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Requisition Form

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS 96135 Nassau Place Suite 1

Yulee, FL 32097

DEPARTMENT County Manager

REQUESTED BY

Strategic Government Resources PO Box 1642 Keller, TX 76244

VENDOR NAME/ADDRESS

Ashley Metz VENDOR NUMBER PROJECT NAME FUNDING SOURCE AMOUNT AVAILABLE STANDARD PO OR ENCUMBER ONLY CONTRACT NO Public Utilities Director Recruitm 01121512-531000 \$16,900.00 **Encumber Contract** CM3701 DESCRIPTION UNIT PRICE ITEM NO. AMOUNT OUANTITY 1. Recruitment of Public Utilities Director - Base 1.00 \$13,900.00 \$13,900.00 2. Advertisement Cost 1.00 \$3,000.00 \$ 3,000.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 **ORIGINAL - FINANCE** Shipping \$ 0.00

Total

\$ 16,900.00

COPY - DEPARTMENT 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,

ashley Metz

6/10/2024

 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.
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 I attest that, to the best of my knowledge, funds are available for payment.
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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. 6/11/2024

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.

L.BELTON Clerk: 6/14/2024 Date: Contro of Normhorn

Contract Number:	CM3701
Consultant/Vendor:	Strategic Government Resources, Inc.
Consultant/Vendor Contact Name:	Recruitment Services
Consultant/Vendor Contact Phone Number:	817-337-8581
Consultant/Vendor Contact Email Address:	jenniferfadden@governmentresource.com
Project Short Title:	Public Utilities Director Recruitment
Total Amount of Previous Work Authorizations:	\$0
Amount of this Work Authorization:	\$13,900 \$3,000 (estimate for ad placement costs)
New Contract Amount including this Work Authorization:	\$16,900
Funding Source:	01121512-531000

NASSAU COUNTY WORK AUTHORIZATION #1

CM2701

This Work Authorization is issued pursuant to the Contract referenced above between Nassau County and the Consultant/Vendor for the following services:

ARTICLE 1. Description of Services. Consultant/Vendor shall provide the services as set forth in Exhibit "A", attached hereto and incorporated herein.

ARTICLE 2. Time Schedule. Consultant/Vendor anticipates the services to be completed pursuant to the time schedule contained in Exhibit "A", attached hereto and incorporated herein, or no later than 180 days from the issuance of this Work Authorization. The parties agree that this Work Authorization shall be considered as the Notice to Proceed.

ARTICLE 3. Compensation. Consultant/Vendor shall be compensated for the services in detailed in Exhibit "A", attached hereto and incorporated herein, using rates previously established in the Contract referenced above.

ARTICLE 4. Other Provisions. This Work Authorization shall become a part of the Contract when executed by both parties. Any Work Authorization entered into prior to expiration or termination set forth in the Contract shall continue in effect through the earlier of: (i) the date all of the Services thereunder have been fully completed and accepted by Nassau County, or (ii) until such time as such Work Authorization expires or is terminated in accordance with its terms or is terminated pursuant to Article 2 hereof. Consultant/Vendor acknowledges that all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant/Vendor. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work Authorization.

CS-23-405

RECOMMENDED AND APPROVED BY:

Department Head/Managing Agent:	Ashley Metz	6/10/2024	
	Ashley Metz	Date	
Procurement:	Kanace Kelmore	6/11/2024	
	Lanaee Gilmore	Date	
Office of Management & Budget:	<u>(livis Lacambra</u>	6/11/2024	1P
c c	Christopher Lacambra	Date	
County Attorney:	Denise C. May	6/12/2024	lJ
	Denise C. May	Date	

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

BOARD OF COUNTY COMMISSIONERS NASSAU COUNTY, FLORIDA

Taco E. Popey AICP

By: Taco E. Pope, AICP Its: County Manager Date: ______

CONSULTANT/VENDOR

BY: _ Jeri J. Peters

Print Name: Jeri J. Peters Title: President of Executive Recruitment Date:

Scope of Services for Recruitment

Scope of Services. SGR offers individually priced executive search components to deliver only the specific services you need. All services are rendered remotely. Each of the individual components, and the pricing for each, is included below.

• Limited Scope Recruitment / \$13,900*

- * Ad placement costs are not included in the Base Price of \$13,900. Ad placement costs are estimated to be between \$2,000 and \$3,000 and shall be added to the total cost of services upon approval from the organization.
 - Position Profile Brochure. SGR utilizes a professional graphic designer and professional writer to produce a position profile brochure based on information and photos provided by the Organization. The brochure is reviewed and revised in partnership with the Organization until Organization agrees that it accurately reflects the community, organization, position, and desired attributes. Organization agrees to provide photos/graphics and other information (job description, budget documents, links to web pages, etc.) needed to develop position profile brochure. Organization agrees to respond to drafts of documents and reports in a timely manner; failure to do so may extend timelines and can negatively impact the outcome of the process. There may be additional charges for changes made to the Position Profile Brochure after the brochure has been approved by the Organization and the position has been posted online.
 - *Marketing*. The marketing spans over thirty (30) days to a maximum of forty-five (45) days, as specified by Organization. Within this specified time period, SGR agrees to:
 - custom-made graphic for email and social media marketing
 - announcement in SGR's 10 in 10 e-newsletter on Servant Leadership;
 - position posting on SGR's website;
 - ad on SGR's Job Board;
 - email blast to SGR's category-specific, opt-in network of subscribers
 - promotion on SGR's LinkedIn
 - evaluation and recommendation for ad placements based on type of position and location; and
 - placements of ads (pass-through cost of ad placements not included).
 - Application Management. SGR will receive resumes and cover letters on behalf of Organization through SGR's applicant tracking system, communicate with applicants throughout the application submittal period, evaluate resumes after the position closes, conduct a virtual briefing with Organization after position closes, send emails to retain or release applicants after the briefing with the Organization, and provide application materials of retained applicants to the Organization.
 - Organization agrees to refer all prospective applicants to SGR and not to accept applications independently during the recruitment process.

- Organization shall specify how long SGR will accept applications for the position, up to a maximum of 45 days.
- Within seven (7) business days of application close date, SGR will conduct a virtual briefing with Organization and present candidate evaluations.
- Organization agrees to provide SGR with a list of any candidates to be released within two
 (2) weeks following the briefing with SGR. At that time, SGR will release any candidates that
 will not continue in the process and email the remaining candidates that the Organization will
 be the primary contact from that point forward. If the Organization does not provide a list of
 candidates to be released, SGR will email all candidates and notify them that the Organization
 will be the primary contact from that point forward. SGR will then consider services fulfilled.
- If the Organization is not satisfied with the applicant pool, SGR must be notified within three (3) weeks of triage briefing date, and SGR will then coordinate with Organization to reopen position, for a maximum of 45 days, at no additional charge to Organization (with the exception of reimbursable expenses). After the second posting of position, each additional opening will be charged as a new position for the full amount of \$13,900.

• <u>Stakeholder Survey / \$1,500</u>

- SGR will provide recommended survey questions within three (3) business days of project initiation. SGR will set up an online survey within one (1) business day after Organization has reviewed and approved the survey questions. Stakeholders can be directed to a web page or invited to take the survey by email. SGR and Organization will agree to the open survey time period, typically ten (10) to thirty (30) days.
- Organization shall be responsible for marketing and promoting the survey to stakeholders.
- A written summary of results is provided to Organization within three (3) business days of survey close date. *Survey is not validated statistically.*

• <u>Recorded Online Interviews / \$250 per candidate</u>

- SGR provides recommended position-specific questions for Organization approval, prompts candidates to complete online interviews, and emails a link to Organization to view the recorded interviews.
- Candidates are typically given five (5) to seven (7) days to complete the interviews. SGR will
 provide a link with the candidate interviews within two (2) business days after candidates
 complete the recorded interviews.
- <u>Comprehensive Media Reports / \$1,250 per candidate</u>
 - SGR uses a proprietary media search process to go far beyond automated Google/LexisNexis searches. SGR's process is customized to provide a comprehensive media search on each candidate.
 - SGR will provide media report via email within two (2) weeks of receiving completed release form from candidate.
- <u>Management Style Assessments / \$175 per candidate</u>
 - SGR uses the DiSC Management psychometric assessment to provide detailed insights regarding how a candidate would lead and manage an organization. SGR will also provide a DiSC Management Comparison Report, which presents a side-by-side view of each candidate's preferred management style.

- Candidates are typically given two (2) to three (3) business days to complete the assessments. The
 assessment reports will be provided to Organization within two (2) business days of assessment
 completion by candidates.
- <u>Background Investigation Report / \$500 per candidate</u>
 - Through SGR's partnership with a licensed private investigations firm, we are able to provide detailed comprehensive background reports.
 - Background check reports include: SSN trace and address verification; credit bureau report (if requested); personal information, address, and employment comparisons; county criminal and civil records search (for counties where the candidate has lived or worked in the last 10 years); state criminal records search (for states where the candidate has lived in the last 10 years); county wants and warrants (for counties where the candidate has lived or worked in the last 10 years); Federal criminal records search; InstaCriminal national search; Global homeland security search; sex offender records search; driving/motor vehicle records; education verification for highest degree obtained; employment verification (if requested); and military verification (if requested).

• <u>Reference Checks / \$250 per candidate</u>

 SGR provides the organization a specific list of contacts to request from the candidate, based on the type of position. SGR provides a written (anonymous) summary of reference checks.

• <u>Supplemental Services / \$250 per hour</u>

If the Organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval. Supplemental services will be billed out at \$250 per hour.

Reimbursable Expenses.

• Ad Placements. Ad placements are billed at actual cost. No ad placement costs will be incurred without prior approval of Organization.

Terms and Conditions.

- Fair Credit Reporting Act. The Organization agrees that if Organization decides not to hire a candidate as a result of their credit history report, Organization agrees to comply with the FCRA with regard to any pre- or post-adverse action notices and requirements.
- **Confidentiality.** The Organization acknowledges that the nature of executive recruitment is such that SGR engages in discussions with prospects who may or may not ultimately become a candidate, and that SGR may utilize its proprietary network of relationships to identify and engage prospective candidates, and that premature release of such proprietary information, including names of applicants and prospective applicants, may be damaging to the prospects and to SGR. Accordingly, the Organization acknowledges and, to the extent provided by Florida law, agrees that all information related to this search is proprietary and remains the property of and under the exclusive control of SGR, regardless of whether such information has been shared with the Organization, including all decisions regarding release of information.

• **Payment.** SGR will bill the fixed fee for the Limited Scope Recruitment in two (2) installments: 50% upon completion of the position profile brochure and 50% upon completion of services.

Summary of Pricing.

Service	Pricing (excludes reimbursable expenses or add-ons)
Limited Scope Recruitment	\$13,900
Stakeholder Survey	\$1,500
Recorded Online Interviews	\$250 per candidate
Comprehensive Media Reports	\$1,250 per candidate
Management Style Assessment	\$175 per candidate
Background Checks	\$500 per candidate
Reference Checks	\$250 per candidate

DATE (MM/DD/YYYY)

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	© 1988-2015 ACORD CORPORATION. All rights reserved.										

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AGENCY CUSTOMER ID: 00110103

LOC #:



ADDITIONAL REMARKS SCHEDULE

Page of

AGENCY		NAMED INSURED
Coverica, Inc.		Strategic Government Resources, INC.
POLICY NUMBER		
CARRIER	NAIC CODE	
		EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ²⁵ FORM TITLE: Certificate of Liability Insurance

cancellation to the certificate holder if the named insured requests cancellation. The General Liablility and Auto policy contains a special endorsement with "Primary and Noncontributory" wording. Umbrella policy follows forms.

AGENCY CUSTOMER ID: 00110103

LOC #:

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ACORD ADDITIONA		ARKS SCHEDULE	Page	of
AGENCY		NAMED INSURED		
Coverica, Inc.		Strategic Government Resources, INC.		
POLICY NUMBER				
CARRIER	NAIC CODE			
		EFFECTIVE DATE:		
ADDITIONAL REMARKS				
THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACOU FORM NUMBER: ²⁵ FORM TITLE: ^{Certificate of Liabi}		Notes		
Directors & Officers,/Crime Policy # 82625020 Carrier: Federal Insurance Company Effective Dates 12/16/2023-12/16/2024 Limits: \$1,000,000 Aggregate				
Cyber Liability, Policy #D95977911 Carrier: ACE American Insurance Company Effective Dates: 3/22/2024-3/22/2025 Limits: \$1,000,000 Occurrence/\$1,000,000 Aggregate Deductible: \$2,500				
Workers Compensation- Policy # 03501911 22 1 Coverage State: OK Effective Dates : 9/13/2023-9/13/2024 E.L Each Accident: \$100,000 E.L Disease- EA Employee: \$100,000 E.L Disease- Policy Limit: \$500,000				
Workers Compensation- Policy # WC5-33S-B22Q5F-012 Coverage State: VA, AZ, AR, CT, GA, IA, IL, KS, NC, OR, TN, NV, VT Effective Dates : 10/01/2023-10/01/2024 E.L Each Accident: \$1,000,000 E.L Disease- EA Employee: \$1,000,000 E.L Disease- Policy Limit: \$1,000,000				
Workers Compensation- Policy # 6R594951 Coverage State: MO Effective Dates : 10/01/2023-10/01/2024 E.L Each Accident: \$1,000,000 E.L Disease- EA Employee: \$1,000,000 E.L Disease- Policy Limit: \$1,000,000				
Workers Compensation- Policy # 1810126342 Coverage State: ME Effective Dates : 10/01/2023-10/01/2024 E.L Each Accident: \$1,000,000 E.L Disease- EA Employee: \$1,000,000 E.L Disease- Policy Limit: \$1,000,000				
Workers Compensation- Policy # 154887.801 Coverage State: MN Effective Dates : 10/01/2023-10/01/2024 E.L Each Accident: \$1,000,000 E.L Disease- EA Employee: \$1,000,000 E.L Disease- Policy Limit: \$1,000,000				
Workers Compensation- Policy # 06349567 Coverage State: PA Effective Dates : 10/01/2023-10/01/2024 E.L Each Accident: \$1,000,000 E.L Disease- EA Employee: \$1,000,000 E.L Disease- Policy Limit: \$1,000,000				
Workers Compensation- Policy # WCV5122211 Coverage State: FL Effective Dates : 1/15/2024-1/15/2025 E.L Each Accident: \$1,000,000 E.L Disease- EA Employee: \$1,000,000 E.L Disease- Policy Limit: \$1,000,000				
Workers Compensation- Policy # 0107804.101 Coverage State: NM Effective Dates : 2/10/2024-2/10/2025 E.L Each Accident: \$1,000,000				

AGENCY CUSTOMER ID: 00110103

LOC #:

ACORD

ADDITIONAL REMARKS SCHEDULE

Page of

AGENCY		NAMED INSURED
Coverica, Inc.		Strategic Government Resources, INC.
POLICY NUMBER		
CARRIER	NAIC CODE	
		EFFECTIVE DATE:
ADDITIONAL REMARKS		

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ²⁵ FORM TITLE: ^{Certificate} of Liability Insurance: Notes

E.L Disease- EA Employee: \$1,000,000 E.L Disease- Policy Limit: \$1,000,000

Workers Compensation- Policy # WC5-33S-B23H38-013 Coverage State: MI

Effective Dates : 2/16/2023-2/16/2024

E.L Each Accident: \$1,000,000

E.L Disease- EA Employee: \$1,000,000

E.L Disease- Policy Limit: \$1,000,000

Workers Compensation- Policy # 25864471 Coverage State: NY

Effective Dates : 3/08/2023-3/08/2024

E.L Each Accident: \$1,000,000

E.L Disease- EA Employee: \$1,000,000

E.L Disease- Policy Limit: \$1,000,000

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					© 1088-2015 AC	ORD CORPORATION.	All rights reserved	

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Certificate Of Completion

Envelope Id: 8FBFD44C3E8C43259958265083C89485 Subject: Work Authorization - Strategic Government Resources - \$16,900.00 Description: Recruitment Source Envelope: Document Pages: 12 Signatures: 9 Certificate Pages: 6 Initials: 4 AutoNav: Enabled EnvelopeId Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original 6/10/2024 2:51:32 PM Holder: Brittany Sloan boneal@nassaucountyfl.com

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Signer Events

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

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)

Electronic Record and Signature Disclosure: Not Offered via DocuSign

Not Olicica via Boodolg

chris lacambra clacambra@nassaucountyfl.com

OMB Director

Nassau County BOCC Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure: Not Offered via DocuSign

Lanaee Gilmore Igilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure: Not Offered via DocuSign

Signature

Ashley Metz

1P

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

Chris Lacambra

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

Kanace Helmore

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

Status: Completed

Envelope Originator: Brittany Sloan boneal@nassaucountyfl.com IP Address: 50.238.237.26

Location: DocuSign

Timestamp

Sent: 6/10/2024 3:13:36 PM Viewed: 6/10/2024 3:26:09 PM Signed: 6/10/2024 3:26:15 PM

Sent: 6/10/2024 3:26:18 PM Viewed: 6/10/2024 4:09:47 PM Signed: 6/10/2024 4:11:15 PM

Sent: 6/10/2024 4:11:18 PM Viewed: 6/11/2024 6:39:43 AM Signed: 6/11/2024 6:40:51 AM

Sent: 6/11/2024 6:40:53 AM Viewed: 6/11/2024 9:35:12 AM Signed: 6/11/2024 9:35:29 AM

Signer Events	Signature	Timestamp
Jeri J. Peters	0	Sent: 6/11/2024 9:35:33 AM
jjpeters@governmentresource.com	Jeri J. Peters	Viewed: 6/12/2024 2:39:13 PM
President of Executive Recruitment		Signed: 6/12/2024 2:43:10 PM
Strategic Government Resources		S.g 50. 0/ 12/202 1 2.70.10 1 W
Security Level: Email, Account Authentication	Signature Adoption: Pre-selected Style	
(None)	Using IP Address: 73.25.97.45	
Electronic Record and Signature Disclosure: Accepted: 6/12/2024 2:39:13 PM ID: e563ef7a-c0c4-4a8c-9769-ba9ac3699e1a		
Abigail Jorandby		Sent: 6/12/2024 2:43:14 PM
ajorandby@nassaucountyfl.com	A J	Viewed: 6/12/2024 3:46:46 PM
Deputy County Attorney		Signed: 6/12/2024 3:47:50 PM
Nassau BOCC		5
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Denise C. May		Sent: 6/12/2024 3:47:53 PM
dmay@nassaucountyfl.com	Denise C. May	Viewed: 6/12/2024 3:49:00 PM
County Attorney		Signed: 6/12/2024 3:49:06 PM
Nassau County BOCC		5
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Taco E. Pope, AICP		Sent: 6/12/2024 3:49:09 PM
tpope@nassaucountyfl.com	Taco E. Popel AICP	Viewed: 6/12/2024 4:07:20 PM
County Manager		Signed: 6/12/2024 4:07:22 PM
Nassau County BOCC	Signature Adoption: Pre-selected Style	
Security Level: Email, Account Authentication (None)	Using IP Address: 50.238.237.26	
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
BOCC AP		Sent: 6/12/2024 4:07:25 PM
boccap@nassauclerk.com	L.BELTON	Viewed: 6/14/2024 10:03:13 AM
Nassau County Clerk		Signed: 6/14/2024 10:03:31 AM
Security Level: Email, Account Authentication		-
(None)	Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	
Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059		
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

Status	Timestamp
COPIED	Sent: 6/14/2024 10:03:34 AM
COPILD	
CORTER	Sent: 6/14/2024 10:03:35 AM
COPIED	Viewed: 6/14/2024 10:05:01 AM
Signature	Timestamp
Signature	Timestamp
Status	Timestamps
Hashed/Encrypted	6/10/2024 3:13:36 PM
Security Checked	6/11/2024 10:08:17 AM
Security Checked	6/14/2024 10:03:13 AM
Security Checked	6/14/2024 10:03:31 AM
Security Checked	6/14/2024 10:03:35 AM
Status	Timestamps
	COPIED COPIED Signature Signature Status Hashed/Encrypted Security Checked Security Checked Security Checked Security Checked

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