

**Agenda Item Summary**

REVISED

19-0995

BOC Meeting Date
12/4/2019**Requesting Agency**

External Affairs

Commission Districts Affected

All Districts

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

Request approval to renew existing contracts – Department of External Affairs, 18RFQ06158K-DJ, External Grant Writing & Support Services in the total amount of \$100,000.00 with (A) Kimberly Sellars-Bates (Atlanta, GA) and (B) Strategic Funding Group (Atlanta, GA) to provide grant writing and support services on an as needed basis for Fulton County departments. This action exercises the second of two renewal options. No renewal options remain. Effective dates: January 1, 2020 - December 31, 2020.

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

In accordance with Purchasing Code Section 102-394(6), the Purchasing Department shall present all renewal requests to the Board of Commissioners at least 90 days prior to the contract renewal date or 60 days if the contract term is six (6) months or less.

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes All People trust government is efficient, effective, and fiscally sound

Is this a purchasing item?

Yes

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.)*

Scope of Work: To provide grant writing and support services to assist County departments in applying for federal, state and private foundation grants.

Community Impact: These contracts will ensure the County receives grant funds to support the delivery of services throughout Fulton County.

Department Recommendation: Department recommends approval

Project Implications: This contract supports the County's efforts to submit successful grant applications

Community Issues/Concerns: there are none known to the department.

Department Issues/Concerns: the department has no issues or concerns.

History of BOC Agenda Item: Originally approved by BOC on September 19, 2018.

Agency Director Approval**County Manager's
Approval****Typed Name and Title**

Felicia Strong-Whitaker, Director

Phone

(404) 612-5800

Signature**Date**

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	18-0663	9/19/18	\$50,000
1st Renewal	18-0986	12/19/18	\$100,000
2 nd Renewal			\$100,000
Total Revised Amount			\$250,000

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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(A)

Contract Value: \$50,000.00
Prime Vendor: Kimberly Sellars-Bates
Prime Status: African American Female Business Enterprise-Non-Certified
Location: Atlanta, GA
County: Fulton County
Prime Value: \$50,000.00 or 100.00%

Total Contract Value: \$50,000.00 or 100.00%
Total M/FBE Value: \$50,000.00 or 100.00%

(B)

Contract Value: \$50,000.00
Prime Vendor: Strategic Funding Group, Inc.
Prime Status: White Female Business Enterprise-Non-Certified
Location: Atlanta, GA
County: Fulton County
Prime Value: \$50,000.00 or 100.00%

Total Contract Value: \$50,000.00 or 100.00%
Total M/FBE Value: \$50,000.00 or 100.00%

Grand Contact Value: \$100,000.00 or 100.00%
Grand M/FBE Value: \$100,000.00 or 100.00%

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				

Total Contract Value	. \$100,000.00 or 100.00%
Total M/FBE Values	. \$100,000.00 or 100.00%
Total Prime Value	. \$100,000.00 or 100.00%

Fiscal Impact / Funding Source	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>
100-130-1305-1160, General Fund, External Affairs, Professional Services - \$100,000	

Exhibits Attached	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>
Exhibit 1: Contract Renewal Agreement	
Exhibit 2: Contract Renewal Evaluation Forms	
Exhibit 3: Contractor Performance Reports	

Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>
Jessica Corbitt, Director, External Affairs (404) 612-8303	

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone (404) 612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Procurement**Contract Attached:**
No**Previous Contracts:**
Yes**Solicitation Number:**
18RFQ06158K-DJ**Submitting Agency:**
Office of External
Affairs**Staff Contact:**
Jessica Corbitt**Contact Phone:**
404-612-8303**Description:** External Grant Writing & Support Services to provide grant writing and support services on an as needed basis for Fulton County departments.**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: .
 Previous Adjustments: .
 This Request: \$100,000.00
 TOTAL: \$100,000.00

MBE/FBE Participation:

Amount: . %: .
 Amount: . %: .
 Amount: \$100,000.00 or 100.00%: .
 Amount: . %: .

Grant Information Summary:

Amount Requested: . ☐ Cash
 Match Required: . ☐ In-Kind
 Start Date: . ☐ Approval to Award
 End Date: . ☐ Apply & Accept
 Match Account \$: .

Funding Line 1:

General Fund: 100-
 130-1305-1160
 (Pending BOC
 approval of FY2020
 budget)

Funding Line 2:

.

Funding Line 3:

.

Funding Line 4:

.

KEY CONTRACT TERMS**Start Date:**

January 1, 2020

End Date:

December 31, 2020

Cost Adjustment:

.

Renewal/Extension Terms:

.

ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Corbitt, Jessica	Date: 11/12/2019
X	County Attorney:	Martinez, Dominique	Date: 11/25/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/25/2019
X	Finance/Budget Analyst/Grants Admin:	Jones, Monica	Date: 11/13/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/25/2019



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: External Affairs (130)

BID/RFP# NUMBER: Contract # 18RFQ06158K-DJ

BID/RFP# TITLE: External Grant Writing & Support Services

ORIGINAL APPROVAL DATE: 09/09/2018

RENEWAL PERIOD: FROM: 01/01/202 THROUGH 12/31/2020

RENEWAL OPTION #: 2 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$ 50,000

COMPANY'S NAME: Strategic Funding Group

ADDRESS: 610 Fitzgerald Place

CITY: Atlanta

STATE: GA

ZIP: 30349

This Renewal Agreement No. 2 was approved by the Fulton County Board of Commissioners on BOC DATE: **BOC NUMBER:**

SIGNATURES: SEE NEXT PAGE

SIGNATURES:

Vendor agrees to accept the renewal option and abide by the terms and conditions set forth in the contract and specifications for Bid/RFP# _____

(Person signing must have signature authority for the company/corporation)

NAME: _____ (Print)
(CEO, President, Vice President)

VENDOR'S SIGNATURE: _____ DATE: _____

ATTEST:

NOTARY PUBLIC: _____

TITLE: _____ COUNTY: _____

SEAL (Affix) MY COMMISSION EXPIRES: _____

FULTON COUNTY, GEORGIA

ROBERT L. PITTS, CHAIRMAN
FULTON COUNTY BOARD OF COMMISSIONERS

DATE: _____

ATTEST:

TONYA R. GRIER
INTERIM CLERK TO THE COMMISSION

DATE: _____

SEAL (Affix)

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: _____ (Print)

DEPARTMENT HEAD SIGNATURE: _____ DATE _____

ITEM#: _____ RCS: _____ RECESS MEETING	ITEM#: _____ RM: _____ REGULAR MEETING
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DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: External Affairs (130)

BID/RFP# NUMBER: Contract # 18RFQ06158K-DJ

BID/RFP# TITLE: External Grant Writing & Support Services

ORIGINAL APPROVAL DATE: 09/09/2018

RENEWAL PERIOD: FROM: 01/01/2020 THROUGH 12/31/2020

RENEWAL OPTION #: 2 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$ 50,000

COMPANY'S NAME: Kimberly Sellars-Bates

ADDRESS: 610 Fitzgerald Place

CITY: Atlanta

STATE: GA

ZIP: 30349

This Renewal Agreement No. 2 was approved by the Fulton County Board of Commissioners on BOC DATE: **BOC NUMBER:**

SIGNATURES: SEE NEXT PAGE

SIGNATURES:

Vendor agrees to accept the renewal option and abide by the terms and conditions set forth in the contract and specifications for Bid/RFP# _____

(Person signing must have signature authority for the company/corporation)

NAME: _____ (Print)
(CEO, President, Vice President)

VENDOR'S SIGNATURE: _____ DATE: _____

ATTEST:

NOTARY PUBLIC: _____

TITLE: _____ COUNTY: _____

SEAL (Affix) MY COMMISSION EXPIRES: _____

FULTON COUNTY, GEORGIA

ROBERT L. PITTS, CHAIRMAN
FULTON COUNTY BOARD OF COMMISSIONERS

DATE: _____

ATTEST:

TONYA R. GRIER
INTERIM CLERK TO THE COMMISSION

DATE: _____

SEAL (Affix)

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: _____ (Print)

DEPARTMENT HEAD SIGNATURE: _____ DATE _____

ITEM#: _____ RCS: _____	ITEM#: _____ RM: _____
RECESS MEETING	REGULAR MEETING

Contract Renewal Evaluation Form

Date:	October 9, 2019
Department:	COMMUNICATIONS
Contract Number:	18RFQ06158K-DJ
Contract Title:	External Grant Writing & Support Services

Instructions:

It is extremely important that every contract be rigidly scrutinized to determine if the contract provides the County with value. Each renewal shall be reviewed and answers provided to determine whether services should be maintained, services/scope reduced, services brought in-house or if the contract should be terminated. Please submit a completed copy of this form with all renewal requests.

1. Describe what efforts were made to reduce the scope and cost of this contract.

The scope of the contract was streamlined to include grant writing services rather than a request for full consultancy services. Research was conducted on average prices for the development of complex and federal grants. Bids were received and compared. The selection committee selected the lowest, qualified bidders.

2. Describe the analysis you made to determine if the current prices for this good or service is reflective of the current market. Check all applicable statements and provide documentation:

☒ **Internet search of pricing for same product or service:**

Date of search:	February 7, 2018
Price found:	\$250 p/h & \$18,000 flat
Different features / Conditions:	Complexity and length
Percent difference between internet price and renewal price:	1.5

Explanation / Notes:

Click here to enter text.

☐ **Market Survey of other jurisdictions:**

Date contacted:	Click here to enter a date.
Jurisdiction Name / Contact name:	Click here to enter text.
Date of last purchase:	Click here to enter a date.
Price paid:	Click here to enter text.
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.
Percent difference between past purchase price and renewal price:	Click here to enter text.
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Click here to enter text.

Explanation / Notes:**#2 Findings were a result of online research and estimates from local grant writers.**☐ **Other (Describe in detail the analysis conducted and the outcome):**

3. **What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?**

4. **Does the renewal option include an adjustment for inflation?** ☐ **Yes** ☒ **No**
(Information can be obtained from CPI index)

Was it part of the initial contract? ☐ **Yes** ☒ **No**

Date of last purchase:

Price paid:

Inflation rate:

Adjusted price:

Percent difference between past purchase price and renewal price:

Explanation / Notes:

5. Is this a seasonal item or service? ☐ Yes ☒ No

6. Has an analysis been conducted to determine if this service can be performed in-house? ☒ Yes
☐ No If yes, attach the analysis.

Analysis in the form of departmental inquiries was conducted in 2016 by the Dept. of Finance (Grants Management) prior to the BOC establishing this enhancement function. The analysis is not available to me.

7. What would be the impact on your department if this contract was not approved?

The Departments of External Affairs (IGA) and Finance (Grants Management) would not have the capacity to assist other County departments in the development of complex, federal grants that support countywide programs and special services.

Prepared by

Fran Calhoun, Manager

**Intergovernmental & Interagency Affairs
Division (IGA)**

Date

October 9, 2019

Department Head

Date

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
9/19/2018	10/22/2018	9/19/2018	10/31/2018
O Number			PO Date
Department	External Affairs		
id Number	18RFQ06158K-DJ		
Service Commodity	Professional Grant Writing Services		
Contractor	Kimberly Sellars-Bates		

= Unsatisfactory	<i>Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.</i>
= Poor	<i>Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.</i>
= Satisfactory	<i>Achieves contract requirements 80% of the time; generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.</i>
= Good	<i>Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied.</i>
= Excellent	<i>Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.</i>

Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

0	Contractor is qualified and provides high quality professional services.
1	
2	
3	
4	

Timeliness of Performance (-Were Milestones Met Per Contract - Response Time (per agreement, if applicable) - Responsiveness to Direction/Change - On Time Completion Per Contract)

0	All products developed by the contractor on submitted on time as grant writing requires meeting strict deadlines for submission. Contractor is highly responsive to direction and has been very flexible to departmental changes in the past.
1	
2	
3	
4	

Business Relations (-Responsiveness to Inquiries - Prompt Problem Notifications)

0
1

19-0995

4

Customer Satisfaction (-Met User Quality Expectations - Met Specification - Within Budget - Proper Invoicing - No Substitutions)

0

1

2

3

4

Departments served by the contractor have been very satisfied with the professionalism of the contractor and stated that expectations had been met. There have not been budget overruns or improper billing by the contractor.

Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

0

1

2

3

4

Contractor is a single-person operator who has more than a decade of experience providing professional grant writing services. Contractor has been available when needed.

Overall Performance Rating: 4.0

Would you select/recommend this vendor again?
(Check box for Yes. Leave Blank for No)

☒ Yes ☐ No

Rating completed by:

fran.calhoun

Department Head Name

Department Head Signature

Date

10/22/2018

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
9/19/2018	10/22/2018	9/19/2018	12/31/2018
O Number		PO Date	
Department	External Affairs		
id Number	18RFQ06158K-DJ		
Service Commodity	Professional Grant Writing Services		
Contractor	Strategic Funding Group - Leah Tennille		

= Unsatisfactory	<i>Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.</i>
= Poor	<i>Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.</i>
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= Good	<i>Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied.</i>
= Excellent	<i>Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.</i>

Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

0 Contractor is a ten-person team of professional grant writers with each more than a decade of successful experience. Contractor provides superior grant writing services and consultation.

1

2

3

4

Timeliness of Performance (-Were Milestones Met Per Contract - Response Time (per agreement, if applicable) - Responsiveness to Direction/Change - On Time Completion Per Contract)

0 Grants and services are provided in a timely manner with all milestones being met. Contractor is very responsive to change and direction.

1

2

3

4

Business Relations (-Responsiveness to Inquiries - Prompt Problem Notifications)

0
1

) 4

Customer Satisfaction (-Met User Quality Expectations - Met Specification - Within Budget - Proper Invoicing - No Substitutions)

) 0

) 1

) 2

) 3

) 4

Departmental customers have been very satisfied with the working relationship and services provided by this team.

Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

) 0

) 1

) 2

) 3

) 4

Key personnel for this contractor are highly qualified with appropriate experience for the services rendered.

Overall Performance Rating:

4.0

Would you select/recommend this vendor again?
Check box for Yes. Leave Blank for No

☒ Yes ☐ No

Rating completed by: fran.calhoun

Department Head Name	Department Head Signature	Date
		10/22/2018