



**FULTON  
COUNTY**

**CONTRACT DOCUMENTS**

**FOR**

**REQUEST FOR PROPOSAL 25RFP020325C-MH**

**2025 COMMUNITY SERVICES PROGRAM**

**FOR**

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**OF**

**FULTON COUNTY, GEORGIA**

## CONTRACT AGREEMENT

THIS AGREEMENT (“Agreement”), entered into this **1st day of January 2025**, by and between **FULTON COUNTY**, Georgia (hereinafter referred to as “Fulton County” or “County”), a political subdivision of the State of Georgia, acting by and through its Community Development Department’s Youth and Community Services Division (“YCS”), and **First Step Staffing, Inc.** (hereinafter referred to as “Contractor”), a corporation organized as a nonprofit, tax exempt 501(c) (3) agency, authorized to conduct business within the state of Georgia (hereinafter collectively referred to as the “Parties”).

### WITNESSETH

WHEREAS, as part of its official functions, Fulton County is authorized to exercise the power of taxation pursuant to Art. IX, Section IV., Par. I of the Constitution of the State of Georgia of 1983, and to expend such funds raised by the exercise of said powers for public purposes as declared in Art. IX, Section IV., Par. II of the Constitution; and

WHEREAS, Contractor has in its employ personnel, and under its supervision, facilities and resources by which it can render to Fulton County and the citizens thereof certain services authorized by the aforementioned Constitutional provision; and

WHEREAS, Contractor has agreed to render services to the citizens of Fulton County, and the County has appropriated funds for those services; and

WHEREAS, the parties desire to execute a formal agreement for the services to be rendered by Contractor, and said services shall be defined, and consideration to be paid for such services by Fulton County for the successful performance of the services, and shall be enumerated.

The Agreement was approved by the Fulton County Board of Commissioners on **May 21, 2025, BOC#25-0398**.

NOW, THEREFORE, in consideration of the premises, payment of the sum hereinafter set forth and the performance of the services described herein, it is mutually agreed as follows:

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## **ARTICLE I - PARTIES AND TERM:**

(a) Fulton County, through its YCS, retains Contractor, and Contractor accepts retention by Fulton County to render the services as hereinafter defined and required; to perform such services in a manner and to the extent required by the parties herein; and as may be hereafter amended or extended in writing by mutual agreement of the parties.

(b) The Chairperson of the Board of Directors for the Contractor or authorized representative (hereinafter "Board Chair") represents that she/he is authorized to bind and enter into contracts on behalf of Contractor, including this Agreement.

(c) Nothing contained in this Agreement shall be constructed to be a waiver of Fulton County's sovereign immunity or any individual's official or qualified good faith immunity.

(d) This Agreement will remain in effect from **01/01/2025**, until midnight **12/31/2025**.

(e) Fulton County shall have the right to suspend immediately Contractor's performance hereunder on an emergency basis under this Agreement whenever necessary, in the sole opinion of Fulton County, to avert a life threatening situation or other sufficiently serious deficiency.

## **ARTICLE II - SCOPE OF CONTRACTOR'S DUTIES:**

Upon execution of this Agreement, the Contractor will provide the following services for Fulton County:

### **SCOPE OF WORK:**

#### **Community Services Program (CSP)**

**CSP Service Category:** Economic Stability/Poverty

**CSP Funding Priority(ies):**

**Children and Youth:** Not Applicable

**Disabilities:** Not Applicable

**Economic Stability:** 1. Emergency Financial Assistance inclusive of Rental and Mortgage assistance as well as Utility assistance, 2. Training Job Development Employment which leads to self sufficiency Ex offender support services...

**Health and Wellness:** Not Applicable

**Homelessness:** Not Applicable

**Senior Services:** Not Applicable

**First Step Staffing, Inc., Sustainable Work Employment Program** will provide services at the following locations at specified times during the contract period of **01/01/2025** through **12/31/2025**:

**Start and end date of programming for which CSP funds will be used:**

**Start date:** 01/01/2025

**End date:** 12/31/2025

**Service Delivery Site(s):**

| <b>Name of Program Site</b>      | <b>Program Location (complete physical address)</b> | <b>Program City</b> | <b>Program State</b> | <b>Program Zip code</b> | <b>Fulton County District of the program (Facility) location</b> | <b>District(s) of Fulton County Residents Served by the program (facility) location</b> |
|----------------------------------|---|---------------------|----------------------|-------------------------|--|---|
| First Step Staffing Headquarters | 302 Decatur Street, Suite 103                       | Atlanta             | GA                   | 30312                   | 4  | 1,2,3,4,5,6   |

**Approach and Design:**

**First Step Staffing, Inc., Sustainable Work Employment Program** will provide services to **400** clients that reside in Fulton County, with CSP funding.

**First Step Staffing, Inc., Sustainable Work Employment Program will provide the following activities and services in Fulton County with CSP funding:**

First Step Staffing's approach to promoting economic stability in the areas of: job placement, job skills training and housing assistance.

**Priority One: Training, Job Development, and Employment Leading to Self-Sufficiency**

## **Employment - Getting the Job**

The First Step employment program begins with a two-day in-person group orientation that focuses on mindset, motivation, and job-readiness. On the first day, the internationally recognized *Emerging Leaders* program helps clients build a positive, proactive mindset, encouraging them to take personal agency in their employment journey. Day two focuses on the specifics of available positions, workplace safety standards, common job practices, and etiquette. Clients complete necessary employment documents and participate in one-on-one job coaching to ensure an optimal match between client and employer. Clients are then assigned a job within 48-72 hours. Transportation to and from work is provided through partnerships with public transit, Uber, and Enterprise Rideshare, ensuring that clients can maintain consistent employment.

## **Job Skills and Training - "Earn and Learn" Model**

To break the cycle of chronic poverty and homelessness, acquiring skills in high-wage, high-demand trades is crucial. First Step offers job skills training in partnership with private providers, nonprofits, technical colleges, and employers. This training is designed to be economically accessible and provided in an "earn and learn" format, where clients can meet basic needs while acquiring new skills. Programs include certifications in fields such as CDL, Forklift, Customer Service, Phlebotomy, and Logistics Management, preparing clients for sustainable employment in industries that offer long-term career growth and financial stability.

## **Priority Two: Access to Digital Literacy and Middle Skill Job Training**

### **Digital Literacy and Middle Skill Training for Living Wage Jobs**

In today's economy, digital literacy is essential for success. First Step connects individuals to digital literacy training opportunities. Additionally, the organization partners with employers and training providers to create "earn and learn" opportunities, enabling clients to develop skills in high-wage, high-demand fields while also earning an income. These training programs focus on middle-skill jobs that require more than a high school diploma but less than a four-year degree, offering clients the chance to enter careers that pay living wages and provide long-term job security.

## **Priority Three: Emergency Financial Assistance (including Rental, Mortgage, and Utility Assistance)**

First Step's "Working Our Way Home" program provides immediate, flexible financial assistance to help individuals that are on assignment with us attain stable housing, aiming to prevent eviction or homelessness. The program offers support for up to six months, ensuring clients have the resources to maintain housing stability. Eligible clients are those who have been employed for at least 60 days and meet specific program requirements, including completing a minimum of two financial empowerment workshops and providing proof of payment for their portion of the housing cost when participating in the six-month program. Assistance ranges from emergency rental assistance to a comprehensive six-month plan. First Step partners with multiple housing providers, paying them directly to ensure the financial assistance is efficiently allocated.

## **Collaborative Partnerships**

The FSS Support/ Retention Services team has developed a strong network of community partners that enhance the department's work and support clients in overcoming employment barriers. Key partnerships include Goodwill of North Georgia, Westside Works, Atlanta Center for Self Sufficiency, The Salvation Army, Construction Ready, Enterprise Car Rental, Literacy Action, Mini City, Truist, Open Hand Atlanta and more. These collaborations provide FSS clients with a range of services and resources designed to facilitate access to stable employment and long-term self-sufficiency.

- **Goodwill of North Georgia** offers job training programs for FSS clients, helping them acquire new skills that lead to better-paying or more skilled jobs. First Step specifically coordinates with the Old National Goodwill Career Center and host bi monthly seminars to teach financial literacy and resume building as well as inform participants about the training opportunities that are available to them.
- **Westside Works** provides job and educational training, helping clients earn the necessary credentials to advance in their careers.

- **Atlanta Center for Self Sufficiency (ACSS)** offers referral services to FSS clients, including the homeless, veterans, and those facing financial vulnerability. ACSS focuses on life stabilization and self-sufficiency through various support services.
- **Center for Employment Opportunities (CEO)** works to reduce recidivism and enhance employment prospects for those with criminal records. CEO refers participants to FSS for immediate employment opportunities.
- **The Salvation Army** partners with FSS to provide temporary housing and food assistance for clients in transition.
- **Construction Ready** offers a four-week hands-on training program in construction-related skills, such as welding, HVAC, plumbing, and blueprint reading. This training equips FSS clients with the qualifications needed for high-demand, well-paying jobs in the construction industry.
- **Enterprise Corporation** has provided FSS with two transit vans, which are used to transport clients to and from work, ensuring they have reliable transportation.
- **Mini City** offers an inclusive platform that enables FSS and other service providers to track client progress and interactions across various programs. This partnership helps FSS improve tracking, assessment, and overall service delivery to vulnerable populations.
- **Truist Bank, Goodwill Financial Opportunity Center, & First and Third Bank** partners with FSS to deliver financial literacy education. The providers facilitate workshops in person and virtually to help clients improve their understanding of banking, financial planning, and how to achieve their financial goals, especially for those who are unbanked or have had negative banking experiences. This support empowers clients to make informed financial decisions and work toward economic stability.
- **Open Doors Atlanta** partners with FSS clients to help transition them from homelessness to stable housing by helping them identify affordable housing furthering their path toward self-sufficiency and long-term success.
- **The Warrior Alliance** collaborates with FSS to connect military veterans and their families to a range of services, including career support, financial assistance, and wellness programs. These resources help veterans overcome challenges and establish a solid foundation for long-term stability and self-sufficiency. Additionally, The Warrior Alliance refers veterans and their families to First Step for employment opportunities.

### **Designation of CSP Funds:**

Based on the awarded amount of **\$30,000.00**, the CSP funds are designated according to the following cost categories: Administrative, Operational, and Direct Services.

***Administrative Expenditures*** CSP funds that are spent on indirect personnel expenses such as salaries, salary fringe, and benefits for executive / management, accountant, administrative support, etc. Includes direct and indirect charges for administration of the grant (**Note: Not more than 5% of total grant award can be used for administrative costs.**)

***Operational Expenditures-*** CSP funds used to conduct agency/ organizational functions that are secondary to program service delivery such as: auditor, grant writer, consultants, insurance office/ warehouse lease or mortgage expenses, office supplies (pens, toner, paper, etc.), agency's utility expenses, staff transportation expenses, marketing/catalogs, etc. Not to include indirect or direct personnel

expenses. **(Note: Not more than 25% of total grant award can be used for operational expenditures.)**

**Direct Service Expenditures-** CSP funds utilized to provide services directly to agency/program participants such as payments made on behalf of participants for rent, utilities, food, shelter, transportation (rentals, gas, and parking, bus drivers, participant's public transportation costs, etc.), scholarships and day care vouchers, salaries and fringe benefits for direct service personnel (Case Managers, Educators, Subcontractors, etc.), program supplies (educational/instructional materials, paper, pencils, markers, etc.) directly consumed by participants. Program materials that may be pertinent to the scope of services of a funded program and that aid in contractor meeting contracted program outcomes are included in this definition (i.e. children's story books, educational games, puzzles, and flash cards).

Throughout the contract period, program expenditures will be monitored (via performance reports) to ensure that funding is utilized as contracted.

| <b>Cost Category</b>  | <b>Designation of CSP Funding Award</b> |
|---|---|
| <b>Administrative</b><br>(5% Admin max of total funds awarded.)     | \$1,500.00                              |
| <b>Operational</b><br>(25% Operational max of total funds awarded.) | \$1,500.00                              |
| <b>Direct Services</b>  | \$27,000.00                             |
| <i>Total</i>  | \$30,000.00                             |

### **Explanation of Funding Details:**

First Step Staffing generates nearly 90% of its operational budget through earned income. The remaining funding is secured through grant awards, foundation sponsorships, and individual donors.

**Organizational Budget for FY25:** \$12,389,049

**Program Budget for FY25:** \$2,588,450.00

**Requested Budget for FY25:** \$30,000

*Staff salaries and benefits are the largest program expenditure, accounting for approximately 70% of the program's expense budget. Building trust and engaging clients is crucial and requires time, along with extensive follow-up. On average, program staff spends 35 hours per case.*

Administrative costs, including insurance, accounting, and auditing, make up 10% of the expense budget. Rent follows as the next largest expenditure, with supplies such as files, copying, postage, and general office needs coming after. The remaining budget covers participant transportation, staff development, and communication expenses.



**Amount of Funding Requested:** \$30,000 (\$15,000 for January-June and \$15,000 July-December)

**Administrative Costs** (\$1,500) will be allocated towards mandatory insurance policies required to implement the FSS Sustainable Work Program. The CSP award mandates coverage for Workers Compensation, General Liability, Business Automotive Liability, Crime Policy, Professional E&O, and Umbrella insurances. Additionally, a portion of these funds will contribute to the cost of the annual internal audit, ensuring organizational transparency and compliance.

**Direct Costs** for implementation program (\$27,000) will cover:

- **Client Transportation** (\$12,000): This amount will assist with transportation to and from job assignments through Marta or the FSS Van.
- **Client Training** (\$6,000): These funds will cover the cost of training for 16 clients, with \$625 allocated per course.
- **Housing Assistance** (\$6,000): This amount will be used to assist with housing support including move in cost, rental assistance, and utilities.
- **Job Coach Salaries** (\$3,000): A portion of these funds will go toward staff salaries and fringe for one Job Coach.

**Operational Costs** (\$1500) to support organizational expenses include:

- **Office Supplies:** \$600
- **Marketing Materials:** \$600 (for promoting program benefits and community outreach)
- **Utility Costs:** \$300 for office operations

### **Program Performance Measures:**

**First Step Staffing, Inc. agrees to track and report program performance to the Fulton County Department of Community Development.**

**County Defined Performance Measure(s):**

**Children and Youth:** Not Applicable

**Disabilities:** Not Applicable

**Economic Stability:** 3. Number of individuals placed in Living Wage Employment; receiving training/job development/employment support...

**Health and Wellness:** Not Applicable

**Homelessness:** Not Applicable

**Senior Services:** Not Applicable

**The following program measures/ Key Performance Indicators (“KPI’s”) will be utilized to track and report program outcomes for the Fulton County residents supported with CSP funding, during the funding period 01/01/2025 through 12/31/2025:**

### **County Defined Performance Measures**

The goals of the First Step Staffing – Sustainable Work Employment Program are:

1. To increase the number of referrals for employment services among Fulton County residents.
2. To offer immediate job coaching, job placement, upskill training, and wraparound resources that enable clients to access income and secure sustainable employment.
3. To support low-income Fulton County residents in achieving and maintaining long-term job retention.

FSS will evaluate and track the:

1. The number of Fulton County residents placed in livable wage employment.
2. The number of Fulton County residents who receive wraparound services, such as training/upskill programs and access to SSI/SSDI/VA benefits.
3. The percentage of Fulton County residents who are able to maintain job retention.

FSS strives to provide excellent services to all clients. Once a client completes the intake process, submits an application, and undergoes an assessment, they are placed in our internal TempWorks database for case management. Within 30 days of intake, FSS clients gain access to employment opportunities, SSI/SSDI assistance, training, and other essential resources.

FSS is able to track and monitor the progress of all clients at any time by creating a progress report within the TempWorks system. This software tracks client contact information, barriers, work assignments, work schedules, pay rates, wages, employee supervisor feedback, infractions, suspensions, clearances, federal forms, calendars, client engagement, and resource support. The TempWorks system is secure, easily accessible, and utilized by all FSS staff.

First Step also surveys clients four times per year to assess how program offerings balance with clients' needs. These surveys are crucial in understanding the effectiveness of our programs and ensuring that they meet clients' needs.

### **Agency Defined Performance Measure(s):**

Strategy: Deepen and broaden our impact on the lives of the individuals we serve.

Goal: -Continue to improve support programs to facilitate job retention.

Action 1: Research retention support trends and explore innovative concepts to execute including housing, financial empowerment, social inclusion, and training/upskilling.

Action 2: Incorporate innovative coaching and client mindset shift strategies into organizational values and all client interactions.

Action 3: Increase 90-day retention rates in each market by 5% year over year.

Action 4: Standardize, analyze, and enhance data collection, particularly focused on all interventions and impact; develop and execute a rigorous measurement strategy.

Outcomes: Expansion of a scalable and replicable Retention Services model to all First Step markets by 2026. Develop and execute a Housing Pilot program in Atlanta and Philadelphia and scale nationally by 2026. Increase retention and permanent placement numbers by a minimum of 10 percent.

## **ADDITIONAL REQUIREMENTS**

**Failure to adhere to the terms of this Agreement, in addition to the requirements listed below, may result in one or all of the following; delayed disbursement or total loss of awarded funds, and / or ineligibility to receive an RFP award during the next funding cycle.**

1. Contractor agrees to develop, in conjunction with Fulton County, a process of accepting and serving Fulton County residents referred by the Youth and Community Services Division of Fulton County Government.
2. As consideration for the County providing funding and the non-profit entity accepting same, the non-profit entity shall, upon the County's request, participate in County-sponsored events and activities on County property, when feasible. The non-profit agency shall use its best efforts to comply with the County's request provided that it is given at least one week's notice to do so. Failure to participate will be taken into consideration for future funding requested by the non-profit entity.
3. Contractor agrees to allow staff from the Fulton County Department of Community Development to conduct contract compliance site visits as necessary (announced or unannounced).

4. During the site visit, Contractor will be required to allow staff to monitor programming, as well as review client rosters / sign-in sheets and/ or Registration information that should include complete addresses of Fulton County residents served by this funding.

5. Contractor agrees to comply with the Operational Specifications outlined in **2025 Community Services Program 25RFP020325C-MH**.

6. Contractor agrees that advertising, promotions and other publicity in connection with the supported program(s) shall include the following acknowledgment: **“Funding provided in part by the Fulton County Board of Commissioners under the guidance of the Department of Community Development.”**

*Note: If your agency uses logos versus text, you may substitute the language above with the Fulton County Logo.*

### **Reporting**

***It is the Contractor’s responsibility to ensure accurate reporting of all information contained in the performance reports. Reports and supportive documentation that consistently include erroneous/ inaccurate data may result in a required reimbursement of funding and/or may negatively impact future funding.***

7. Contractor will be required to submit completed performance reports (with deadlines of **(July 18, 2025, and January 16, 2026)**) to adhere to the requirements outlined in the Performance Report Instructions, as well as the format provided by the Fulton County Department of Community Development. Future funding will be affected if performance reports are not submitted by stipulated due dates.

8. Contractor will be required to provide demographic information concerning the Fulton County residents served, including, but not limited to age, race/ethnicity and gender.

9. Contractor will be required to report the number of UNDUPLICATED/NEW participants directly served through the Community Services Program funding. **Please note:** Failure to serve the total number of participants contracted to be served with CSP funding may result in reimbursement of CSP funding to Fulton County. Failure to reimburse the funding requested will result in the ineligibility to receive future funding.

10. Contractor will be required to submit unduplicated client rosters in a spreadsheet format that includes the complete residential addresses of the Fulton County residents served with CSP funding, and LEDGERS demonstrating how Community Services Program funds were expended for the specified reporting period.

### **Expenditure of Funds**

11. Contractor is prohibited from utilizing CSP funds for capital expenditures. (A “capital expenditure” is defined as: any resource not completely consumed during the contract year, i.e. computers, printers, construction, vehicles, cell phones, etc.) Program materials that may be pertinent to the scope of services of a funded program and that aid in contractor meeting contracted program outcomes are excluded from the definition of “capital expenditure” (e.g., children's story books, educational materials, games, puzzles, and flash cards).

12. Community Services Program funds must be expended by December 31<sup>st</sup> of the contract year. All funds that are not spent by this date must be reimbursed to Fulton County Government within 30 days of written request. A Contractor’s failure to adhere to this requirement will result in one or more of the following: inability to receive future funding from Fulton County, and/or legal action against the agency to recoup funding that are not reimbursed by the deadline.

### **ARTICLE III - COMPENSATION FOR SERVICES**

(a) Fulton County agrees to pay Contractor a maximum sum of **\$30,000.00.**

(b) Upon receipt and approval of Contractor’s invoice delineating projected expenditures for the first six months of the contracting period. Upon receipt and approval of said invoice, County shall pay Contractor the first six months of compensation provided for by this Agreement. The Contractor shall provide Fulton County with a second invoice delineating projected expenditures for the remaining six months of the Agreement Term. Upon receipt and approval of said invoice, Fulton County shall pay Contractor the second six months of compensation provided by this Agreement. **A failure by Contractor to submit the invoice for the first and/ or second six months of the contracting period will constitute a breach of this Agreement.**

(c) If through any cause, Contractor shall fail to fulfill its obligation under this Agreement in a timely and proper fashion or in the event that any of the provision or stipulations of this Agreement are violated by Contractor, Fulton County shall thereupon have the right to immediately suspend or terminate this Agreement by serving written notice as defined herein upon Contractor of Fulton County’s intent to suspend or terminate this Agreement. If the Agreement is terminated pursuant to this paragraph, Contractor shall be exclusively limited to receiving only the compensation for work performed in a manner satisfactory to Fulton County up to and including the date of the written termination notice.

(d) The Contractor agrees and understands that all expenditures must be consistent with the scope and purpose of this Agreement, and expenditures must be consistent with the guidelines and definitions established in **2025 Community Services Program 25RFP020325C-MH**, which is hereby incorporated by reference herein and made a part of this agreement. The County reserves the right to approve and reject payment for expenditures which are not consistent with the scope and purpose of this Agreement,

and which the County determines are not consistent with the guidelines and definitions established in the Community Services Program RFP.

(e) The Contractor agrees and understands that Fulton County has the right to recover funds from Contractor for compensation received, pursuant to subsection (b) above if Contractor fails to perform the services outlined in Article II or does not perform such services to the satisfaction of Fulton County.

#### **ARTICLE IV - RECORD KEEPING**

(a) Contractor shall maintain accurate records of the expenditure and disposition of funds, and such records must be in accordance with good accounting practices, and made available for inspection and audit by Fulton County at a time mutually agreeable to parties and upon thirty (30) days' notice to contractor.

(b) All reports and communications, with supportive documentation consistent with contract provisions outlined in Article II, must be provided to Fulton County, in accordance with Article IV.

(c) A performance report, with supportive documentation consistent with provisions of the Agreement outlined in Article II, must be provided to Fulton County no later than **July 18, 2025 for the period January 1, 2025-June 30, 2025; and January 16, 2026 for the period July 1, 2025-December 31, 2025.**

(d) Contractor shall be responsible for sending staff representation to mandatory meetings that will be sponsored by the Fulton County Department of Community Development. Contractor will be notified in advance of said meetings.

(e) All notices, program reports and other communications required to be given under this Contract shall be sufficient if in writing and either delivered via e-mail, personally or sent by postage, prepaid, certified or registered United States mail, return receipt requested, or e-mail addressed as follows:

To Fulton County:

**Department of Community Development**  
**c/o: Youth and Community Services Division**  
**[hsd.grants@fultoncountyga.gov](mailto:hsd.grants@fultoncountyga.gov)**  
**137 Peachtree Street, SW**  
**Atlanta, Georgia 30303**

To Contractor:

**First Step Staffing, Inc.**

**302 Decatur St. Suite 103  
Atlanta, Georgia 30312**

The Parties may only modify or update the above-referenced addresses during the term of this Agreement by providing formal notice to the other party of such a change pursuant to the terms of this provision.

(f) Contractor understands and agrees that, upon Fulton County's determination that Contractor is not or has not been in substantial compliance with any term of this Agreement with respect to the performance and provision of services at any single delivery site, Fulton County shall thereupon have the right to immediately suspend or terminate this Agreement upon written notice to Contractor. Contractor further understands and agrees that if Fulton County determines that Contractor is not or has not been in substantial compliance with any term of this Agreement with respect to the performance and provision of services at any single delivery site, Fulton County may request, and the Contractor shall provide, any and all additional reports, records or documentation Fulton County deems necessary to evaluate, assess and/or measure Contractor's overall level of performance under this Agreement, including Contractor's performance at other delivery sites.

**ARTICLE V - INDEMNIFICATION**

Contractor hereby covenants and agrees to indemnify and hold harmless Fulton County, its Commissioners, officers, and employees from all claims, losses, liabilities, damages, deficiencies, demands, judgments, or costs (including without limitation reasonable attorney's fees and legal expenses) suffered or occurred by such party, whether arising in tort, contract, strict liability or otherwise, including without limitation, personal injury, wrongful death or property damage arising in any way from the actions or omissions of Contractor, its directors, officers, employees, agents, successors and assigns in connection with its acceptance, or the performance, or nonperformance of its obligations under this Agreement; provided, however, that nothing herein shall be construed to preclude the Contractor from bringing suit against the County for breach of the terms of this Agreement.

**ARTICLE VI – TERMINATION OF AGREEMENT FOR COUNTY'S CONVENIENCE AND  
FOR CAUSE**

(a) This Agreement is effective on **01/01/2025**, and shall terminate on **12/31/2025**, unless earlier terminated in accordance with the provisions of this Agreement. Notwithstanding termination of the Agreement, Contractor is obligated to fulfill all of its obligations, including its reporting requirements.

(b) Notwithstanding the above provisions, Fulton County may terminate this Agreement for

convenience, or Fulton County or the Contractor may terminate this Agreement at any time for any reason by giving written notice of the intent to terminate the Agreement thirty (30) days in advance, by certified mail, return receipt requested, with proper postage prepaid, or by hand delivery, to the other party at the physical address provided herein for notice. The termination shall become effective on the thirtieth (30th) day after the date of such written notice unless the parties otherwise agree in writing. If this Agreement is terminated pursuant to this paragraph, Contractor shall be exclusively limited to receiving compensation for the work satisfactorily performed up to and including the effective date of termination.

(c) Fulton County shall have the right to suspend immediately Contractor's performance hereunder on an emergency basis whenever necessary, in the opinion of Fulton County, to avert a life threatening situation or other sufficiently serious risk.

(d) In the event that this agreement is terminated by Fulton County or Contractor, following the Fulton County's determination that Contractor is not or has not been in substantial compliance with any provision of this agreement, Contractor agrees that Fulton County shall have the right to request repayment in full of all compensation paid to Contractor pursuant to Article III of this agreement. If Fulton County exercises its right under this subsection, Contractor agrees to and shall repay Fulton County all compensation paid to Contractor pursuant to Article III of this Agreement.

(e) In the event that this agreement is terminated by Fulton County or Contractor, following the Fulton County's determination that Contractor is not or has not been in substantial compliance with any provision of this agreement, Contractor agrees that Fulton County shall have the right to terminate this Agreement between Fulton County and Contractor without penalty. Contractor acknowledges and agrees that Fulton County's right to terminate includes, but is not limited to, the right to withhold any and all future compensation due to Contractor pursuant to the terms of any and all other agreements between Fulton County and Contractor.

(f) In the event that this Agreement is terminated by Fulton County or Contractor, following Fulton County's determination that Contractor is not or has not been in substantial compliance with any provision of this Agreement, Contractor agrees that it shall not be eligible to either enter or to apply to enter into future contracts with Fulton County until it has addressed any and all areas of deficiency or non-compliance to Fulton County's satisfaction.

## **ARTICLE VII - INDEPENDENT CONTRACTOR STATUS**

(a) Nothing contained herein shall be deemed to create any relationship other than that of an independent contractor between Fulton County and Contractor. Under no circumstances shall Contractor, its directors, officers, employees, agents, successors or assigns be deemed employees, agents, partners,



successors, assigns or legal representatives of Fulton County.

Contractor acknowledges that **First Step Staffing, Inc.**, its directors, officers, employees, agents and assigns shall have no right of redress pursuant to the Personnel Rules and Regulations of Fulton County.

(b) The Contractor shall pay all sales, retail, occupational, service, excise, old age benefit and unemployment compensation taxes, consumer, use and other similar taxes, as well as any other taxes or duties on the materials, equipment, and labor for the work provided by the Contractor which are legally enacted by any municipal, county, state or federal authority, department or agency at the time bids are received, whether or not yet effective. The Contractor shall maintain records pertaining to such taxes as well as payment thereof and shall make the same available to Fulton County at all reasonable times for inspection and copying. The Contractor shall apply for any and all tax exemptions which may be applicable and shall timely request from Fulton County such documents and information as may be necessary to obtain such tax exemptions. Fulton County shall have no liability to the Contractor for payment of any tax from which it is exempt.

### **ARTICLE VIII - INSURANCE**

Contractor agrees to obtain, maintain and furnish to Fulton County, a Certificate of Insurance (COI) showing the required coverage during the entire term of this Agreement. All insurance limits are listed in the "Insurance and Risk Management Provisions" document, Attachment "A", with Fulton County, Georgia added as an "Additional Insured". The cancelation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code.

### **ARTICLE IX – AMENDMENTS AND MODIFICATIONS TO CONTRACT**

(a) This Agreement constitutes the entire agreement between Fulton County and Contractor, and there are no further written or oral agreements with respect thereto, no variations, amendments or modifications of this Agreement, and no waiver of its provisions, shall be valid unless in writing and signed by Fulton County's and Contractor's duly authorized representatives.

(b) Modifications or amendments which require a change in compensation level must be approved by the Fulton County Board of Commissioners and Contractor; other modifications, amendments or variations may be agreed to in writing, between the Contractor and the Contract Administrator when the amount of this Agreement and its Term remain unchanged.

## **ARTICLE X - SUBCONTRACTING**

Contractor shall not subcontract any part of the work covered by this Agreement or permit subcontracted work to be further subcontracted without prior written approval of Fulton County.

## **ARTICLE XI - ASSIGNABILITY**

Contractor shall not assign or subcontract this Agreement or any portion thereof without the prior expressed written consent of Fulton County. Any attempted assignment or subcontracting by Contractor without the prior expressed written consent of Fulton County shall at the County's sole option terminate this Agreement without any notice to Contractor of such termination. Contractor binds itself, its successors, assigns, and legal representatives of such other party in respect to all covenants, agreements and obligations contained herein.

## **ARTICLE XII - SEVERABILITY OF TERMS**

If any part or provision of this Agreement is held invalid the remainder of this Agreement shall not be affected thereby and shall continue in full and effect.

## **ARTICLE XIII – PRECEDENCE OF AGREEMENT**

In the event that any language in the Department of Community Development's Community Services Program RFP is in conflict with the language in this Agreement, this Agreement shall take precedence.

## **ARTICLE XIV - EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with Fulton County Code Sections 102-391 (Equal Opportunity Clause) and 154-3 (Policy of Equal Opportunity): (a): During the performance of this Agreement, the Contractor agrees as follows:

(1) The Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, or disability. As used herein, the words "shall not discriminate" shall mean and include without limitations the following:

Recruited, whether by advertising or other means; compensated, whether in the form of rates of pay, or other forms of compensation; selected for training, including apprenticeship; promoted; upgraded; demoted, downgraded; transferred; laid off; and terminated.

The Contractor agrees to and shall post in conspicuous places, available to employees and

applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

(2) The Contractor shall in solicitation or advertisement for employees, placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, national origin, or disability.

(3) The Contractor shall send to each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the Contractor's commitments under the Equal Opportunity Program of Fulton County and under this Article, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Contractor and its subcontractors, if any, shall file Compliance Reports at reasonable times and intervals with Fulton County in the form and to the extent prescribed by the director. Compliance Reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of the Contractor and its subcontractors.

(5) The Contractor shall include the provisions of paragraphs (1) through of this equal employment opportunity clause and every subcontractor purchase order so that such provision shall be binding upon each subcontractor.

#### **ARTICLE XV - CAPTIONS**

The captions are inserted herein only as a matter of convenience and for reference and in no way define, limit, or describe the scope of this Agreement or the intent of the provisions thereof.

#### **ARTICLE XVI - GOVERNING LAW**

This Agreement shall be governed in all respects, as to validity, construction, capacity, and performance or otherwise, by the laws of the State of Georgia.

#### **ARTICLE XVII - JURISDICTION**

This Agreement will be executed and implemented in Fulton County. Further, this Agreement shall be administered and interpreted under the laws of the State of Georgia. Jurisdiction of litigation arising from this Agreement shall be in the Fulton County Superior Courts. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict

with said laws, but the remainder of this Agreement shall be in full force and effect.

Whenever reference is made in the Agreement to standards or codes in accordance with which work is to be performed, the edition or revision of the standards or codes current on the effective date of this Agreement shall apply, unless otherwise expressly stated.

#25RFP020325C-MH  
2025 Community Services Program

Purchasing Forms &amp; Instructions

## STATE OF GEORGIA

## COUNTY OF FULTON

## FORM F: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services<sup>1</sup> under a contract with **[insert name of prime contractor (Agency)]** on behalf of **Fulton County**

First Step Staffing

**Government** has registered with and is participating in a federal work authorization program\*,<sup>2</sup> in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services to this contract with **Fulton County Government**, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the **Fulton County Government** at the time the subcontractor(s) is retained to perform such service.

176-2626

EEV/Basic Pilot Program\* User Identification Number

## First Step Staffing

Name of Contractor (Agency)

*Kellie Brown*

BY: Authorized Signature of Officer or Agent of Contractor

Kellie Brownlow

Title of Authorized Officer or Agent of Contractor of Contractor

Chief Mission Officer

Printed Name of Authorized Officer or Agent of Contractor

Sworn to and subscribed before me this 3rd day of March, 2025Notary Public: Adelina D. WashingtonCounty: DeKalb CountyCommission Expires: 11/25/2025

<sup>1</sup>O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means the performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

<sup>2</sup>\*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].





# F. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

|                                |                                |
|--------------------------------|--------------------------------|
| Contractor's Name:             | First Step Staffing            |
| Project No. and Project Title: | 30103 Sustainable Work Program |

## CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of Fulton County Government has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

176-2626

Federal Work Authorization User Identification Number (EEV/E-Verify Company Identification Number)

Aesha Baker

Authorized Officer or Agent  
(Name of Contractor)

**I hereby declare under penalty of perjury that the foregoing is true and correct**

Kellie Brownlow

Printed Name (of Authorized Officer or Agent of Contractor)

Kellie Brownlow  
Signature (of Authorized Officer or Agent)

12/13/2021

Date of Authorization

Chief Mission Officer

Title (of Authorized Officer or Agent of Contractor)

3/3/2025

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

3<sup>rd</sup> DAY OF March, 2025

Adeidra D. Washington  
Notary Public

My Commission Expires: 11/25/2025



\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

#25RFP020325C-MH  
2025 Community Services Program

Purchasing Forms &amp; Instructions

STATE OF GEORGIA

COUNTY OF FULTON

**FORM G: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services<sup>3</sup> under a contract with [insert name of prime contractor (Agency)] First Step Staffing on behalf of Fulton County Government has registered with and is participating in a federal work authorization program\*,<sup>4</sup> in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

NA

EEV/Basic Pilot Program\* User Identification Number of Subcontractor

NA

Name of Subcontractor (Individual/Agency)

NA

BY: Authorized Signature Officer or Agent of Subcontractor

NA

Title of Authorized Officer or Agent of Subcontractor

NA

Printed Name of Authorized Officer or Agent of Subcontractor

Sworn to and subscribed before me this 3<sup>rd</sup> day of March, 2025Notary Public: Adeidra D. WashingtonCounty: DeKalb CountyCommission Expires: 11/25/2025

<sup>3</sup>O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

<sup>4</sup>\*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].





# GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

|                                |                                |
|--------------------------------|--------------------------------|
| Contractor's Name:             | First Step Staffing            |
| Project No. and Project Title: | 30103 Sustainable Work Program |

## FORM G: SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

NA

Federal Work Authorization User Identification Number (EEV/E-Verify Company Identification Number)

NA

Authorized Officer of Agent  
(Name of Subcontractor)

**I hereby declare under penalty of perjury that the foregoing is true and correct**

NA

Printed Name (of Authorized Officer or Agent of Contractor)

*Kellie Blevins*

Signature (of Authorized Officer or Agent)

NA

Date of Authorization

NA

Title (of Authorized Officer or Agent of Contractor)

NA

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

*3rd* DAY OF *March*, 20*25*

*Adelida D. Washington*  
Notary Public

My Commission Expires: *11/25/2025*



\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).





# CERTIFICATE OF LIABILITY INSURANCE

 DATE(MM/DD/YYYY)  
06/10/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |   |       |
|--|---|-------|
| <b>PRODUCER</b><br>Aon Risk Services, Inc. of Florida<br>4651 Salisbury Rd<br>Suite 210<br>Jacksonville FL 32256 USA | <b>CONTACT NAME:</b><br>PHONE (A/C. No. Ext): (904) 724-2001 FAX (A/C. No.): (904) 223-0797 |       |
|  | <b>E-MAIL ADDRESS:</b>  |       |
| <b>INSURED</b><br>First Step Staffing Inc.<br>302 Decatur St SE<br>Ste#103<br>Atlanta GA 30312 USA                   | <b>INSURER(S) AFFORDING COVERAGE</b>  |       |
|  | <b>NAIC #</b>   |       |
|  | <b>INSURER A:</b> Endurance American Specialty Ins Co.                                      | 41718 |
|  | <b>INSURER B:</b> Philadelphia Indemnity Insurance Company                                  | 18058 |
|  | <b>INSURER C:</b> ACE American Insurance Company  | 22667 |
|  | <b>INSURER D:</b> ACE Fire Underwriters Insurance Co.                                       | 20702 |
| <b>INSURER E:</b>  |   |       |
| <b>INSURER F:</b>  |   |       |

**COVERAGES** **CERTIFICATE NUMBER:** 570113121754 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

| INSR LTR | TYPE OF INSURANCE  | ADDL INSD | SUBR WVD | POLICY NUMBER                             | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |             |
|----------|--|-----------|----------|---|-------------------------|-------------------------|--|-------------|
| B        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: | Y         |          | PHPK2630041-001                           | 12/01/2024              | 01/30/2026              | EACH OCCURRENCE  | \$1,000,000 |
|          |  |           |          |   |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence)                                      | \$100,000   |
|          |  |           |          |   |                         |                         | MED EXP (Any one person)   | \$10,000    |
|          |  |           |          |   |                         |                         | PERSONAL & ADV INJURY  | \$1,000,000 |
|          |  |           |          |   |                         |                         | GENERAL AGGREGATE  | \$2,000,000 |
|          |  |           |          |   |                         |                         | PRODUCTS - COMP/OP AGG   | \$2,000,000 |
| B        | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY   |           |          | PHPK2630041-001                           | 12/01/2024              | 01/30/2026              | COMBINED SINGLE LIMIT (Ea accident)  | \$1,000,000 |
|          |  |           |          |   |                         |                         | BODILY INJURY (Per person)   |             |
|          |  |           |          |   |                         |                         | BODILY INJURY (Per accident)   |             |
|          |  |           |          |   |                         |                         | PROPERTY DAMAGE (Per accident)   |             |
| B        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$10,000   |           |          | PHUB891431001                             | 12/01/2024              | 01/30/2026              | EACH OCCURRENCE  | \$5,000,000 |
|          |  |           |          |   |                         |                         | AGGREGATE  | \$5,000,000 |
| C        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED?<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N<br>N  | N/A      | WLRC72626084<br>AOS<br>SCFC72626126<br>WI | 01/30/2025              | 01/30/2026              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER |             |
| D        |  |           |          |   | 01/30/2025              | 01/30/2026              | E.L. EACH ACCIDENT   | \$1,000,000 |
|          |  |           |          |   |                         |                         | E.L. DISEASE-EA EMPLOYEE   | \$1,000,000 |
|          |  |           |          |   |                         |                         | E.L. DISEASE-POLICY LIMIT  | \$1,000,000 |
| B        | E&O - Professional Liability - Primary   |           |          | PHPK2630041-001                           | 12/01/2024              | 01/30/2026              | Aggregate  | \$3,000,000 |
|          |  |           |          |   |                         |                         | Per occurrence   | \$1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: General Labor. Fulton County Government is included as Additional Insured in accordance with the policy provisions of the General Liability policy.

**CERTIFICATE HOLDER**

 Fulton County Government  
 141 Pryor St. SW  
 Atlanta GA 30303-3408 USA

**CANCELLATION**

 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  
 AUTHORIZED REPRESENTATIVE  
*Aon Risk Services Inc. of Florida*

Holder Identifier :

570113121754

Certificate No :





POLICY NUMBER: PHPK2630041

COMMERCIAL GENERAL LIABILITY  
CG 20 26 04 13

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**Name Of Additional Insured Person(s) Or Organization(s):**

Any person or organization where required by a written contract executed prior to the occurrence of a loss. Such person or organization is an additional Insured for "bodily injury", "property damage" or "personal and advertising injury" but only for liability arising out of the negligence of the Named Insured.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and, as applicable, their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

CONTRACTOR:

FULTON COUNTY, GEORGIA

VENDOR NAME **First Step Staffing, Inc.**

DocuSigned by:  
*Robert L. Pitts*  
BA715B1A26544E7  
Robert L. Pitts, Chairman  
Fulton County Board of Commissioners

DocuSigned by: Name of Signatory: Amelia Nickerson  
*Amelia Nickerson*  
Title of Signatory: CEO  
9921197BD9AC4CE...  
Authorized Signature

ATTEST:

ATTEST:

Signed by:  
*Tonya R. Grier*  
EEC476C4837648D...  
Tonya R. Grier  
Clerk to the Commission

Signed by: Name of 2nd Signatory: **Kellie Brownlow**  
*Kellie Brownlow*  
Title of Signatory: **Chief Mission Officer**  
F832D6A0097045A...  
Second Authorized Signature

(Affix County Seal)



(Affix Corporate Seal, if applicable)

APPROVED AS TO FORM:

Signed by:  
*David Lowman*  
0EC92EDADEFB4B8...  
Office of the County Attorney

APPROVED AS TO CONTENT:

DocuSigned by:  
*Stanley Wilson*  
5E4D76DFB4A0450...  
Stanley Wilson, Director  
Fulton County Department of  
Community Development

Please select RM or 2ND RM from the checkbox

RM

X 2ND RM

|                        |                                   |
|------------------------|-----------------------------------|
| ITEM#: _____ RM: _____ | ITEM#: 25-0398 2ND RM: 05/21/2025 |
| REGULAR MEETING        | SECOND REGULAR MEETING            |

Certificate Of Completion

|  |                   |  |
|--|-------------------|--|
| Envelope Id: 964CB0A0-9B0F-4FC0-9281-13F12FAFDD42  | Status: Completed |  |
| Subject: Please DocuSign: 2025 CSP Contract-First Step Staffing, Inc.-BOC Agenda#25-0398 |                   |  |
| Parcel ID:   |                   |  |
| Employee Name:   |                   |  |
| Source Envelope:   |                   |  |
| Document Pages: 28   | Signatures: 6     | Envelope Originator:                         |
| Certificate Pages: 7   | Initials: 0       | Cherie Williams                              |
| AutoNav: Enabled   | Stamps: 1         | 141 Pryor Street                             |
| Envelopeld Stamping: Enabled   |                   | Purchasing & Contract Compliance, Suite 1168 |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada)  |                   | Atlanta, GA 30303                            |
|  |                   | Cherie.Williams@fultoncountyga.gov           |
|  |                   | IP Address: 166.137.175.49                   |

Record Tracking

|                                      |                                    |                    |
|--------------------------------------|------------------------------------|--------------------|
| Status: Original                     | Holder: Cherie Williams            | Location: DocuSign |
| 6/20/2025 7:19:06 PM                 | Cherie.Williams@fultoncountyga.gov |                    |
| Security Appliance Status: Connected | Pool: StateLocal                   |                    |
| Storage Appliance Status: Connected  | Pool: Fulton County Government     | Location: Docusign |

Signer Events

| Signer Events  | Signature  | Timestamp  |
|--|--|--|
| Amelia Nickerson<br>amelia@firststepstaffing.com<br>CEO<br>First Step Staffing<br>Security Level: Email, Account Authentication (None) | <div>DocuSigned by:<br/><br/>9921197BD9AC4CE...</div> <div>Signature Adoption: Pre-selected Style<br/>Using IP Address: 12.160.204.154</div> | Sent: 6/20/2025 7:24:50 PM<br>Resent: 6/23/2025 9:17:19 AM<br>Resent: 6/23/2025 9:23:40 AM<br>Viewed: 6/23/2025 11:07:52 AM<br>Signed: 6/23/2025 11:08:07 AM |

Electronic Record and Signature Disclosure:  
Accepted: 5/22/2019 8:41:57 AM  
ID: 63164162-3f86-49d4-9b9f-0713a64d99b5

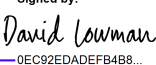
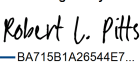


|   |   |   |
|---|---|---|
| Kellie Brownlow<br>kellieb@firststepstaffing.com<br>Chief Mission Officer<br>Security Level: Email, Account Authentication (None) | <div>Signed by:<br/><br/>F832D6A0097045A...</div> <div>Signature Adoption: Pre-selected Style<br/>Using IP Address: 73.43.47.67</div> | Sent: 6/23/2025 11:08:10 AM<br>Viewed: 6/23/2025 11:40:31 AM<br>Signed: 6/23/2025 11:40:55 AM |
|---|---|---|

Electronic Record and Signature Disclosure:  
Accepted: 6/23/2025 11:40:31 AM  
ID: fe2f6571-98fe-46fb-b0b9-a469ad7dd3db

|  |  |   |
|--|--|---|
| Mark Hawks2<br>mark.hawks@fultoncountyga.gov<br>Chief Assistant Purchasing Agent<br>Purchasing and Contract Compliance<br>Security Level: Email, Account Authentication (None) | Completed<br><br>Using IP Address: 74.174.59.4 | Sent: 6/23/2025 11:40:58 AM<br>Viewed: 6/23/2025 11:43:40 AM<br>Signed: 6/23/2025 11:43:53 AM |
|--|--|---|

Electronic Record and Signature Disclosure:  
Not Offered via Docusign

|   |   |   |
|---|---|---|
| Stanley Wilson<br>Stanley.Wilson@fultoncountyga.gov<br>Director<br>Stanley Wilson<br>Security Level: Email, Account Authentication (None) | <div>DocuSigned by:<br/><br/>5E4D76DFB4A0450...</div> <div>Signature Adoption: Pre-selected Style<br/>Using IP Address: 75.43.132.102</div> | Sent: 6/23/2025 11:43:56 AM<br>Resent: 6/24/2025 9:43:51 AM<br>Viewed: 6/24/2025 12:44:59 PM<br>Signed: 6/24/2025 12:45:05 PM |
|---|---|---|

| Signer Events   | Signature  | Timestamp   |
|---|--|---|
| <b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign  |  |   |
| Lauren Hansford<br>lauren.hansford@fultoncountyga.gov<br>Security Level: Email, Account Authentication (None)   | <b>Completed</b><br><br>Using IP Address: 74.174.59.4  | Sent: 6/24/2025 12:45:08 PM<br>Resent: 6/25/2025 1:09:29 PM<br>Viewed: 6/25/2025 3:03:23 PM<br>Signed: 6/25/2025 3:05:42 PM   |
| <b>Electronic Record and Signature Disclosure:</b><br>Accepted: 6/25/2025 3:03:23 PM<br>ID: 7933df75-eccf-4277-9556-a648f61a40f2  |  |   |
| David Lowman<br>David.Lowman@fultoncountyga.gov<br>Security Level: Email, Account Authentication (None)   | <div> <div>Signed by:</div> <div>  <div>0EC92EDADEFB4B8...</div> </div> </div><br>Signature Adoption: Pre-selected Style<br>Using IP Address: 74.174.59.4   | Sent: 6/25/2025 3:05:45 PM<br>Viewed: 6/25/2025 3:09:02 PM<br>Signed: 6/25/2025 3:10:00 PM                                    |
| <b>Electronic Record and Signature Disclosure:</b><br>Accepted: 6/25/2025 3:09:02 PM<br>ID: 5d66ba0c-c992-49b6-82d8-48025e4873e9  |  |   |
| Nikki Peterson<br>nikki.peterson@fultoncountyga.gov<br>Chief Deputy Clerk to the Board of Commissioners<br>Fulton County Government<br>Security Level: Email, Account Authentication (None) | <b>Completed</b><br><br>Using IP Address: 66.56.23.82  | Sent: 6/25/2025 3:10:02 PM<br>Viewed: 6/27/2025 2:40:38 PM<br>Signed: 6/27/2025 2:40:57 PM                                    |
| <b>Electronic Record and Signature Disclosure:</b><br>Accepted: 11/27/2017 1:39:37 PM<br>ID: b7ce88ee-0c66-4f3a-bfee-705e0af602d8   |  |   |
| Robert L. Pitts<br>michael.oconnor@fultoncountyga.gov<br>Fulton County<br>Security Level: Email, Account Authentication (None)  | <div> <div>DocuSigned by:</div> <div>  <div>BA715B1A26544E7...</div> </div> </div><br>Signature Adoption: Pre-selected Style<br>Using IP Address: 68.208.197.4  | Sent: 6/27/2025 2:41:00 PM<br>Resent: 6/30/2025 11:52:52 AM<br>Viewed: 6/30/2025 11:59:42 AM<br>Signed: 6/30/2025 11:59:52 AM |
| <b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign  |  |   |
| Tonya Grier<br>tonya.grier@fultoncountyga.gov<br>Clerk to the Commission<br>Fulton County<br>Security Level: Email, Account Authentication (None)   | <div> <div>Signed by:</div> <div>  <div>EEC476C4837648D...</div> </div> </div><br><br>Signature Adoption: Uploaded Signature Image<br>Using IP Address: 99.96.24.191 | Sent: 6/30/2025 11:59:55 AM<br>Viewed: 7/1/2025 10:41:37 AM<br>Signed: 7/1/2025 10:41:51 AM                                   |
| <b>Electronic Record and Signature Disclosure:</b><br>Accepted: 3/16/2018 10:54:59 AM<br>ID: f3f241e8-3027-4447-9476-6cf20ae25dd4   |  |   |

| Signer Events  | Signature   | Timestamp  |
|--|---|--|
| Mark Hawks3<br>mark.hawks@fultoncountyga.gov<br>Chief Assistant Purchasing Agent<br>Purchasing and Contract Compliance<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign | <b>Completed</b><br><br>Using IP Address: 45.20.200.178 | Sent: 7/1/2025 10:41:55 AM<br>Resent: 7/3/2025 10:44:05 AM<br>Viewed: 7/3/2025 2:20:30 PM<br>Signed: 7/3/2025 2:20:36 PM |
| In Person Signer Events  | Signature   | Timestamp  |
| Editor Delivery Events   | Status  | Timestamp  |
| Agent Delivery Events  | Status  | Timestamp  |
| Intermediary Delivery Events   | Status  | Timestamp  |
| Certified Delivery Events  | Status  | Timestamp  |
| Carbon Copy Events   | Status  | Timestamp  |
| Atif Henderson<br>Atif.Henderson@fultoncountyga.gov<br>Fulton County Government<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign  | <div>COPIED</div>                                       | Sent: 6/20/2025 7:24:49 PM   |
| Cherie Williams<br>cherie.williams@fultoncountyga.gov<br>Fulton County Government<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign                                      | <div>COPIED</div>                                       | Sent: 6/20/2025 7:24:49 PM<br>Resent: 7/3/2025 2:20:44 PM  |
| Carlos Thomas<br>carlos.thomas@fultoncountyga.gov<br>Division Manager<br>Fulton County Government<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign                      | <div>COPIED</div>                                       | Sent: 6/20/2025 7:24:49 PM<br>Viewed: 7/3/2025 2:27:13 PM  |
| Dian DeVaughn<br>dian.devaughn@fultoncountyga.gov<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign  | <div>COPIED</div>                                       | Sent: 7/3/2025 2:20:40 PM<br>Viewed: 7/11/2025 11:41:50 AM   |
| Witness Events   | Signature   | Timestamp  |
| Notary Events  | Signature   | Timestamp  |
| Envelope Summary Events  | Status  | Timestamps   |
| Envelope Sent  | Hashed/Encrypted  | 6/20/2025 7:24:49 PM   |
| Certified Delivered  | Security Checked  | 7/3/2025 2:20:30 PM  |

| Envelope Summary Events                    | Status           | Timestamps          |
|--|------------------|---------------------|
| Signing Complete                           | Security Checked | 7/3/2025 2:20:36 PM |
| Completed                                  | Security Checked | 7/3/2025 2:20:40 PM |
| Payment Events                             | Status           | Timestamps          |
| Electronic Record and Signature Disclosure |                  |                     |



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|                            |   |
|----------------------------|---|
| Operating Systems:         | Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X   |
| Browsers:                  | Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only) |
| PDF Reader:                | Acrobat® or similar software may be required to view and print PDF files  |
| Screen Resolution:         | 800 x 600 minimum   |
| Enabled Security Settings: | Allow per session cookies   |

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