

**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS**  
**POST OFFICE BOX 1529**  
**LAKE CITY, FLORIDA 32056-1529**

**COLUMBIA COUNTY SCHOOL BOARD ADMINISTRATIVE COMPLEX**  
**372 WEST DUVAL STREET**  
**LAKE CITY, FLORIDA 32055**

**AGENDA ADDITIONS**

**February 18, 2021**

**5:30 PM**

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David Kraus, Interim County Manager

- (1) Non-Audit Services – Powell & Jones
- (2) Request for COVID Assistance – Board of Health





**Powell & Jones**  
Certified Public Accountants

Richard C. Powell, Jr., CPA  
Marian Jones Powell, CPA

1359 S.W. Main Blvd.  
Lake City, Florida 32025  
386 / 755-4200  
Fax: 386 / 719-5504  
admin@powellandjonescpa.com

## **ENGAGEMENT LETTER – NON-AUDIT SERVICES**

February 12, 2021

Mr. David Kraus, County Manager  
Columbia County Board of County Commissioners  
135 NE Hernando Ave.  
Lake City, FL 32055

Dear Mr. Kraus:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

The objective of our engagement is to assist you in the following matters:

1. Assist in budgetary duties related to the preparation of the annual County budget including, revenue projections, analysis of carryover balances, and compilation of budgetary schedules to assist the County Manager in preparing and revising budget document for submission to the Board of County Commissioners.
2. Performing financial analyses from time to time regarding County ongoing and contemplated projects, as directed and supervised by the County Manager,
3. Other related non-audit duties that may be required from time to time by the County Manager.

We will perform adequate procedures to complete the above assignments. The sufficiency of the procedures is solely your responsibility.

At the conclusion of each of our engagements, we will present our findings to the County Manager in an oral or written report, as applicable. We will also report to him our comments and observations based on the results of our procedures. Our procedures will not constitute an audit, review, or compilation of the information provided and, accordingly, we will not express a conclusion or provide any other form of assurance on the completeness or accuracy of the information.

Our reports are suitable for use only by those who have participated in determining the procedures. We have no responsibility to update our reports for events and circumstances that occur after the date of its issuance. If for any reason we are unable to complete the engagements, we will not issue a report as a result of the engagement.

For each of the services requested, prior to accepting the assignment we will evaluate and ascertain that completion of the project will not impair our independence under applicable professional standards to continue to perform the County audit services.

**Engagement Letter – Non-Audit Services**  
**Page 2**

Our fees for these services will be billed at the following hourly rates as contained in our current audit contract with the County:

Richard Powell, CPA	\$120
Marian Powell, CPA	120
Other CPA/ Senior	95
Staff Accountant	75

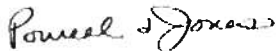
These rates will not be increased so long as our audit contract is in effect.

Associated travel will be billed in accordance with Columbia County travel policies.

Fees for our work during the engagement will be rendered approximately each month as work progresses and are payable on presentation.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



**POWELL & JONES**  
**Certified Public Accountants**

**RESPONSE:**

This letter correctly sets forth the understanding of the Columbia County Board of County Commissioners.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

RCP

**From:** [Moffses, Thomas P](#)  
**To:** [David Kraus](#)  
**Subject:** Everbridge Follow up  
**Date:** Thursday, February 11, 2021 8:13:29 AM  
**Attachments:** [EVBG Quote for Columbia County Department of Health Vaccine Reservation System 2.9.2021.pdf](#)

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David,

The Columbia County Health Department wanted to thank you again for allowing me to work with Shayne Morgan and the Emergency Management team to use Columbia County's EverBridge system.

This past week it was communicated that this system was contractually setup by Florida's Department of Emergency Management under a statewide contract that did NOT include the options we utilized to call Columbia County residents. I was told that we could no longer use the system in this manner.

This potentially presents the health department with a major community communication deficit during the COVID pandemic period. Due to this concern, I reached out directly to the EverBridge company. They outlined that I needed two add-on components for the current Columbia County Everbridge system. This would not negatively impact our system, but enhance capabilities, not only for the health department but also for Emergency Management. In addition to the needed voice capabilities, it will help setup, maintain, and communicate vaccination schedules directly to community members home phone, cell phone, and e-mail addresses.

Attached is a quote provided by EverBridge. Initially, the quote looks like it is a major expense. Please note that this add-on solution is for 16 months and extends the contractual usage through June 2022. With the uncertainty of COVID operations and both National and State operations making plans for COVID operations into 2022, we felt it best to quote the use of the system through 2022.

I am asking the Columbia County Board of County Commissioner's to budget and pay for the attached quote. Additionally, this purchase will fall under the new FEMA 100% funding opportunities. After the FEMA portion is accounted for, the cost will ultimately be reduced to the county by roughly \$36,000. This will lower the overall cost to the County.

I have discussed this request with Shayne Morgan and he is in support of this additional capability for the EverBridge system.

If there are any questions or concerns that I can address for you or any Board member, please contact me directly.

**Thank you for your time and consideration.**

Respectfully submitted,

Tom

Tom Moffses, M.Ed.  
Administrator, Columbia/Hamilton County Health Departments  
217 NE Franklin Street 209 SE Central Ave  
Lake City, FL 32055 Jasper, FL 32052  
386-466-6680 Cell  
386-758-1037 Office  
386-758-3900 Fax

Our Mission: To protect, promote & improve the health of all people in Florida through integrated state, county, & community efforts.

Our Vision: To be the Healthiest State in the Nation.

Our Values: (I CARE) Innovation, Collaboration, Accountability, Responsiveness and Excellence

Please Note: Florida has a very broad public records law. Most written communications to or from state officials regarding state business are public records available to the public and media upon request. Your email communication may therefore be subject to public disclosure.

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**From:** Scott Kramer <[scott.kramer@everbridge.com](mailto:scott.kramer@everbridge.com)>  
**Sent:** Tuesday, February 9, 2021 4:11:04 PM  
**To:** Moffses, Thomas P <[Thomas.Moffses@flhealth.gov](mailto:Thomas.Moffses@flhealth.gov)>  
**Subject:** Everbridge Follow up

Thomas,

Thank you for your time today, it was a pleasure speaking with you.

Per our conversation, I have attached a proposal for your review. The solution we discussed will cover all of the open items and concerns you shared with me.

Please let me know if you have any questions and what the next steps are.

Regards,  
Scott

**Scott Kramer** | Senior Account Executive  
Everbridge, State & Local Government Solutions  
781-859-4150

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155 North Lake Avenue, Suite 900  
Pasadena, CA 91101 USA

tel: +1-818-230-9700  
fax: +1-818-230-9505

www.everbridge.com

## Quotation

### Prepared for:

Thomas Moffses  
Columbia County, FL  
2101 47th terrace east  
Bradenton FL 34203  
United States  
Ph: (386) 466-6880  
Fax:  
Email: thomas.moffses@flhealth.gov

**Quote #:** Q-66572  
**Date:** 2/9/2021  
**Expires On:** 3/11/2021  
**Confidential**

**Salesperson:** Scott Kramer  
**Phone:** 781-859-4150  
**Email:** scott.kramer@everbridge.com

### Contract Summary Information:

Contract Period:	16 Months
Contract Start Date:	2/19/2021
Contract End Date:	6/30/2022

### Year 1

Qty	Product Code	Description	GSA Classification	Price
1	101-25-11-0003-000	Smart Orchestration	Open Market	USD 10,986.30
<b>Year 1 TOTAL:</b>				USD 10,986.30

### Year 2

Qty	Product Code	Description	GSA Classification	Price
1	101-25-11-0003-000	Smart Orchestration	Open Market	USD 30,000.00
<b>Year 2 TOTAL:</b>				USD 30,000.00

### Professional Services

Qty	Product Code	Description	GSA Classification	Price
76	101-00-22-8300-000	Consulting Services - Per hour fee (Remotely delivered)	GSA Product	USD 15,352.00
<b>Professional Services TOTAL:</b>				USD 15,352.00

### Pricing Summary:

Year One Fees:	USD 10,986.30
One-time Implementation and Setup Fees:	USD 878.90

Professional Services:	USD 15,352.00
<b>Total Year One Fees Due:</b>	<b>USD 27,217.20</b>

**Ongoing Fees:**

Year Two Fees:	USD 30,000.00
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**Terms & Conditions**

1. Additional rates apply for all international calls.
2. Quote subject to terms & conditions of GSA Contract No. GS-35F-0692P and the GSA Approved End User License Agreement ("EULA"), the latter of which is attached hereto and incorporated by reference.
3. Subject to sales taxes where applicable.
4. The supplemental notes below, if any, supplied in this Quote are for informational purposes and not intended to be legally binding or override GSA Contract No. GS-35F-0692P, or the EULA.

**Authorized by Everbridge:**

**Signature:**

**Date:**

\_\_\_\_\_

**Name (Print):**

**Title:**

\_\_\_\_\_

\_\_\_\_\_

**To accept this quote, sign, date and return:**

**Signature:**

**Date:**

\_\_\_\_\_

**Name (Print):**

**Title:**

\_\_\_\_\_

\_\_\_\_\_

155 North Lake Avenue, Suite 900  
Pasadena, CA 91101 USA  
Tel: +1-818-230-9700  
Fax: +1-818-230-9505

THANK YOU FOR YOUR BUSINESS!