

BOCC CONTRACT APPROVAL FORM

(Request for Contract Preparation)

CONTRACT
TRACKING NO.

CM3238

GENERAL INFORMATION

Requesting Department: County Manager

Contact Person: Marshall Eyerman

Telephone: 904-530-6011 Fax: () Email: meyerman@nassaucountyfl.com

CONTRACTOR INFORMATION

Name: Liberty Partners of Tallahassee

Address: 113 E. College Ave., Suite 400; PO Box 390; Tallahassee, FL 32302
City State Zip

Contractor's Administrator Name: Jennifer J. Green, CAE, DPL Title: President

Telephone: (850) 841-1726 Fax: () Email:

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

Authorized Signatory Name: Jennifer J. Green, CAE, DPL

Authorized 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.

Total Amount of Contract: \$50,000

APPROXIMATE IF NECESSARY

Source of Funds: ☒ County ☐ State ☐ Federal ☐ Other Account: 01-121-512-51-531000

Authorized Signatory: Board Chairman

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC

Contract Dates: From: Execution to: One year after Termination/Cancellation:

Status: ☒ New ☐ Renew ☐ Amend# ☐ WA/Task Order ☐ Supplemental Agreement

How Procured: ☒ Exemption ☐ Sole Source ☐ Single Source ☐ ITB ☐ RFP ☐ RFQ ☐ Coop
☐ Piggyback ☐ Quotes ☐ Other

If Processing an Amendment:

Contract #: Increased Amount to Existing Contract:

New Contract Dates: to Total or Amended Amount:

Continued on next page

CHECKLIST

Review/Complete before sending contract for final signature

Requirement	Description	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 staff members who have obligations under this contract.	Dept LG
Name, Address, Contact Person	The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included.	Dept LG
Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties.	Dept LG
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.	Dept LG Cnty Atty
Other Necessary Agreements	All other necessary agreements or waivers referred to in contract have been obtained and are attached and properly identified for reference.	Cnty Atty
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.	Cnty Atty
Term of Contract	Start and end dates of contract are included. Any renewals are included.	Cnty Atty
Warranties/Guarantees	Warranties or guarantees give satisfactory protection.	Cnty Atty/Risk
Insurance	Risk manager has or will approve insurance clauses. Levels confirmed in requirements	Dept LG
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.	Cnty Atty
Confidentiality Agreements	All nondisclosure clauses include exceptions regarding disclosure as required by law. If not applicable, indicate "n/a."	Cnty Atty
Printed/Typed Names	Names of all persons signing contracts are printed or typed below signatures.	Router

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. Marshall Eyerman 10/13/2022

Department Head/Contract Manager Date
Ranace Melmore 10/13/2022

2.	Procurement	Date
3.	chris lacambra	10/13/2022

Office of Mgmt & Budget Date
Denise C. May 10/13/2022

4. _____
County Attorney Date

10/13/2022

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

Taco E. Popey AICP 10/13/2022

County Manager _____ Date _____