Final Invoice" on Consultant's final/last billing to County. This indicates that all services have been performed and all charges and costs

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have been invoiced to County and that there is no further work to be performed on the specific project.

ARTICLE 6 – EXPENSES

Consultant shall be responsible for all expenses incurred while performing the Services. This includes, without limitation, license fees, memberships and dues; automobile and other travel expenses; meals and entertainment; insurance premiums; and all salary, expenses and other compensation paid to Consultant's agents, if any, hired by Consultant to complete the work under this Agreement.

ARTICLE 7 - STANDARD OF CARE

Consultant shall exercise the same degree of care, skill, and diligence in the performance of the services as is ordinarily provided by a professional under similar circumstances, at the same time, and in the same locality. At County's sole discretion, Consultant shall, at no additional cost to County, re-perform services which fail to satisfy the foregoing standard of care.

ARTICLE 8 - DOCUMENTS

The documents which comprise this Agreement between County and Consultant are attached hereto and made a part hereof and consist of the following:

- 8.1 This Agreement; and
- 8.2 The *Proposal for Grant Management and Government Consulting Services* attached hereto Exhibit "A"; and
- 8.3 *Certificate of Liability Insurance* attached hereto as Exhibit "B"; and
- 8.4 Any work authorizations, written amendments, modifications or addenda to this Agreement.

ARTICLE 9 - EQUAL OPPORTUNITY EMPLOYMENT

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In connection with the work to be performed under this Agreement, Consultant agrees to comply with the applicable provisions of State and Federal Equal Employment Opportunity statutes and regulations.

ARTICLE 10 - INDEMNIFICATION

Consultant shall indemnify and hold harmless County and its officers and employees from liabilities, damages, losses, and costs, including but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Consultant and other persons employed or utilized by the Consultant, in the performance of the Agreement.

ARTICLE 11 - INDEPENDENT CONSULTANT

Consultant undertakes performance of the services as an independent consultant under this Agreement and shall be wholly responsible for the methods of performance. County shall have no right to supervise the methods used, but County shall have the right to observe such performance. Consultant shall work closely with County in performing services under this Agreement.

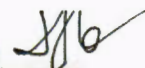
ARTICLE 12 – EXTENT OF AGREEMENT

12.1 This Agreement represents the entire and integrated agreement between County and Consultant and supersedes all prior negotiations, representations, or agreement, either written or oral.

12.2 This Agreement may only be amended, supplemented, modified, changed or canceled by a duly executed written instrument.

ARTICLE 13 - COMPLIANCE WITH LAWS

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In performance of the services, Consultant will comply with applicable regulatory requirements including federal, state, and local laws, rules regulations, orders, codes, criteria and standards.

ARTICLE 14 - INSURANCE

Consultant shall maintain such commercial or comprehensive general liability, workers compensation, professional liability, and other insurance as is detailed in Exhibit "B" and as is appropriate for the services being performed hereunder by Consultant, its employees or agents.

ARTICLE 15 – ACCESS TO PREMISES

County shall be responsible for providing access to all project sites (if required), and for providing project-specific information.

ARTICLE 16 - TERMINATION OF AGREEMENT

16.1 Termination for Convenience: This Agreement may be terminated by County for convenience, upon thirty (30) days of written notice to Consultant. In such event, Consultant shall be paid its compensation for services performed prior to the termination date. In the event that Consultant abandons this Agreement or causes it to be terminated, Consultant is liable to County for all loss pertaining to this termination.

16.2 Default by Consultant: In addition to all other remedies available to County, County may terminate this Agreement for cause should Consultant neglect, fail to perform, or observe any of the terms, provisions, conditions, or requirements herein contained. Prior to termination, County shall provide written notice of the specific conditions warranting default, and County shall allow thirty (30) days for Consultant to cure.

ARTICLE 17 - NONDISCLOSURE OF PROPRIETARY INFORMATION

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Consultant shall consider all information provided by County and all reports, studies, calculations, and other documentation resulting from Consultant's performance of the services to be proprietary unless such information is available from public sources. Consultant shall not publish or disclose proprietary information for any purpose other than the performance of the services without the prior written authorization of County or in response to legal process.

ARTICLE 18 – UNCONTROLLABLE FORCES

18.1 Neither County nor Consultant shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to uncontrollable forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term "uncontrollable forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage and governmental actions.

18.2 Neither party shall, however, be excused from performance if nonperformance is due to forces, which are preventable, removable, or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed, or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement.

ARTICLE 19 - GOVERNING LAW AND VENUE

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This Agreement shall be governed by the laws of the State of Florida. All legal action necessary to enforce the Agreement will be held in Nassau County, Florida.

ARTICLE 20 - MISCELLANEOUS

20.1 Non-waiver: A waiver by either County or Consultant of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

20.2 Severability: Any provision in this Agreement that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provisions in any other jurisdiction. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

20.3 Public Records: County is a public agency subject to Chapter 119, Florida Statutes. IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 530-6010, RECORDS@NASSAUCOUNTYFL.COM, 96135 NASSAU PLACE, YULEE, FLORIDA 32097. Under this Agreement, to the extent that Consultant is providing services to County, and pursuant to section 119.0701, Florida Statutes, Consultant shall:

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a. Keep and maintain public records required by the public agency to perform the service.

b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the agreement term and following completion of the Agreement if Consultant does not transfer the records to the public agency.

d. Upon completion of the Agreement, transfer, at no cost, to the public agency all public records in possession of Consultant or keep and maintain public records required by the public agency to perform the service. If Consultant transfers all public records to the public agency upon completion of the contract, Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Consultant keeps and maintains public records upon completion of the Agreement, Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

e. A request to inspect or copy public records relating to a Nassau County contract for services must be made directly to the Nassau County Custodian of Public Records. If Nassau County does not possess the requested records due to Consultant

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maintaining the public records, then Nassau County shall immediately notify Consultant of the request for records. Consultant must provide the records to Nassau County or allow the records to be inspected or copied within a reasonable time. If Consultant does not comply with Nassau County's request for records, Nassau County shall be entitled to enforce the contract provisions herein for failure to comply with the terms of the contract. Any Consultant which fails to provide public records to Nassau County within a reasonable time may also be subject to penalties as provided under Section 119.10, Florida Statutes, including punishment by fine or may be guilty of committing a misdemeanor of the first degree for any willful and knowing violation.

20.4 The provisions of this section shall not prevent the entire Agreement from being void should a provision, which is of the essence of the Agreement, be determined to be void.

ARTICLE 21 – EMPLOYMENT ELIGIBILITY

Consultant must comply with F.S. 448.095 and use the United States Department of Homeland Security's E-Verify system ("E-Verify") to verify the employment eligibility of all persons hired by Consultant during the term of this Agreement to work in Florida. Additionally, if Consultant uses subcontractors to perform any portion of the Work (under this Agreement), Consultant must include a requirement in the subcontractor's contract that the subcontractor use E-Verify to verify the employment eligibility of all persons hired by subcontractor to perform any such portion of the Work. Consultant must include a requirement in the subcontractor's contract that the subcontractor use E-Verify to verify the employment eligibility of all persons hired by subcontractor to perform any such portion of the work. Answers to questions regarding

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E-Verify as well as instructions on enrollment may be found at the E-Verify website:
www.uscis.gov/e-verify.

ARTICLE 22 - SUCCESSORS AND ASSIGNS

County and Consultant each binds itself and its director, officers, partners, successors, executors, administrators, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns, and legal representatives.

ARTICLE 23 - CONTINGENT FEES

Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

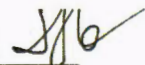
ARTICLE 24 - OWNERSHIP OF DOCUMENTS

Consultant shall be required to work in harmony with other consultants relative to providing information requested in a timely manner and in the specified form. All documents, records, disks, original drawings, or other information shall become the property of the County upon completion for its use and distribution as may be deemed appropriate by County.

ARTICLE 25 - FUNDING

The funding for the expenditures are available in the current fiscal year. The funding shall not require any additional budget appropriation by the County Commission of the County of Nassau.

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ARTICLE 26 - NOTICE

26.1 Whenever either party desires or is required under this Agreement to give notice to any other party, it must be given by written notice either delivered in person, sent by U.S. Certified Mail, U.S. Express Mail, air or ground courier services, or by messenger service, as follows:

COUNTY

Taco E. Pope, AICP, County Manager
96135 Nassau Place, Suite 1
Yulee, Florida 32097
904-530-6010
tpope@nassaucountyfl.com

With a copy to the Procurement Manager at:

96135 Nassau Place, Suite 2
Yulee, Florida 32097
(904) 530-6040
procurement@nassaucountyfl.com

CONSULTANT:

Jennifer J. Green, CAE, DPL
Liberty Partners of Tallahassee, LLC
P.O. Box 390
Tallahassee, Florida 32302
(850) 841-1726
jennifer@libertypartnersfl.com

26.2 Notices shall be effective when received at the address specified above. Changes in the respective addresses to which such notice may be directed may be made from time to time by any party by written notice to the other party. Email and facsimile are acceptable notice effective when received, however, notices received (i.e.; printed) after 5:00 p.m. or on weekends or holidays, will be deemed received on the next business day. The original of the notice must additionally be mailed as required herein.

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26.3 Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Consultant and County.

ARTICLE 27 - DISPUTE RESOLUTION

27.1 County may utilize this section, at their discretion, as to disputes regarding contract interpretation. County may send a written communication to Consultant by email, overnight mail, UPS, FedEx, or certified mail. The written notification shall set forth County's interpretation of the Agreement. A response shall be provided in the same manner prior to the initial meeting with the County Manager. This initial meeting shall take place no more than twenty (20) days from the written notification of the dispute addressed to Consultant. Consultant should have a representative, at the meeting that can render a decision on behalf of Consultant.

27.2 If there is no satisfactory resolution as to the interpretation of the Agreement, the dispute may be submitted to mediation in accordance with mediation rules as established by the Florida Supreme Court. Mediators shall be chosen by County and the cost of mediation shall be borne by Consultant. Consultant shall not stop work during the pendency of mediation or dispute resolution.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

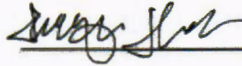
**BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA**

Taco E. Pope, AICP
Taco E. Pope, AICP, County Manager
Its: Designee
Date: 10/8/2021

Initials JP

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**LIBERTY PARTNERS OF TALLAHASSEE,
LLC**



By: Jennifer J. Green

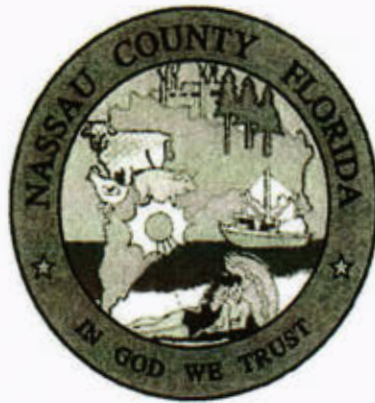
Its: President & Owner

Date: 10/8/2021

Initials JJG

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Exhibit "A"



Nassau County
*Proposal for Grant Management
and Government Consulting Services*

July 14, 2021



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July 14, 2021

Mr. Marshall Eyerman
Assistant County Manager, Nassau County
96135 Nassau Pl., Suite 1
Yulee, FL. 32097

Dear Marshall:

On behalf of Liberty Partners of Tallahassee, LLC, it is our privilege to provide you with this proposal for grant consulting services for the Nassau County.

Established in 2007 by former U.S. Senator Connie Mack and myself, Liberty Partners of Tallahassee, LLC is a government consulting and grant management firm which specializes in the development and execution of successful strategies with local levels of government, state-wide trade associations, non-profit organizations, and corporations. Our firm has a simple philosophy that serves our clients well and separates us from others in the business. As reported in the January 2016 issue of *Florida Trend Magazine*, a guiding principle of our firm's philosophy is to only service a manageable stable of clients on a year-round basis to prevent any possible conflicts of interest among clients and to prevent our team from being stretched too thin in servicing our clientele.

Headquartered in Tallahassee, the Liberty Partners of Tallahassee team is comprised of professionals who have over 50 years of combined experiences, skills and relationships that bolster our client's ability to succeed. Each member of the firm is dedicated to solving your problems and is always available. We offer the personal attention that is only possible with a truly collegial group committed to delivering the highest quality of client service.

Liberty Partners has a Woman-Owned Business Certification from the State of Florida (s. 287 and 295.187, Florida Statutes), is wholly owned by Jennifer J. Green and is a drug free workplace. The firm is comprised of a group of dedicated professionals with diverse experiences, skills and relationships that bolster our clients and their ability to succeed. Each member of the firm is well respected with strong, long-term working relationships within Federal, state, and local government, the business community, and the non-profit association community.

Our firm has represented clients ranging from large corporate entities to statewide trade and professional associations and governmental entities. Through a combination of highly personalized service,

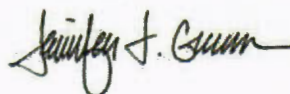
practical government and private sector experience, and total commitment to our client's objectives, we reach the highest levels of success. Liberty Partners has developed and maintained winning client strategies yielding year-round impact and a positive financial position since opening the firm's doors. We have worked with a wide range of clients and because of this diversity we have received recognitions and gained some of our unique qualifications that include the following:

- Our President has been named by the National Institute for Lobbying & Ethics (NILE) as one of the Top 75 Lobbyists in 2020 nationwide.
- Our firm was named in 2018 as one of Florida State University's Seminole 100 – the 100 fastest growing businesses owned by Florida State University Alumni.
- All principals have earned the Designated Professional Lobbyist (DPL) credential from the Florida Association of Professional Lobbyists.
- Our President was awarded the Ken Plante Founder's Award by the Florida Association of Professional Lobbyists for ethical and professional leadership.
- Our President was awarded the Disruption Lobbyist of the Year and a Golden Rotunda Award by *Influence Magazine*.
- Our President has been recognized for her work as a lobbyist by *Florida Trend Magazine*.
- Our firm members have served on the boards and foundations of the Florida Association of Professional Lobbyists and the Florida Society of Association Executives.
- Our firm members have been featured speakers at many educational, local, and statewide events.
- Our firm is one of only a handful of women-owned governmental consulting firms in the state.
- Our firm members have worked on issues for trade and professional associations for nearly 25 years.

Our team is excited about the opportunity to provide Nassau County with a proposal. We have the expertise to help achieve the County's grant consulting goals and objectives. We pride ourselves on providing the highest quality of service and are confident that our firm's qualifications and relationships in state government will qualify us to best work with Nassau County to meet your goals and objectives.

Once again, we are pleased to have the opportunity to be considered to work with Nassau County. Please do not hesitate to contact me on my mobile at (850) 528-8809 or via email at jennifer@libertypartnersfl.com should you have any additional questions or require additional information.

Sincerely,



Jennifer J. Green, CAE, DPL
President & Owner

Our Team

The Liberty Partners team is comprised of professionals who have over 50 years of combined experiences, skills and relationships that bolster our client's ability to succeed with both local and state elected officials and government. Each member of the firm is dedicated to solving your problems and is always available.

Each of our lobbying (governmental consulting) team professionals with Liberty Partners of Tallahassee are members of the Florida Association of Professional Lobbyists and adhere to a strict code of professional conduct. All principals have earned and maintain the Designated Professional Lobbyist (DPL) credential.

Our team also has the expertise to perform the research and locate grant funding opportunities that will align with our client goals and objectives. We are confident that our grant writer's qualifications and the other team member relationships in both the state and Federal government will qualify us to best work on grant service needs.

The Liberty Partners team will provide you with the results you need. As a client, your needs will be handled by one of the most experienced "boutique" teams in Florida. Katie Taff, Director of Grants Management, and I will personally manage the contract and serve as lead consultants on this engagement. You will have additional support from Tim Parson, Vice President and Ethan Merchant, Governmental Affairs Coordinator.

Jennifer J. Green, CAE, DPL
President
jennifer@libertypartnersfl.com
(850) 528-8809 - Mobile

Katie Taff
Director of Grants Management
katie@libertypartnersfl.com
(850) 694-9039

Timothy "Tim" Parson, DPL
Vice President
tim@libertypartnersfl.com
(850) 910-2678 - Mobile

Ethan Merchant, DPL
Governmental Affairs Coordinator
ethan@libertypartnersfl.com
(850) 699-0470 - Mobile

We offer the personal attention that is only possible with a truly collegial group committed to delivering the highest quality of client service. Below are the biographies of each firm member.

JENNIFER J. GREEN, CAE, DPL
President

Jennifer Green is President and owner of Liberty Partners of Tallahassee, LLC and founded the firm in early 2007 with former U.S. Senator Connie Mack (R-FL). With nearly 25 years of experience in political, lobbying and grassroots activities in the State of Florida she consults primarily on state Legislative and Executive branch issues affecting corporations, trade associations, local governments, and not-for-profits.

Jennifer is the Past Chairman of the Florida Association of Professional Lobbyists (FAPL) and still serves on the board and in numerous volunteer capacities for the organization. She serves as a trustee of the FAPL Educational Foundation and was instrumental in developing the association's Designated Professional Lobbyist (DPL) credentialing program. She was also selected by her peers as the first recipient of the Ken Plante Founder's Award for ethics in lobbying.

Prior to Liberty Partners, Jennifer served as the Deputy Executive Director and lead lobbyist for the Florida Institute of Certified Public Accountants (FICPA). Jennifer headed up the legislative, communications, regulatory, political committee, and membership functions of the 18,000-plus member organization with a \$13 million annual budget. Jennifer's direct staff reports consisted of more than 20 management and director-level employees and she was responsible for the administration and fundraising efforts of five political action committees totaling more than \$350,000 in contributions per election cycle and a statewide grassroots network with more than 400 individual CPAs. Jennifer has represented the CPA profession as a registered lobbyist before the Florida Legislature and Cabinet for more than 22 years.

Before her tenure with the FICPA, Jennifer lobbied the Florida Legislature on behalf of the Florida Bankers Association and a private lobbying firm. In addition, Jennifer participated in several statewide Florida political campaigns including the 1992 Bush-Quayle Presidential campaign and former Governor Jeb Bush's 1994 and 1998 campaigns.

In addition to lobbying, Jennifer's background includes experience in many aspects of advocacy including political action committee fundraising, grassroots activities, coalition building, strategic management, communications, member relations and marketing. Jennifer has a wide range of business-related expertise along with a strong portfolio of local government clients that depend on her consulting advice navigating both state and Federal funding opportunities.

Jennifer has worked with several business coalitions and directed the efforts of a group of 27 organizations that successfully defeated a proposed constitutional amendment that would have created a services tax in Florida. Her efforts related to other proposed constitutional amendments in Florida include the 2016 Amendment 4 "Florida for Solar and the 2018 Amendment 3 "Voters in Charge" which gave voters the exclusive right to decide whether to authorize casino gambling.

Jennifer earned her Certified Association Executive (CAE) designation from the American Society of Association Executive (ASAE) after graduating from the U.S. Chamber of Commerce's four-year association management program held at the University of Delaware and earned the Designated Professional Lobbyist (DPL) title from the Florida Association of Professional Lobbyists (FAPL). Jennifer has been a guest speaker at many statewide and national events has been named as one of Florida's best "boutique" lobbying firms by

Florida Politics *Influence Magazine* and has been featured in several issues of the publication. Jennifer serves as a spokesperson for many of her clients on issues relating to legislative and regulatory issues and has developed a strong reputation with many of Florida's most influential news outlets.

Jennifer is a member of ASAE, the Florida Society Association Executives (FSAE) and has served on the Florida Chamber Political Institute Advisory Council, the Florida Chamber CCE and is a past member of FSAE's Board and FSAE Foundation Board and serves as an expert witness in cases related to ethics.

She received her Bachelor of Arts in Political Science from Florida State University and her Associate of Arts from St. Petersburg Junior College. She and her husband reside in Tallahassee, Florida.

TIMOTHY "TIM" PARSON, DPL
Vice President

Tim Parson is the Vice President for Liberty Partners of Tallahassee, LLC. With over 15 years of experience in the state legislature, he has accumulated tremendous insight into state government and the legislative process.

Before joining Liberty Partners, Tim served as the Legislative Affairs Director for the Florida Department of Children and Families where he lobbied the Legislature on issues such as child welfare, human trafficking, and public benefit fraud. While there, Tim was responsible for developing the agency's policy proposals and budget priorities and then leading the legislative advocacy team during the legislative session. Additionally, he served as the lead liaison for the agency before state lawmakers and key stakeholders as the Director of Florida's Children and Youth Cabinet consisting of the secretaries of the Department of Children and Families, the Department of Juvenile Justice and the Agency for Health Care Administration, as well as the directors of the Agency for Persons with Disabilities, the Office of Early Learning, the State Surgeon General, the Commissioner of Education, the director of the Guardian ad Litem Office, and the director of the Governor's Office of Adoption and Child Protection. Tim also served as the Director of the Florida Drug Policy and Advisory Council. Prior to his tenure in the Executive Branch, Tim served as the Chief Legislative Assistant to two state Senators where he was responsible for drafting legislative proposals and representing the Senators before select committees.

Tim was recently chosen as a James Madison Institute Fellow for their program designed for "under 40" professionals in the state. Tim received both his Master's Degree in Public Administration and Bachelor of Science in Economics from the University of West Florida. He and his family reside in Tallahassee, Florida.

KATIE TAFF
Director of Grants Management

Katie Taff is the Director of Grants Management at Liberty Partners of Tallahassee, LLC. With nearly 10 years of experience in the local government arena, she has accumulated a wealth of knowledge and insight into local government processes and programs. Katie primarily focuses on local government and non-profit grant management.

Previously, Katie worked for the Wakulla County Board of County Commissioners and the Wakulla County Property Appraisers offices implementing new policies and procedures, spearheading policy reorganization, developing procurement strategies, drafting grant applications, submission of grants, and all grant management. Prior to her time in local government, she worked accounting and management roles in the private sector at Hydra Engineering and Constructions, and Residential Elevators. Katie has a heart for philanthropy. She is a Rotarian serving the Wakulla Rotary Club and accumulates over two hundred volunteer hours per year.

Katie is a graduate of Florida Metropolitan University, where she received her Associate of Arts in Accounting. She and her family reside in Crawfordville, Florida.

ETHAN MERCHANT, DPL
Governmental Affairs Coordinator

Ethan serves as Governmental Affairs Coordinator and Executive Assistant to the Vice President at Liberty Partners of Tallahassee. Before joining Liberty Partners full-time, Ethan served as a Page in the Florida House of Representatives and most recently served as a Legislative Intern for the firm during the 2017 and 2018 Florida Legislative Sessions. Additionally, Ethan has experience working with grassroots campaigns at the local, state, and Federal level.

Before moving to Tallahassee, Ethan worked at First Federal Bank of Florida for nearly two years in Bonifay, Florida. Ethan also previously assisted the baseball team and Athletic Director at Chipola College in Marianna by serving as the Athletic Student Manager. Ethan was active in Family, Community, and Career Leaders of America (FCCLA) and Future Business Leaders of America (FBLA).

Ethan earned his Bachelor of Arts in Political Science with a minor in Economics from Florida State University and his Associate of Arts from Chipola College, where he was a member of the Honor's Program and Dean's List. He currently resides in Tallahassee, Florida.

Our Firm History

Originally founded by former U.S. Senator Connie Mack and firm President Jennifer J. Green, Liberty Partners of Tallahassee, LLC is a boutique firm specializing in the development and implementation of successful strategies for corporate, non-profit, and trade association clients.

Liberty Partners is a **State of Florida Certified Woman-Owned Business** and comprised of a group of dedicated professionals with diverse experiences, skills and relationships that bolster our clients and their ability to succeed. Each member of the firm is well respected with strong, long-term working relationships within state and local government, the business, and the advocacy community. Most importantly, Liberty Partners is branded as one of the firms best suited to represent organizations like yours before state and regulatory bodies in Florida.

With over 50 years of experience in state and local government including positions as a chief lobbyist and deputy executive director for a top 10 statewide professional organization, a director of a state agency's legislative affairs department, a chief legislative aide to legislators in both the Florida Senate and House of Representatives, former staff members from two Presidential and Gubernatorial campaigns. The Liberty Partners team has more than a decade of successful private consulting experience for Fortune 500 companies, trade and professional associations, not-for-profits and public and private-sector interests.

We pride ourselves on the fact that every member of the Liberty Partners team adheres to explicit standards of conduct in dealing with public officials, clients, and association leadership and members. In fact, the President of the firm has earned and maintained the Certified Association Executive (CAE) designation that, since inception in 1960, is only held by less than 5,000 association professionals nationwide.

Our Services

Liberty Partners' areas of expertise in organizational management, governmental consulting services and grant services include, but are not limited to:

- Policy Development
- Organizational Management
- Business Development
- Economic Development
- Grant Writing and Management
- Grassroots Development
- Public Relations
- Direct Lobbying
- Appropriations
- Procurement
- Community Outreach
- Strategic Planning
- Campaign/Political Activities
- Event Planning
- Social Media
- Association Management

Our team will use our effective researching skills to seek funding opportunities that are in line with the organization's goals and objectives. Whether it be through research or through direct communication with state and Federal government contacts, we will ensure that the organization is provided every opportunity available to subsidize its needs.



Our Philosophy

What sets Liberty Partners apart from other firms is our personal attention and individualized client strategy. Each client receives one hundred percent focus and communication. Day or night, no client call goes unreturned. Bottom line - **we solve problems**. Liberty Partners of Tallahassee has a simple and proven philosophy based upon several fundamental attributes that have contributed to the effectiveness of our firm.

Experience - Our firm provides a broad range of experience with all of the tools necessary to provide successful outcomes to meet our clients overall goals. We are truly a 'one stop' shop. Our collective experience and expertise in a wide variety of areas allows us to be an all-purpose firm for our clients, if needed.

Access - The Liberty Partners of Tallahassee team can access all levels of government in the State of Florida as well as with the Florida Congressional delegation. When action is needed, we provide the team who can get the job done in a fast-paced and ever-changing environment.

Diversity - Our team is comprised of professionals with diverse experiences, skills and relationships which bolster our clients and their ability to succeed. Each member of the firm is dedicated to solving your problems. Every member of our team is always available to work for any client. We offer the personal attention that is only possible with a truly collegial group committed to delivering the highest quality of service. Most importantly, our firm's philosophy is to only service a manageable stable of clients to prevent any possible conflicts of interest among clients and to prevent our team from being stretched too thin to properly serve our clients.

Depth - Each team member has the background to navigate complicated matters by concentrating on personal contact and attention to detail. There is no substitute for hands-on expertise when creating strategy and negotiating with stakeholders on behalf of our clients.

Connection - Our team members have the skills to dig deep into our client's issues and determine the best course of action to achieve results. We connect with those we serve and have what many of our client's say is "skin in the game". Most of all, we are there every step of the way.

In addition to these components, our firm displays effective and appropriate office practices. With a track record of working with Federal, state, and local officials, as well as other stakeholders, our team uses every resource available to adequately meet client goals and objectives. These overall characteristics, combined with extensive knowledge of association management, puts our firm in a solid position to further the organization's interest.



Grant Consulting Experience

Some of our grant writing and consulting efforts include the following:

Walton County Sheriff's Office – Triumph Gulf Coast: The firm proposed to Triumph Gulf Coast a project for the Sheriff's office for a Developing Resilient Individuals for a Vibrant Economy (DRIVE) program to further develop its current inmate educational services by implementing and building on the Promoting Reentry Success Through Continuity of Educational Opportunities (PRSCEO) model to provide short-term, high quality, structured career education opportunities to select individuals incarcerated in the Walton County Jail, pre and post-release. Recognizing the challenges of those released from jail in successfully facing their additional obstacles fraught with lack of opportunity to re-enter the mainstream economy and earn a living wage, the Walton County Sheriff's Office developed a holistic approach to deal more effectively with the various criminogenic factors resulting in an inmate's incarceration. The initial phase of the project was directed towards building a trained labor/talent pool to support Northwest Florida's assets in transportation and infrastructure by establishing and implementing a training program in commercial vehicle driving - Class B Commercial Driver's License (CDL) - at the Walton County Jail and constructing a welding classroom at Emerald Coast Technical College (ECTC) that will meet American Welding Society (AWS) requirements for certification testing. ECTC will enhance programs that build on introductory career education offerings at the Walton County Jail. Such programs include welding technology and air conditioning, refrigeration, and heating technology. When paving of the driving pad and classroom expansions are completed, and the programs are fully operational, the project is expected to yield a combined annual return of \$2,536,517 in general population wages, inmate wages and cost reductions due to decreased recidivism. In addition to the industry-specific certifications CDL; HVAC/NATE; AWS, the program will explore additional Career and Professional Education Post-Secondary Industry Certifications such as Certified Internet Web (CIW) Specialist certifications, Autodesk, Adobe, and Microsoft. A minimum of 352 appropriate industry certifications are anticipated in the initial two years at a cost of \$6,301 per unit. As a result of the added opportunities and technology at the Walton County Jail, the Walton County Sheriff's Office employees will be afforded the opportunity to complete the certifications. We anticipate an additional 150 certificates from the Walton County Sheriff's Office, which reduces the cost to \$4,418 per unit.

City of Milton - Triumph Gulf Coast Grant: The firm submitted a request for the North Santa Rosa Regional Water Reclamation Facility (NSRRWF) to the Triumph Gulf Coast Board of Directors. The initial proposal was for \$20 million but was then revised to \$9 million due to additional sources of funding obtained since the first application. The City of Milton has been operating a wastewater system in Santa Rosa County since the 1960s. The franchise area covers the entire central region of the county, including key regional economic assets, including the Naval Air Station Whiting Field. Santa Rosa County is one of the fastest growing counties in Florida and this growth has placed continued stress on the existing wastewater infrastructure and is nearing capacity. Because of this wastewater capacity limitation, the City commissioned the design and permitting of a new wastewater treatment facility in 2009. The NSRRWF is a shovel-ready project and designed to fully support new community growth and critical economic development projects in the central Santa Rosa County area. The NSRRWF design uses rapid infiltration basins to eliminate surface water discharges of wastewater effluent into the Blackwater River and associated water bodies of Pensacola Bay to minimize damage to water quality and natural habitats. Additionally, the NSRRWF will allow hundreds of individual septic systems to be abandoned over time.



City of Milton – Florida Department Economic Opportunity - Job Growth Grant Fund: The City has been hard at work seeking matching funds to complete this \$51 million project. The firm located a funding opportunity through the Florida Department of Economic Opportunity (DEO) and the Florida Department of Environmental Protection (DEP). These funds are in addition to the investment of land and existing operating improvements by the City equaling \$20 million thus far. This project is one of the most important and truly transformational projects in the area for the next several decades. Without this needed additional wastewater treatment capacity, the region will be unable to realize the direct economic opportunities that are on the horizon.

Holmes County Board of County Commissioners – Department of Economic Opportunity Rural Infrastructure Program Grant: This grant was applied for to obtain funding for implementation of new infrastructure along the Interstate 10 corridor that would generate and increase economic development. Funding was awarded in 2021 the amount of \$297,000 to provide environmental and engineering services in preparation of building an industrial park for job creation.

Wakulla County Board of County Commissioners - Department of Environmental Protection-Recreational Trails Program Grant: This funding opportunity was applied for in the amount of \$300,000 and awarded for the renovation of Azalea Park centered in Wakulla County. The funding provided a new rubberized walking path, root barrier, tree removal, and new benches, trash receptacles, and lighting. Since the completion of the project in 2015, the park has increased usage by 65%.

Wakulla County Board of County Commissioners - Department of Transportation - The Small County Road Assistance Programs (SCRAP) and Small County Outreach Programs SCOP: From 2012 until 2016, submission and award of all roadway improvement grants totaling more than \$5,000,000. Also, assisted the Board of County Commissioners to identify roads that were a priority for resurfacing or paving.

Wakulla County Board of County Commissioners - Florida Wildlife Commission - Appropriations Grant: This appropriation was awarded in the amount of \$735,000 to construct a new public boat ramp in the community of Shell Point within Wakulla County. The amount awarded was the amount that was requested. This project was completed in 2016.

Wakulla County Board of County Commissioners - Community Development Block Grant- SHIP Housing and Section 8 Assistance Grants: These were applied for and awarded annually. This was also managed by a consultant who administered applications to the public who were seeking the assistance. These funds helped low to extremely low-income levels in providing affordable housing.



Clients Trust Our Firm

Successful representation at all levels requires hard work, dedication, and a commitment to what is in the best interest of our clients. Do not take our word for it, see for yourself who has trusted their efforts with Liberty Partners of Tallahassee. A list of our current and previous consulting clients in Florida include:

8minutenergy Renewables (2016-2019)
AAA Scholarship Foundation, Inc. (2014-Present)
Advanced Energy Economy (2015-Present)
Advanced Mobile Filtration Services, LLC (2020-Present)
Alliance to Prevent Legionnaires Disease (2020-Present)
American Association of Diabetes Educators (2014-2018)
American Diabetes Association (2019-Present)
AT&T (2007-Present)
Auto Care Association/Automotive Oil Change Association (2015-2017)
Best Buy Purchasing, LLC (2018-Present)
Callery-Judge Grove (2007-2009)
City of DeFuniak Springs (2019-Present)
City of Freeport (2019-Present)
City of Fruitland Park (2020 – non-lobbying grant writing)
City of Milton (2016-Present)
Coalition to Protect Florida's Economy (2007-Present)
Connected Nation (2007-2008 non-lobbying consulting)
Dayspring Village (2018)
Disaster, Strategies & Ideas, LLC (2013-2014)
Ebro Greyhound Park (2012-2013)
Environmental Defense Fund (2007-2009)
Expedia, Inc. (2007-Present)
Family Healthcare Centers of Southwest Florida (2007-2009)
Florida Archaeological Preservation Association (2016-Present)
Florida Assisted Living Association (2019-Present)
Florida Attractions Association (2014-Present)
Florida Chamber of Commerce (2016-Present)
Florida Institute of Certified Public Accountants (2006-Present)
Florida Justice Reform Institute (2013-2014, 2017-2018)
Florida Panhandle Natural and Cultural Resources Association (2020-Present)
Florida Power & Light Company (2007-2009)
Florida Quarter Horse Racing Association (2017-2018)
Florida Restaurant & Lodging Association (2016-2018 non-lobbying consulting)
Florida Sheriffs Association (2018-Present)
Franklin County Sheriff's Office (2018-Present)
H2O Applied Technologies (2008-2009 non-lobbying consulting)
Holley-Navarre Water Systems (2019-Present)
Holmes County Board of County Commissioners (2018-Present)
HomeAway (2014-Present)
Humana, Inc. (2008-2017)



IAC/Interactive Corporation (2007-Present)
Jobs for Florida Graduates (2018-present)
KPMG (2013-2016)
Leukemia and Lymphoma Society (2008-2013)
Lutheran Services Florida (2019-Present)
National Coalition for Public School Options (2015-Present)
New Life Family Therapy, Inc. (2021 – non-lobbying grant writing)
NoCasinos.org (2013-Present)
Pensacola Shipyard Boatyard and Marina (2019-Present)
Prestige Health Choice (2008-2009)
Recording Industry Association of America (2007-2011)
Resource International (2007-2008)
Scent Evidence K-9 (2018-Present)
Shell Oil / Arctic Exploration Education (2012-2016)
Stanwood Boom Works (2010-2011)
State Farm Insurance (2015-2016)
Uber Technologies (2013-Present)
Vestagen Technical Textiles (2009-2010)
VRBO (2015-Present)
Walton County Sheriff's Office (2018-Present)
Wexford Health Sources (2015-2017)



From Our Clients

The key to successful efforts on behalf of any client begins with a solid foundation and strong reputation among lawmakers, Legislative and Executive Branch staff, Congressional and Federal agency staff, other clients and fellow consultants. A small list of client references includes:

AT&T, Inc. - Joe York, State President, (850) 591-6001

** The scope of services for AT&T includes communications services tax, general regulatory issues related to the telecommunications industry.*

City of DeFuniak Springs – Clay Adkinson, General Counsel, (850) 419-2983

**The scope of services for the city includes economic development, seeking funding for city projects, and over all legislative representation.*

City of Fruitland Park – Gary LaVenja, City Manager, (352) 360-6727

**The scope of services for the city includes economic development and seeking grant funding for city projects.*

City of Milton – Randy Jorgenson, City Manager, (850) 983-5400 ext. 5

**The scope of services for the city includes securing funding from the Legislature, Triumph Gulf Coast, the Florida Department Economic Opportunity, and other sources for the completion of a \$51 million wastewater treatment facility.*

Expedia, Inc. - Bob Dzielak, Executive Vice President & General Counsel, (425) 679-7200

** The scope of services for Expedia includes state and local government representation on high-profile tax and regulatory issues related to online travel companies and short-term vacation rentals. This includes Expedia and HomeAway as well as specific Expedia-owned companies such as Orbitz, Travelocity and VRBO.*

Florida Chamber of Commerce – Mark Wilson, President, (850) 591-2128

** The scope of services for the statewide chamber is all business-related issues including regulatory reform, legal liability reform and issues supporting an overall business-friendly climate in Florida.*

Florida Institute of Certified Public Accountants – Justin Thames, Director of Governmental Affairs, (850) 528-2209

** The scope of services for this client includes offering nearly 24 years of experience with all legislative and regulatory efforts, grassroots activities, PAC fundraising and member relations.*

Walton County Sheriff's Office – Jerry Bryan, Chief Deputy, (850) 951-4921

**The scope of services for the sheriff's office includes securing funding from the Legislature, Triumph Gulf Coast, the Florida Department Economic Opportunity, and other sources for the completion of a \$3 million child protective investigations and inmate re-entry program.*



Grant Consulting Services and Fee Structure

Liberty Partners of Tallahassee has the in-depth knowledge and understanding to effectively advise and support the goals, priorities, and projects of the organization and your clients. We do not believe we have any current client conflicts with your organization that would prevent us from being able to provide these services. While the summary below is a proposed fee structure, our firm will work with you and your clients to negotiate a fee that is acceptable and fits into the entities budget constraints.

1. Grant Strategy, Research and Prioritization:

- Assisting in the development of a list of priorities and specific project funding requests (grants) for programs and priorities.
- Identifying which of these priorities and specific project funding requests should be addressed at the Federal or state level and assist in developing written material on each request detailing the project scope, budgetary impact and the funding request amount sought after by the organization and, as appropriate, enlist support from third parties.
- Researching, identifying and recommending potential Federal and state government as well as private and not-for-profit grant funding opportunities appropriate for the organization.

The fee for this service is \$2,500 per month.

2. Grant Writing:

Grant writing takes a unique skill and specific experience in written communication that can be tailored to different audiences. Grants are highly competitive and must be very well-written to be considered eligible; particularly when it comes to significant funding requests. Our approach to successful grant writing that will yield positive outcomes will include the following:

- Carefully assessing each funding opportunity to clearly understand each item requested in the grant application and any requirements for receipt of the award.
- Utilizing a storytelling approach for grant writing to best display the funding need and present a point of view worthy of awarding funds.
- Incorporating a case study of another similar program where funding was awarded and yielded a positive return on investment from that grantee, if applicable.
- Analyzing previously funded grant applications as a guide to develop an effective narrative for the application.
- Assisting the organization's staff in drafting and submitting grant applications, as needed.

The responsibility of the organization applying for the grant will include the following:

- Provide our firm with all pertinent information to draft the grant application, sign off on final grant applications before submission and designate the firm as the point of contact for each grant application, as appropriate.
- Maintain the role of awardee for all grant applications and adhere to any requirements as such.

As you know, many grant applications not only require need statements, program narratives and discussions of impact, but also a budget narrative which is sometimes called the budget justification or budget detail. These items written for the application need to be written by a skilled grant writer who can not only present accurate data but also highlight the key points that prove attractive to the entity awarding the grant.

Liberty Partners will work to create the need statement that: (1) aligns with the grant-making agency's funding opportunity announcement; (2) communicates the organization's experience with the project; and (3) includes several concise – but compelling – anecdotes illustrating the need for the funding.

The fee for this service is up to 1% of the amount of the grant application. The County and the contractor shall discuss the viability of each grant opportunity on a case-by-case basis.

3. Grant Management and Compliance:

- Laying out all terms and conditions of the grant award, including payment processes, cost sharing, and program income requirements.
- Helping the organization create a strategic plan for accomplishing grant goals and objectives, including assisting with the hiring process, providing and implementation of a grant tracking module to show grant requirements and expectations.
- Supporting the organization in meeting required financial and performance reporting requirements.
- Guiding the organization through changes in budget or scope that determine grant eligibility.
- Supporting the communication process between the organization and the awarding agency.
- Guiding the organization through grant close out issues including final reports.

The fee for this service is 5% of the amount of the grant award or maximum allowable under the grant award – whichever is greater.

The Liberty Partners team is extremely interested in helping to develop and assist with the growth, management, and success of Government Services Group and your clients. We will work with you to develop a personalized strategy that fits within your goals and objectives and look forward to discussing this in detail.

Public Entity Clients

City of Milton - \$60,000 per year

- Randy Jorgenson – City Manager
- Telephone – (850) 983-5411
- E-mail – rjorgenson@miltonfl.org

City of DeFuniak Springs - \$60,000 per year

- Robert Thompson – City Manager
- Telephone – (850) 892-8500
- E-mail – citymanager@defuniaksprings.net

City of Freeport - \$60,000 per year

- Charlie Simmons – City Manager
- Telephone – (850) 835-2822
- E-mail – citymanager@freeportflorida.gov

City of Fruitland Park - \$18,000 per year (for grant research plus grant writing and grant management fees)

- Gary LaVenia – City Manager
- Telephone – (352) 360-6727
- E-mail – glavenia@fruitlandpark.org

Holmes County Board of County Commissioners - \$20,000 per year (plus up to 10% of the county's \$3.8 million in ARPA funds for management of the program)

- Earl Stafford – Chairman
- Telephone – (850) 547-1119
- E-mail – earlstafford52@gmail.com

Walton County Sheriff's Office - \$60,000 per year

- Michael Adkinson – Sheriff
- Telephone – (850) 305-6007
- E-mail – madkinson@waltonso.org





Exhibit "B"

LIBEPAR-01

SVOLZ

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 9/1/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| PRODUCER License # L000563 Demont Insurance Agency, Inc. 3375-I Capital Circle NE Tallahassee, FL 32308 | CONTACT NAME: Graham Demont PHONE (A/C, No, Ext): (850) 942-7760 FAX (A/C, No): (850) 942-7758 E-MAIL ADDRESS: documents@demontinsurance.com | | | | | | | | | | | | | | |
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| INSURED Liberty Partners of Tallahassee, LLC PO Box 46 Tallahassee, FL 32302 | <table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Valley Forge Insurance Company</td> <td>20508</td> </tr> <tr> <td>INSURER B: Continental Casualty Company</td> <td>20443</td> </tr> <tr> <td>INSURER C: Associated Industries Insurance Company</td> <td>23140</td> </tr> <tr> <td>INSURER D: Certain Underwriters At Lloyds</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: Valley Forge Insurance Company | 20508 | INSURER B: Continental Casualty Company | 20443 | INSURER C: Associated Industries Insurance Company | 23140 | INSURER D: Certain Underwriters At Lloyds | | INSURER E: | | INSURER F: | |
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| INSURER F: | | | | | | | | | | | | | | | |

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|---|---------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | | | | | EACH OCCURRENCE \$ 1,000,000 |
| | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 6024757710 | 3/25/2021 | 3/25/2022 | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ |
| | | | | | | MED EXP (Any one person) \$ 10,000 |
| | | | | | | PERSONAL & ADV INJURY \$ 1,000,000 |
| | | | | | | GENERAL AGGREGATE \$ 2,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | PRODUCTS - COM/PROP AGG \$ 2,000,000 |
| | <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | | | | | |
| | OTHER: | | | | | |
| A | AUTOMOBILE LIABILITY | | 6024757710 | 3/25/2021 | 3/25/2022 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 |
| | <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY | <input type="checkbox"/> SCHEDULED AUTOS | | | | BODILY INJURY (Per person) \$ |
| | <input checked="" type="checkbox"/> HIRED AUTOS ONLY | <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | | BODILY INJURY (Per accident) \$ |
| | | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | | | | | | |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR | | 6024760266 | 3/25/2021 | 3/25/2022 | EACH OCCURRENCE \$ 1,000,000 |
| | <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE | | | | | AGGREGATE \$ 1,000,000 |
| | <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 | | | | | |
| C | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | AWC1163315 | 3/2/2021 | 3/2/2022 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | <input type="checkbox"/> Y <input type="checkbox"/> N | | | | E.L. EACH ACCIDENT \$ 1,000,000 |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | N/A | | | | E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 |
| | | | | | | E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| D | Professional Liabili | | MPL4903691.21 | 8/20/2021 | 8/20/2022 | Aggregate 1,000,000 |
| D | Professional Liabili | | MPL4903691.21 | 8/20/2021 | 8/20/2022 | Each Claim 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Nassau County Board of County Commissioners is listed as an additional insured including ongoing and completed operations with respect to the general liability policy when required by written contract. Waiver of subrogation applies in favor of Nassau County Board of County Commissioners with respect to general liability and workers compensation when required by written contract. Nassau County Board of County Commissioners is listed as an additional insured on a primary and noncontributory basis with respect to the general liability and workers compensation policy when required by written contract. We will endeavor to provide 30 day notice of policy cancellation.

CERTIFICATE HOLDER**CANCELLATION**

Nassau County Board of County Commissioners
 96135 Nassau Place
 Yulee, FL 32097

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE