



Fulton County Board of Commissioners

#18-1037

Agenda Item Summary

MEETING DATE:

12-19-18

Requesting Agency

COMMISSIONERS (ARRINGTON)

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

APPROVAL

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

Is this Item Goal Related? *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

Yes No

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

REQUEST APPROVAL OF A RESOLUTION AUTHORIZING IMPLEMENTATION OF CONTRACT ADMINISTRATION PROCEDURES AND POLICIES; TO IMPLEMENT COUNTY-WIDE CONTRACT MANAGEMENT SOLUTIONS; AND FOR OTHER PURPOSES.

Fiscal Impact / Funding Source

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

Source of Additional Information

(Type Name, Title, Agency and Phone)

1 **A RESOLUTION AUTHORIZING IMPLEMENTATION OF CONTRACT**
2 **ADMINISTRATION PROCEDURES AND POLICIES; TO IMPLEMENT**
3 **COUNTY-WIDE CONTRACT MANAGEMENT SOLUTIONS; AND FOR OTHER**
4 **PURPOSES.**

5
6 **WHEREAS**, Fulton County, Georgia (“County”) strives as part of its
7 strategic plan to have all citizens trust that the government is effective, efficient
8 and fiscally sound; and

9 **WHEREAS**, the Board of Commissioners strive to hold those that enter
10 into a contractual relationship with the County responsible for complying with
11 federal, state, and local laws and the terms of their contracts with the County;
12 and

13 **WHEREAS**, pursuant to Fulton County Code of Ordinance, Section 102-
14 416, the County has enacted provisions to govern the contract administration
15 process throughout the County; and

16 **WHEREAS**, the Department of Purchasing and Contract Compliance has
17 included contract administration practices as part of its standard operating
18 procedures; and

19 **WHEREAS**, the County wishes to implement procedures to support Fulton
20 County Code Section 102-416 to strengthen the County’s contract administration
21 practices and reporting; and

22 **WHEREAS**, the County desires to require employees with contract
23 administration roles to be trained by the Department of Purchasing and Contract
24 Compliance; and

1 **WHEREAS**, the Board of Commissioners desire implementation of an
2 enterprise wide contract management software solution to further manage
3 invoice approvals, report generation and all facets of contract administration; and

4 **WHEREAS**, a contract management system would assist in reducing the
5 renewal of unneeded services, legal fees, risk, and increasing productivity; and

6 **WHEREAS**, reports generated by a contract management solution would
7 enable a county-wide spend and performance analysis resulting in overall
8 savings for the County; and

9 **WHEREAS**, pursuant to FCC § 102-416(b), the Purchasing Agent is
10 authorized to establish standards for a contract administration system to ensure
11 that contractors are performing in accordance with solicitation and contract
12 documents.

13 **NOW THEREFORE, BE IT RESOLVED**, that the Board of Commissioners
14 of Fulton County hereby authorize the implementation of contract administration
15 procedures to be deployed county-wide consistent with Fulton County Code
16 (“FCC”) Section 102-416.

17 **BE IT FURTHER RESOLVED**, that the Board of Commissioners direct the
18 Purchasing Agent to establish the standards for a contract administration system
19 in consultation with County Attorney

20 **BE IT FURTHER RESOLVED**, that the Board of Commissioners authorize
21 the Purchasing Agent, County Attorney and the Department of Information
22 Technology to work together to identify a technology solution for a county-wide
23 contract management system to fully implement the requirements of FCC § 102-

1 416 and to make recommendations regarding the efficacy of such system to the
2 Board of Commissioners.

3 **BE IT FURTHER RESOLVED**, that the Board of Commissioners direct all
4 employees with a contract management or administrator function, as designated
5 by each agency and department, to attend trainings held internally by the
6 Department of Purchasing and Contract Compliance and the Office of the County
7 Attorney.

8 **BE IT FINALLY RESOLVED**, that this Resolution shall become effective
9 upon its adoption, and that all resolutions and parts of resolutions in conflict with
10 this Resolution are hereby repealed to the extent of the conflict.

11 **SO PASSED AND ADOPTED**, this _____ day of _____, 2018.

12
13 **FULTON COUNTY BOARD OF**
14 **COMMISSIONERS**

15
16 Sponsored by:

17
18
19 _____
20 Marvin S. Arrington, Jr., Commissioner
21 District 5
22

23
24 **ATTEST:**

25
26 **APPROVED AS TO FORM:**

27
28
29 _____
30 Jesse A. Harris
31 Clerk to the Commission

32
33 _____
34 Jerolyn Webb Ferrari
35 Interim County Attorney