

CS-23-015

BOCC CONTRACT APPROVAL FORM

CONTRACT
TRACKING NO.
CM3238

SECTION 1 - GENERAL INFORMATION

Requesting Department: County Manager Contact Person: Marshall Eyerman
Telephone: (904) 530-6011 Email: meyerman@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION

Name: Liberty Partners of Tallahassee, LLC
Address: 113 E. College Ave., Suite 400; PO Box 390
City: Tallahassee State: FL Zip Code: 32302
Vendor's Administrator Name: Jennifer Green Title: President
Telephone: (850) 841-1726 Email: jennifer@libertypartnersfl.com

SECTION 3 - VENDOR AUTHORIZED SIGNATORY

Authorized Signatory Name: Jennifer Green
Authorized Signatory Email: jennifer@libertypartnersfl.com
(IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)

SECTION 4 - CONTRACT INFORMATION

Contract Name: Grant management and government consulting services
Type: ☐ New Contract ☐ Work Authorization ☒ Supplemental Agreement
Short Description of Product(s)/Service(s) Being Requested: Professional services to provide grant research, application writing, and grant administration for the County
(GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)
Procured Method: ☐ Quotes ☐ ITB ☐ RFP ☐ RFQ ☐ Piggyback ☒ Exemption ☐ Sole Source
☐ Single Source ☐ Other
Total Amount of Contract: FY 23/24 \$50,000; total contract \$100,000 (Estimate if necessary)
Account Number: 01-121-512-51-531000
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: AM
Risk Manager Initials: AM

10/12/2023

SECTION 6 - AMENDMENT INFORMATION

Contract Tracking No: C3238 Amendment No: 1
Type of Amendment: ☒ Renewal ☐ Time Only Extension ☐ Additional Scope ☐ Other:
Increased Amount to Existing Contract: \$ 50,000.00 (if any) Total with Amended Amount: \$ 100,000.00
Account Code Change From: _____ To: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. Marshall Eyerman 10/12/2023
Department Head/Contract Manager Date

3. Denise C. May 10/12/2023
Procurement Date

2. Chris Lacambra 10/12/2023
Office of Mgmt. & Budget Date

4. Denise C. May 10/18/2023
County Attorney Date

10/12/2023

10/18/2023

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

Taco E. Poppy AICP

10/18/2023

County Manager

Date

FIRST AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES

THIS FIRST AMENDMENT TO THE CONTRACT FOR PROFESSIONAL SERVICES (hereinafter “Amendment”) is made by and between the Board of County Commissioners of Nassau County, Florida, a political subdivision of the State of Florida (hereinafter the “County”), and **LIBERTY PARTNERS OF TALLAHASSEE, LLC**, a business having its primary business location at 113 E. College Avenue, Suite 400, Tallahassee, Florida 32302 (hereinafter the “Consultant”).

WITNESSETH:

WHEREAS, the Parties previously entered into a Contract for grant management and consulting services dated October 19, 2022 (hereinafter “Contract”); and

WHEREAS, the Parties now desire to amend the Contract terms and conditions subject to the provisions contained herein.

NOW, THEREFORE, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the Parties do agree to amend the Contract as follows:

SECTION 1. Article 4 of the Contract is hereby amended to extend the term of the Contract for an additional one (1) year and the Contract shall now terminate on October 18, 2024.

SECTION 2. Exhibit “A” as referenced in Article 5, at Section 5.1, and the fee for service under the Contract is hereby amended and the County shall now compensate the Consultant in an amount not to exceed fifty thousand dollars (\$50,000) for Fiscal Year 2023/24 for a total contracted not to exceed amount of \$100,000. All other terms and conditions of Exhibit “A” not inconsistent with the provisions of this Section shall remain the same and in full force and effect.

SECTION 3. All other terms and conditions of the Contract not inconsistent with the provisions of this Amendment shall remain the same and in full force and effect.

[The remainder of this page left intentionally blank.]

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed by its duly authorized representatives, effective as of the last date below.

NASSAU COUNTY, FL

Signature: Taco E. Pope AICP

Print Name: Taco E. Pope

Title: County Manager

Date: 10/18/2023

REVIEWED FOR LEGAL FORM AND CONTENT:

Denise C. May 10/18/2023
DENISE C. MAY, County Attorney

CONSULTANT: LIBERTY PARTNERS OF TALLAHASSEE, LLC

Signature: Jennifer Green

By: Jennifer Green

Title: President

Date: 10/16/2023

Certificate Of Completion

Envelope Id: AFB465E367814B7ABBDE24940D1A765C
 Subject: Contract #CM3238 A1 \$100,000 Description: Grant services
 Source Envelope:
 Document Pages: 4
 Certificate Pages: 6
 AutoNav: Enabled
 Envelope Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:
 Marshall Eyerman
 MEyerman@nassaucountyfl.com
 IP Address: 50.238.237.26

Record Tracking

Status: Original
 10/12/2023 12:56:04 PM
 Holder: Marshall Eyerman
 MEyerman@nassaucountyfl.com

Location: DocuSign

Signer Events

Marshall Eyerman
 meyerman@nassaucountyfl.com
 Assistant County Manager
 Nassau County BOCC
 Security Level: Email, Account Authentication
 (None)

Signature

Marshall Eyerman

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

Timestamp

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 Viewed: 10/12/2023 1:00:55 PM
 Signed: 10/12/2023 1:01:01 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

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

TP

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

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 Signed: 10/12/2023 1:24:17 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

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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

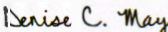
Ashley Metz
 ametz@nassaucountyfl.com
 Human Resources Director
 Nassau County BOCC
 Security Level: Email, Account Authentication
 (None)

AM

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

Sent: 10/12/2023 1:24:20 PM
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 Signed: 10/12/2023 1:27:11 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) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 10/12/2023 2:47:15 PM Viewed: 10/12/2023 4:01:15 PM Signed: 10/12/2023 4:01:26 PM
Jennifer Green jennifer@libertypartnersfl.com President & Owner Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 10/12/2023 4:10:29 PM ID: f8365567-bcae-42a8-9f48-141985ca4038	Signature Adoption: Drawn on Device Using IP Address: 174.239.83.5	Sent: 10/12/2023 4:01:28 PM Viewed: 10/12/2023 4:10:29 PM Signed: 10/17/2023 2:58:29 AM
Jennifer Green jennifer@libertypartnersfl.com President & Owner Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 10/18/2023 10:52:16 AM ID: 12ada95a-fb62-4c2c-be6c-612b17f2cdd3	Signature Adoption: Drawn on Device Using IP Address: 142.190.46.78	Sent: 10/17/2023 10:26:37 AM Resent: 10/18/2023 10:21:10 AM Viewed: 10/18/2023 10:52:16 AM Signed: 10/18/2023 10:53:13 AM
Jennifer Green jennifer@libertypartnersfl.com President & Owner Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 10/18/2023 11:24:48 AM ID: 48e31f2b-c9b3-4743-bd7c-6ec550e1848f	 Signature Adoption: Pre-selected Style Using IP Address: 142.190.46.78	Sent: 10/18/2023 11:23:35 AM Viewed: 10/18/2023 11:24:48 AM Signed: 10/18/2023 11:24:57 AM
Denise C. May dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 10/18/2023 11:25:00 AM Viewed: 10/18/2023 12:06:36 PM Signed: 10/18/2023 12:06:55 PM
Abigail F. Jorandby ajorandby@nassaucountyfl.com Assistant County Attorney Nassau BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 10/17/2023 2:58:31 AM Resent: 10/18/2023 10:21:10 AM Resent: 10/18/2023 10:59:10 AM Resent: 10/18/2023 11:25:00 AM Viewed: 10/18/2023 11:02:11 AM Signed: 10/18/2023 11:35:37 AM

Signer Events	Signature	Timestamp
Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	<i>Taco E. Pope AICP</i> Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 10/18/2023 12:06:58 PM Viewed: 10/18/2023 12:15:57 PM Signed: 10/18/2023 12:16:03 PM

Electronic Record and Signature Disclosure:
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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 Admin
clerkservices@nassaucountyfl.com
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
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Sent: 10/18/2023 12:16:06 PM

BOCC Procurement
boccprocurement@nassaucountyfl.com
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
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Sent: 10/18/2023 12:16:06 PM

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/12/2023 1:00:46 PM
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Envelope Updated	Security Checked	10/18/2023 11:23:34 AM
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Envelope Updated	Security Checked	10/18/2023 11:23:34 AM
Envelope Updated	Security Checked	10/18/2023 11:23:34 AM
Envelope Updated	Security Checked	10/18/2023 11:23:34 AM
Certified Delivered	Security Checked	10/18/2023 12:15:57 PM
Signing Complete	Security Checked	10/18/2023 12:16:03 PM
Completed	Security Checked	10/18/2023 12:16:06 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Nassau:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bsimmons@nassaucountyfl.com

To advise County of Nassau of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bsimmons@nassaucountyfl.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Nassau

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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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.

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- 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.