

**Exemptions / Sole Source / Single Source Certification Form**

Date: 10/10/22 Contact Name: Jennifer Green  
 Vendor Name: Liberty Partners of Tallahassee Project: Grants  
 Address: 113 E. College Ave., Suite 400; FY Cost: \$50,000  
PO Box 390; Tallahassee, FL 32302 Total Cost: \$50,000  
 Phone: 850-841-1726 Account: 01-121-512-51-531000

Description of Goods and/or Services: Professional services to provide grant research, application writing, and grant administration for the County

Source of Funds: ☒ County ☐ State ☐ Federal ☐ Other \_\_\_\_\_

Check one (1) of the following choices:

<input type="checkbox"/>	Exempt purchase:	<input type="checkbox"/>	Artistic Services FS 287.057 (3)(e)1. as defined under FS 287.012
X		<input type="checkbox"/>	Professional Services: Nassau County Purchasing Policy (Chapter 1, Article VII, Section 1-141) - Purchasing policy Section (e) Purchases exempt from competitive or alternative methods.
		<input type="checkbox"/>	Communications (5.2 – Nassau County Purchasing Policy Exemption)
		<input type="checkbox"/>	Publications (5.3 – Nassau County Purchasing Policy Exemption)
		<input type="checkbox"/>	Lodging and Transportation (5.5 – Nassau County Purchasing Policy Exemption)
		<input type="checkbox"/>	Other Professional Services (5.8 – Nassau County Purchasing Policy Exemption)
<input type="checkbox"/>	Single Source:		The goods or services can be purchased from multiple sources, but in order to meet certain functional or performance requirements, there is only one economically feasible source for this purchase. (Attach letter from the vendor)
<input type="checkbox"/>	Sole Source		The goods or services can be legally purchased from only one source. (Attach letter from the vendor). Were alternatives evaluated? Yes <input type="checkbox"/> (If yes, explain why alternatives are unacceptable) No <input type="checkbox"/> (If no, explain why no alternatives were evaluated)

If Sole or Single Source: Why are the requested goods or services the only goods or services that can satisfy your requirements? Indicate the unique features of the product or qualifications that are not available in any other product or service. Provide what steps have been undertaken to make this determination. The County has completed a one year pilot project with Liberty on the use of grant writing assistance. This has provided them a year to become engaged in our CIP and projects, along with some grant projects currently in process (evens rendezvous). Continuing with their services will provide an economic efficiency in costs and timing to respond to future grants.

**Department Head/Managing Agent** - I certify that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for, and follows the Nassau County Purchasing Policy.  
Marshall Eyerman 10/13/2022

**Procurement Director** - I certify that I have reviewed this request and concur that it is an Exempt, Sole or Single Source and is consistent with the Nassau County Purchasing Policy.  
Anastasia Belmonte 10/13/2022

**Office of Management and Budget Director** - I certify that, to the best of my knowledge, funds are available for payment and this purchase is consistent with the Nassau County Purchasing Policy.  
Chris Lacambra 10/13/2022

**County Manager** - I certify that, to the best of my knowledge, the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval.  
Laec E. Pope 10/13/2022