



**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 **Vision Tutoring Educational Foundation** (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:** Children and Youth Services

**CSP Funding Priority(ies):**

**Children and Youth:** 1. Programs focusing on kindergarten readiness...

**Disabilities:** Not Applicable

**Economic Stability:** Not Applicable

**Health and Wellness:** Not Applicable

**Homelessness:** Not Applicable

**Senior Services:** Not Applicable

**Vision Tutoring Educational Foundation, Increasing Academic Achievement of Youth in Under-Resourced Communities Through Tutoring** 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:** 01/06/2025

**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>
in-home, public, or virtual tutorial site at the request of the parent/guardian or partner organization	various	Atlanta	GA	various	5	5
in-home, public, or virtual tutorial site at the request of the parent/guardian or partner organization	various	Atlanta	GA	various	4	4
in-home, public, or virtual tutorial site at the request of the parent/guardian or partner organization	various	Atlanta	GA	various	6	6

**Approach and Design:**

**Vision Tutoring Educational Foundation**, Increasing Academic Achievement of Youth in Under-Resourced Communities Through Tutoring will provide services to **20** clients that reside in Fulton County, with CSP funding.

**Vision Tutoring Educational Foundation**, Increasing Academic Achievement of Youth in Under-Resourced Communities Through Tutoring **will provide the following activities and services in Fulton County with CSP funding:**

### **Three Fulton County CSP Funding Priorities**

The “Increasing Academic Achievement of Youth in Under-Resourced Communities Through Tutoring” program falls under the CSP funding category of Children and Youth Services. The three CSP funding priorities as identified by the primary service category selected are:

- Kindergarten readiness
- Afterschool/Out of School Programs to help bring up academic and social/behavioral levels of school-aged youth
- Programs and services focusing on one or more of the six National Milestones of My Brother’s Keeper (MBK) Alliance

#### *Kindergarten Readiness*

In the report “A Matter of Equity: Preschool in America”, the Department of Education states that the early years of a child’s education are a “critical period in children’s learning and development, providing the necessary foundation for more advanced skills.” The State of Education in Metro Atlanta Annual Report confirms that the verbal skills children begin to learn between the ages of zero and four promote kindergarten literacy levels, which are a determining factor in a child’s successful reading comprehension by 3rd grade. Considering that children who are not reading at or above grade level by the end of 3rd grade are four times more likely to drop out of high school, and kindergarten literacy levels are connected to 3rd grade comprehension, the potential of high school success technically begins before a child even starts school. Far too often students who are not prepared for kindergarten end up trapped in a continuous cycle of playing catch-up. To ensure students are ready for kindergarten, which is a predictor of future academic and social success, VTEF will include Pre-K age students in its tutorial programs.

#### *Afterschool/Out of School Programs*

VTEF provides tutorial service during the school year and summer to help bring up the academic and performance levels of students in Pre-K through 12th grade. One-on-one and small group tutoring sessions will be conducted. Students enrolled yearround will be offered up to 192 hours of one-on-one tutoring while others whose parents allow them to participate for a shorter time frame throughout the year (usually at least a semester), will be offered up to 30 hours of one-on-one or small group tutoring.

#### *MBK Alliance Milestones*

The proposed tutorial program addresses three MBK Alliance milestones. The milestones directly incorporated into the program are: 1) entering school ready to learn and 2) reading at grade level by 3rd grade, and 3) graduating on time. It has been proven that increasing the number of students ready for kindergarten, reading at grade level by the end of 3rd grade, and proficient in math by the end of 8th grade will have a positive impact on the number of youths graduating from high school ready for college and career.

### **Three Fulton County “Health & Human Services” (HHS) Key Performance Indicators**

In addition to its alignment with three CSP funding priorities, the “Increasing Academic Achievement of Youth in Under-Resourced Communities Through Tutoring” proposal addresses the Fulton County “Health and Human Services” strategic objective to “help residents realize their educational potential through our community services”. The key performance indicators that will be evaluated under this strategic priority area are the percentage of 3rd-5th graders who meet target reading levels, the percentage of students of 6th – 8th graders who meet target reading levels, and the percentage of high school students who graduate on time.

A major predictor of a student being able to read on-level at 3rd grade and above is his or her literacy development in early childhood. For this reason, VTEF will begin its program at the Pre-K level and will focus as heavily as possible on the instruction of youth prior to the critical stage of 3rd grade while still providing remediation to students with acute academic deficits in 3rd – 12th grade. Based on data and statistics, the measures that will be evaluated (kindergarten readiness and reading on level at elementary and middle school levels) have been proven to have a positive correlation with literacy at higher grade levels as well as graduation rates. The percentage of high school students who graduate on time will also be tracked for those scheduled to matriculate in 2025.

### **Activities, Services, and Implementation Methods**

To support the above-listed funding priorities and key performance indicators using CSP funds, VTEF will assign certified and/or experienced educators to approximately 20 Fulton County at-risk youth in Pre-K through 12th grade, with each student receiving up to 192 hours of personally-catered, one-on-one lessons over the course of a year or up to 30 hours of individualized one-on-one or small group core subject tutoring for those not participating year-round. For small groups, VTEF will make every effort to fill all student slots, including recruiting students in specific grade levels and subjects if openings remain. Since the number of students in each group is solely based on applications received from parents/ guardians by grade level and subject, it is possible that groups may not be filled to capacity. In the event there are enrolled students who do not participate in the program, CSP funding will still be used as designated by the proposed budget with additional hours of service being offered to active clients.

#### *One-on-One and Small Group Tutoring Implementation*

Upon completion of student enrollment and final logistics, tutorial service will be initiated. Each enrolled student will complete diagnostic exams to determine his or her prior knowledge and current skill level. After reviewing test results, instructors will identify each student’s strengths and challenges on grade-appropriate standards and utilize them to create individualized student plans of progress (SPPs). SPPs provide a tentative timeline of instruction for the non-mastered standards and the prerequisite skills the tutor intends to cover during the course of the program. Instead of broad domains, such as the student will work on “numbers and operations”, the SPP would list the individual skills scheduled for instruction, i.e. “the student will find the greatest common factor of two whole numbers less than or equal to 100 and the least common multiple of two whole numbers less than or equal to 12”. By focusing on the specific skills with which the students need assistance, instructional time is maximized.

Materials aligned to the Georgia Standards of Excellence (GSE) will be provided to guarantee that all students receive instruction on the skills they should be taught in class and must learn to be prepared for standardized exams. Since most students will be performing below their current grade level, instructors will be provided with access to resources at all grade levels. Having access to materials for multiple grade levels will ensure instruction can be catered to each student’s individual needs. Written, verbal, and hands-on activities, projects, and lessons will allow students to participate in each session and will assist students in meeting their academic goals. Each skill is covered with an opening activity, direct instruction, guided practice, independent practice, review, possible extension activity, and an assessment. The average student retains approximately 10% of verbal information presented in a lesson and recalls less than 2% of that information after 24 hours without substantial reinforcement. Therefore, VTEF tutors reinforce skills taught by providing students with multiple practice problems, study techniques, and formal and informal reviews. Creative lessons, various memorization and learning strategies, interactive activities, and real-life scenarios will also be utilized to

help students better understand, recall, and apply the skills taught. For example, students may learn multiple-digit addition and subtraction while creating a budget, collect data using M&M's to create graphs and charts, use objects as variables to solve algebraic equations, play charades to become familiar with verbs, use lyrics from popular "clean" songs when determining rhyme schemes, and create their own picture flashcards to memorize geographic figures.

Students are informally assessed with activities, observations, projects, essays, anecdotal notes, oral quizzes, and a plethora of other methods during instruction. Results from ongoing assessments direct the pace of tutorial sessions, allow instructors to make continual adjustments that aim for maximum performance, and guide the tutor in making instructional adjustments when necessary. In the event a student does not master a standard taught, tutors will reteach the skill with new/different strategies and methods, change the instructional pace, and/or incorporate additional reviews. In addition to manual/ written pre-, ongoing, and posttests, VTEF also has access to online and cloud-based testing with automated score reporting. Posttest results are compared to the diagnostic exams to determine academic gains and mastery levels. The most recent data analysis of academic progress across VTEF students equates to nearly 60% from pre- to post-test; therefore, to account for slightly greater improvement, the program goal is for students to exhibit more than 60% increase from pre- to post-test. For example, a student who scores 50% on her pretest has a goal of scoring at least 81% on her post-test. The exception for demonstrating the minimum increase is an instance where attaining the anticipated percentage of increase is not possible. 100% is the maximum score, so a student with 65% on his pretest can only exhibit an increase of 54% even when earning a perfect score on his posttest. Upon completion of service, VTEF will provide feedback to assist students in retaining the information they have learned as well as encourage the study of skills that were not mastered or not covered due to time constraints. Materials will also be provided to students for additional and continued practice.

### **Eleven Community Collaborative Relationships**

Vision Tutoring Educational Foundation (VTEF) has established many community collaborative relationships to assist in addressing the academic and social needs of youth. The eleven being addressed are included below:

#### *Multi-Agency Alliance for Children (MAAC)*

The first collaborative relationship exists with MAAC, whose administrative offices are in district 4. For over 20 years MAAC has been dedicated to filling service gaps and building innovative solutions within the child welfare system by collaborating with partner agencies to provide care coordination. VTEF has worked with MAAC for over six years to provide one-one-one academic services to foster youth referred by the Division of Family and Children Services (DFCS). VTEF services for MAAC students include homework and project assistance, test preparation, classwork support, credit recovery, skills-based remediation, and college search mentorship. In this program collaboration, any Fulton County youth VTEF serves whose custody was initiated in Fulton or DeKalb will also receive the services and benefits of MAAC. MAAC believes none of their youth should go without, which means whatever the student needs – clothes, school event tickets, GED vouchers, items for their children, laptops, counseling, food, or even housing – MAAC will provide. In addition to offering training space for meetings at their facility, a portion of funds received from MAAC will cover administrative/operating costs and salaries.

#### *City of Atlanta*

With a population of over half a million, Atlanta is Georgia's largest city. The office of its Mayor as well as Departments, Commissions, Boards and associated Agencies are housed in Fulton County Commission District 4. Its representatives deliver and manage city services, programs, and other operations including but not limited to The Centers of Hope afterschool program, which was established in 2011. The program offers educational, cultural, and recreational activities for children ages 5–12. Over the past six months, VTEF has had the opportunity to work with four of the eighteen afterschool sites where our instructors provide homework assistance, skills-based instruction, and enrichment courses such as our Radikal DJ Academy.

### *Clayton County Public Schools (CCPS)*

VTEF partners with CCPS, the sixth largest school district in Georgia, to provide one-on-one and small group tutoring to students in Kindergarten through

12<sup>th</sup> grade. Under the C.L.A.S.S. Act program, all CCPS students were eligible to receive free tutoring (paid by the district) through the supplemental educational services contract. Based on performance, CCPS also contracted VTEF to begin working with their youth in foster care March 2025.

### *Communities in Schools (CIS)*

CIS is a national organization that ensures every student, regardless of who they are, their ability, zip code or socioeconomic background, has what they need to realize their potential in school and beyond. CIS was created in 1977 to empower students with communities of care and support so they can achieve their dreams. Through a recently-approved contract with CIS Atlanta (District 4), VTEF begins providing one-on-one and small group tutoring to referred students in March 2025. This collaboration also joins forces with the Atlanta Housing Authority, which provides partial funding for services, and APS, where many of the students attend.

### *United Way of Greater Atlanta*

In November 2019, VTEF connected with United Way of Greater Atlanta (District 4) to provide one-on-one tutoring to youth under its University Choice Neighborhood Initiative, which was created to improve academic outcomes for children and families through early learning programs, supportive home services, and other academic supports. The United Way refers eligible youth in need of educational assistance to VTEF. In addition to tutorial services, youth enrolled through United Way have the opportunity to receive mentoring, counseling, devices, and other services and items necessary for their education, health, and well-being. This collaboration also joins forces with the Atlanta Housing Authority, which provides partial funding for services, and APS, where students attend.

### *Atlanta Public Schools (APS)*

Along with the APS collaboration that existed through the University Choice Neighborhood Initiative (above), VTEF has maintained a partnership with APS since 2013. VTEF has secured three contracts with APS: Tutorial Services, Afterschool Enrichment Programs, and Summer Programs. As a vetted provider, VTEF can work with and at any of the district's 87 learning sites if they wish to partner. Although VTEF has worked in over 20 Atlanta Public Schools, the most extensive relationship is with Harper-Archer Elementary (district 4), a Pre-K through 5th grade school in APS. The physical site and name were established in 2019, but VTEF worked with many of the students under the APS Turnaround Strategy High Impact Tutoring program when they attended Towns Elementary and Fain Elementary – two schools that combined to form Harper-Archer Elementary. After successfully working with her students during the High Impact Tutoring program for two years, the principal of Harper-Archer selected VTEF to implement Flexible Learning Program tutorial sessions as well as a Milestones Boot Camp during her tenure at Towns Elementary. The school was scheduled to collaborate with VTEF for the 2020 CSP program but opted out due to a lack of in-person sessions during COVID-19. When face-to-face sessions resumed, the Saturday Academy was initiated with nearly 100 students enrolled. If any APS school sites opt to partner for the “Increasing Academic Achievement of Youth in Under-Resourced Communities Through Tutoring” program, we would request that they be added to the amended contract as an instructional site. They will render funds to cover a portion of the program and administrative costs with CSP funds covering a smaller portion to subsidize their costs.

### *Atlanta Housing Authority (AHA)*

See “Communitites in Schools” and “United Way of Greater Atlanta” (above) for details about funding provided by AHA.

### *Gwinnett County Government*

The Gwinnett County Government has played a substantial role in funding for VTEF’s tutoring program, which is significant considering the county has the largest school district in the state of Georgia. Over the past five years, the Gwinnett community development department has awarded five reimbursable grants and one capacity-building grant to VTEF, which allow the organization to serve more students, streamline processes, and increase impact.

#### *The Salvation Army Kroc Center*

VTEF worked with The Salvation Army Ray and Joan Kroc Corps Community Center Atlanta (district 5), now known as The Salvation Army Kroc Center. The site is a 53,500 square-foot arts, education, and recreation facility located in the Pittsburgh community of Atlanta. VTEF has provided DJ services for many community events at the site while the Kroc Center opened its facility to VTEF for meeting space as well as enrichment sessions. The Radikal DJ Academy, an enrichment course offered by VTEF that provides an introduction to DJ history, music theory, terminology, equipment, technology, and other DJ skills, has been hosted at the Kroc Center on multiple occasions. The first graduates of the Radikal DJ Academy received the opportunity to display their skills at the center’s annual back-to-school bash.

#### *City Takers/Freestyle Missions*

The Radikal DJ Academy, under VTEF’s enrichment programs, was first implemented at Mt. Paran Church through the City Takers Experience, which is hosted by Freestyle Missions. Students learned basic scratching techniques in a one-on-one format during brief sessions before and after the monthly City Takers concert. Fall of 2019, the monthly concert experience officially launched into the Crossover Church ATL, which is now housed now in Delmar Park community (district 6). VTEF has also worked with the organization to support an annual back-to-school bash.

#### *Discover Chiropractic*

VTEF established its alliance with Discover Chiropractic in 2021. Although the faith-based company is located in Henry County, the resources it provides are designated for students in all counties. With a theme of “Be a Superhero in a Childs Life”, Discover Chiropractic set aside an entire month where they conducted a school supply drive at their facility for VTEF students. Their event provided hundred of supplies and even raised funds from those who opted to provide financial support instead of products. Discover Chiropractic has partnered with VTEF for Georgia Gives Day and also provides financial contributions thro

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

Based on the awarded amount of **\$40,000.00**, 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> (5% Admin max of total funds awarded.)	\$2,000.00
<b>Operational</b> (25% Operational max of total funds awarded.)	\$500.00
<b>Direct Services</b>	\$37,500.00
<i>Total</i>	\$40,000.00

## **Explanation of Funding Details:**

### **2025 Program Budget Cost Categories**

During the time period for which CSP funds are being requested, the total program budget for the "Increasing Academic Achievement of Youth in Under-Resourced Communities Through Tutoring" program is \$548,366. Administrative expenses, which include salaries, benefits, and employer taxes for administrative staff, account for approximately 6% of the program budget (\$35,746). The majority of the program budget costs are incurred from direct service expenses, which include background checks and fingerprinting, instructors, curriculum supplies, technology and software, website development and maintenance relative to the proposed program/tutoring applications, insurance required for service contracts; wages for program staff; and any other expenses required for primary program services. The total cost for direct services expenses is \$492,136, which makes up nearly 90% of the budget. About 4% of the budget (\$20,484) is set aside for operating expenses including communications, office supplies, rent, utilities, postage, technology/software, licensing, marketing, payroll and professional fees, videography, website development and maintenance. Income to cover the budgetary expenses will be received from contracts with partner organizations

(\$355,000), foundations/grants (\$285,000), donations (\$19,500), private fees (\$12,000), and miscellaneous income such as credit card cash back and interest (\$1,000).

### *Expenditures*

VTEF is requesting \$40,000 in CSP funding, which accounts for about 6% of the annual budget and 7% of the program budget. Funds for reasonable and necessary expenditures will be disbursed in the following manner:

- Administrative Funding Request: \$2,000

The CSP request covers less than 2% of the total administrative wages, benefits, and employer taxes for the Executive Director

- Operational Funding Request: \$500

The CSP request covers less than 1% of the total operational expenses, including communications, office supplies, postage, technology/software, marketing, payroll and professional fees, website development and maintenance

- Direct Services Funding Request: \$37,500

The CSP request covers less than 8% of all direct services expenses, which include background checks and fingerprinting, instructors, curriculum supplies, technology and software, website development and maintenance relative to the proposed program, insurance

required for service contracts, and program staff costs.

### **Budgetary Schedule/Timeline for Reporting Periods**

The timeline for spending the \$40,000 funding request across the two reporting periods (split into quarters) is included below:

CSP Funding	Qtr 1	Qtr 2	Qtr 3	Qtr 4
	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Preparation	\$2,000	\$2,000	\$1,200	\$0
Implementation	\$6,000	\$10,000	\$4,000	\$8,000
Conclusion	\$0	\$800	\$800	\$800
Reporting	\$0	\$1,600	\$1,200	\$1,600
TOTAL	\$8,000	\$14,400	\$7,200	\$10,400

### **Funding Support**

At-risk youth and students in under-resourced communities are in great need of high-quality academic support through tutoring, but their families are unable to afford the consistent supplemental instruction their children need to begin to close learning gaps. CSP funds will directly impact 20 Fulton County students who: reside in low-income households, are in foster care, or suffer from learning loss. By providing high quality, individualized academic assistance at little or no cost to at-risk students and eligible families who are unable to afford tutoring, youth with chronic academic deficits can receive the ongoing, targeted interventions necessary to experience academic growth and accelerated remediation regardless of their socioeconomic status, race, or zip code.

### **Program Performance Measures:**

**Vision Tutoring Educational Foundation agrees to track and report program performance to the Fulton County Department of Community Development.**

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

**Children and Youth:** 1. Number of students assessed as ready for kindergarten, 3. Number of school-aged youth engaged in/benefiting from In school/ Afterschool/ Out of School Programs..., 7. Number of boys/young men of color benefiting from My Brother's Keeper (MBK) Alliance six National Milestones...

**Disabilities:** Not Applicable

**Economic Stability:** Not Applicable

**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:**

#### **Three County-Defined Performance Measures**

The three County defined performance measures on which Vision Tutoring Educational Foundation (VTEF) will report during the contract period, as identified by the primary service category of Children and Youth Services are:

- 1) number of students assessed as ready for kindergarten
- 2) number of school-aged youth benefiting from Afterschool/Out of School Programs to help bring up academic and social/behavioral levels
- 3) number of boys and young men of color benefiting from My Brother's Keeper programs and services that addresses persistent opportunity gaps (defined by six National Milestones of My Brother's Keeper (MBK) Alliance)

#### **Methods and Specific Goals for County-Defined Performance Measures**

1. Number of students assessed as ready for kindergarten
  - Defined by the number of Pre-K students enrolled in the tutoring program
  - Goal: 3 Pre-K Fulton CSP students will be enrolled in the tutoring program

Method of tracking: A master list of students will be created upon enrollment and will be maintained and updated throughout the program. Tutors will complete student sign-in sheets, which will also be collected to track attendance and hours of completion.

2. Number of school-aged youth benefiting from Afterschool/Out of School Programs to help bring up academic and social/behavioral levels
  - Defined by the number of K-12th grade students enrolled in the tutoring program

- Goal: 17 Kindergarten-12th grade Fulton CSP students will be enrolled in the tutoring program

Method of tracking: A master list of students will be created upon enrollment and will be maintained and updated throughout the program. Tutors will complete student sign-in sheets, which will also be collected to track attendance and hours of completion.

3. Number of boys and young men of color benefiting from My Brother's Keeper programs and services that addresses persistent opportunity gaps (defined by six National Milestones of My Brother's Keeper (MBK) Alliance)

- Defined by the number of Pre-K through 12th grade boys and young men of color enrolled in the tutoring program
- Goal: 10 Pre-K through 12th grade Fulton CSP boys and young men of color will be enrolled in the tutoring program

Method of tracking: A master list of students, which will also include demographic and key information such as grade level, subject, gender, race, and district, will be created upon enrollment and will be maintained and updated throughout the program. Necessary information will be gathered from parents/guardians and/or the school. Tutors will complete student sign-in sheets, which will also be collected to track attendance and hours of completion.

### **Data Collection Tools and Sources**

VTEF will use various data collection tools for obtaining demographic information, attaining qualitative and quantitative data, and assessing students. Demographic data will be retrieved from student enrollment forms with guardians, partner organizations, and/or caseworkers being contacted for information as needed. Qualitative data will be obtained from company-created inventories and surveys, which will be distributed via email, [www.surveymonkey.com](http://www.surveymonkey.com), and manually as needed. Data will be uploaded to Excel then analyzed and reported in a format that is best suited for the information being presented.

Since Pre-K students have likely not been exposed to paper-pencil exams, and many may not be able to proficiently read and/or write, tutors will work with students to complete readiness inventories from Covenant Home, National Center for Learning Disabilities, and/or the American Federation of Teachers (AFT). Tutors will also conduct a series of oral, visual, and kinesthetic performance assessments and activities with Pre-K students that have been compiled from the GELDS and the Georgia DOE website. Since most Pre-K assessments are performance-based, rubrics and keys will be used to ensure all scores are objective. Assessment data for K – 12th grade students will primarily be gathered and analyzed via cloud-based testing platforms and manual performance-based assessments. Ongoing assessment data will be provided in the form of progress reports; however, to report on performance measures, manual scores for all students will be uploaded to Excel and displayed in a chart and/or graph format while cloud-based testing results will be analyzed and distributed via graphs and/or charts generated by the online platform.

### **Major Milestones with Supporting Schedule**

Target Date(s) Major Milestones

*January – March*

Program Initiation:

- Student recruitment
- Application window
- Selection process
- Notification
- Service agreement
- Obtain demographic/qualitative data
- Finalize Logistics
- Database uploads
- Order supplies
- Assign tutors

- Pretesting
- Student plan creation

*February/March – December*

- Instruction/activities/ongoing assessments
- Monthly progress reports
- Partner Collaboration Meetings

*\*program initiation will continue for new students who enroll*

*April, June*

- Follow up with parents/guardians

*April – June*

- Obtain comparison qualitative data
- Post testing

*\*for students only enrolled for a semester*

*July, August*

repeat January – March tasks for newly-enrolled students

*August, October*

- Follow up with parents/guardians

*Late November/Early December*

- Obtain comparison qualitative data
- Post testing

*December*

- Follow up with parents/guardians and partner organizations

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

### **Three Agency-Defined Performance Measures**

The following three Agency defined performance measures will also be reported on:

- 1) the percentage of Pre-K students exhibiting mastery of at least 55% on Kindergarten Readiness skills taught during the program
- 2) the average percentage of increase from pre to post test for K – 12th grade students
- 3) the percentage of students exhibiting improvement in academics, behavior, confidence, and/or increased knowledge in the area of their assigned course(s)

### **Methods and Specific Goals for Agency-Defined Performance Measures**

- 1) the percentage of Pre-K students exhibiting mastery of at least 55% on Kindergarten Readiness skills taught during the program

- Goal: 70% of students completing service will exhibit mastery of Kindergarten Readiness skills

Method of tracking: Diagnostic assessments of kindergarten readiness skills as determined by the National Center for Learning Disabilities, the American Federation of Teachers (AFT), Covenant Home, Georgia Early Learning and Development Standards (GELDS), and the Georgia Department of Education will be conducted with each enrolled student prior to instruction. Tutors will conduct brief formal and informal ongoing assessments to guide instruction and determine progress. Students will be reassessed on each standard after instruction. After identifying the number of students mastering kindergarten readiness skills with at least 55%, the percentage of students exhibiting mastery can also be determined.

2) the average percentage of increase from pre to post test for K – 12th grade students

- Goal: More than 60% increase from pre- to post-test will be attained by K-12th grade students completing the tutorial program when comparing performance on skills before and after tutorial instruction

Method of tracking: GSE-aligned diagnostic assessments will be conducted with each enrolled student prior to instruction. Tutors will conduct brief formal and informal ongoing assessments to guide instruction and determine progress. Students will be reassessed on each standard after instruction. Pre and posttests scores will be analyzed to determine the average percentage of increase amongst students.

3) the percentage of students exhibiting improvement in academics, behavior, confidence, and/or increased knowledge in the area of their assigned course(s)

- Goal: 85% of students completing the program will exhibit improvement in one or more areas of academics, behavior, confidence, and/or increased knowledge in the area of their course(s) as evidenced by anecdotal notes of instructors, pre- and post-tests, and parent/student surveys

Method of tracking: VTEF will collect information regarding the academics (i.e. grades, progress reports), behavior (i.e. number of school disciplinary actions, parent and teacher feedback), confidence (i.e. parent/student survey and tutor notes), and prior knowledge of the subject matter (i.e. student inventory, pretests) for each enrolled student before courses begin. The same types of data will be collected for youth who complete the program. Data obtained prior to instruction will be compared to data collected after instruction. The number of students exhibiting improvement in one or more categories will be identified then converted to a percentage to determine whether the goal was met.

## **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 **\$40,000.00**.

(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:

**Vision Tutoring Educational Foundation  
P.O. Box 43702  
Lithia Springs, Georgia 30336**

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 **Vision Tutoring Educational Foundation**, 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.



## F. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

<b>Contractor's Name:</b>	Vision Tutoring Educational Foundation, Inc.
<b>Project No. and Project Title:</b>	25RFP020325C-MH 2025 Community Services Program (CSP)

## 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:

685386

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

06/25/13

Date of Authorization

Vision Tutoring Educational Foundation

Authorized Officer or Agent  
(Name of Contractor)

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

Yohance Mitchell

Printed Name (of Authorized Officer or Agent of Contractor)

Yohance Mitchell  
Signature (of Authorized Officer or Agent)

Executive Director

Title (of Authorized Officer or Agent of Contractor)

3/7/2025  
Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

7 DAY OF March, 2025

[Signature]  
Notary Public

My Commission Expires: Oct. 28, 2028

**CYNTHIA ALONSO**  
NOTARY PUBLIC  
Cobb County  
State of Georgia  
My Comm. Expires Oct. 28, 2028

[NOTARY SEAL]

\* 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).



N/A  
RM

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

<b>Contractor's Name:</b>	Vision Tutoring Educational Foundation, Inc.
<b>Project No. and Project Title:</b>	25RFP020325C-MH 2025 Community Services Program (CSP)

**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.

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

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Authorized Officer of Agent  
(Name of Subcontractor)

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

\_\_\_\_\_  
Printed Name (of Authorized Officer or Agent of Contractor)

\_\_\_\_\_  
Title (of Authorized Officer or Agent of Contractor)

\_\_\_\_\_  
Signature (of Authorized Officer or Agent)

\_\_\_\_\_  
Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_

\_\_\_\_\_  
Notary Public

[NOTARY SEAL]

My Commission Expires: \_\_\_\_\_

\* 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)

6/2/2025

**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> The Insurance Connection  1727 Mars Hill Rd, Suite 206 Acworth GA 30101	<b>CONTACT</b> NAME: Sandi Purinton PHONE (A/C, No, Ext): (478) 374-2085 E-MAIL: sandi@insconnectga.com ADDRESS: sandi@insconnectga.com FAX (A/C, No): <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: UNITED STATES LIAB INS CO</td> <td>25895</td> </tr> <tr> <td>INSURER B: MOUNT VERNON FIRE INS CO</td> <td>26522</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: UNITED STATES LIAB INS CO	25895	INSURER B: MOUNT VERNON FIRE INS CO	26522	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER F:															
<b>INSURED</b> Vision Tutoring Educational Foundation, Inc 625 STONEBRIAR WAY SW ATLANTA GA 30331-7671															

**COVERAGES****CERTIFICATE NUMBER:****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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>	Y		NPP1612495	07/12/2024	07/12/2025	EACH OCCURRENCE	\$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000	
							MED EXP (Any one person)	\$ 10,000	
							PERSONAL & ADV INJURY	\$ 1,000,000	
							GENERAL AGGREGATE	\$ 3,000,000	
GEN'L AGGREGATE LIMIT APPLIES PER:							PRODUCTS - COMP/OP AGG	\$ Included	
								\$	
A	<b>AUTOMOBILE LIABILITY</b>	Y		NPP1612495	7/12/2024	7/12/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
	<input type="checkbox"/> ANY AUTO								
	<input type="checkbox"/> OWNED AUTOS ONLY						<input type="checkbox"/> SCHEDULED AUTOS		
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY						<input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b>			CUP024Y0312	07/12/2024	07/12/2025	EACH OCCURRENCE	\$ 1,000,000	
	<input checked="" type="checkbox"/> <b>EXCESS LIAB</b>						<input type="checkbox"/> CLAIMS-MADE	AGGREGATE	\$ 1,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$	
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>							PER STATUTE	OTH-ER	
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. EACH ACCIDENT	\$	
							E.L. DISEASE - EA EMPLOYEE	\$	
							E.L. DISEASE - POLICY LIMIT	\$	
A	Abuse and Molestation Professional E&O			NPP1612495	7/12/2024	7/12/2025	Each/Aggregate (Abuse)	1,000,000	
	Prof. Each						1,000,000		
	Prof. Aggregate						3,000,000		

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

Certificate Holder is an Additional Insured per Endorsement CG2026 04/13 -Designated Person or Organization

**CERTIFICATE HOLDER****CANCELLATION**

Fulton County Government, Its Employees, Servants and Agents

Fulton County Government  
 141 Pryor St SW  
 Atlanta GA 30303

**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**

*Sandi Purinton*



# CERTIFICATE OF LIABILITY INSURANCE

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

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 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> AUTOMATIC DATA PROCESSING INS AGCY 76250871 1 ADP BLVD M/S 625 ROSELAND NJ 07068	<b>CONTACT NAME:</b>	
	<b>PHONE</b> (800) 524-7024 (A/C, No, Ext):	<b>FAX</b> (800) 524-4013 (A/C, No):
	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>NAIC#</b>	
<b>INSURED</b> VISION TUTORING EDUCATIONAL FOUNDATION INC PO BOX 43702 ATLANTA GA 30336-0702	<b>INSURER A:</b> Hartford Fire Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

## COVERAGES

## CERTIFICATE NUMBER:

## 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.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
	<b>UMBRELLA LIAB EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE AGGREGATE	
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	76 WEG IO9990	01/25/2025	01/25/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$1,000,000 \$1,000,000 \$1,000,000

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

Those usual to the Insured's Operations.

## CERTIFICATE HOLDER

Fulton County Government  
 141 PRYOR ST SW  
 ATLANTA GA 30303

## 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

*Susan L. Castaneda*

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**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** **Vision Tutoring Educational Foundation**


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

DocuSigned by: Name of Signatory: Yohance Mitchell  
  
Title of Signatory: Executive Director  
EEF3E1427BFF4A2...  
Authorized Signature

ATTEST:

ATTEST:

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

DocuSigned by: Name of 2nd Signatory: **Di Yonna Mitchell**  
  
Title of 2nd Signatory: **Chief Operating Officer**  
D6EB85691D66474...  
Second Authorized Signature

(Affix County Seal)




(Affix Corporate Seal, if applicable)



APPROVED AS TO FORM:

Signed by:  
  
0EC92EDADEFB4B8...  
Office of the County Attorney

APPROVED AS TO CONTENT:

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

**Please select RM or 2ND RM from the checkbox**

☐ RM

☒ 2ND RM

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

## Certificate Of Completion

Envelope Id: B595CAB7-70B5-4C2D-90F0-CA7F433AA0F2

Status: Completed

Subject: Please DocuSign: 2025 CSP Contract-Vision Tutoring Educational Foundation-BOC Agenda#25-0398

Parcel ID:

Employee Name:

Source Envelope:

Document Pages: 30

Certificate Pages: 7

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Signatures: 6

Initials: 0

Stamps: 2

Envelope Originator:

Cherie Williams

141 Pryor Street

Purchasing & Contract Compliance, Suite 1168

Atlanta, GA 30303

Cherie.Williams@fultoncountyga.gov

IP Address: 100.16.226.226

## Record Tracking

Status: Original

6/15/2025 8:34:00 PM

Security Appliance Status: Connected

Storage Appliance Status: Connected

Holder: Cherie Williams

Cherie.Williams@fultoncountyga.gov

Pool: StateLocal

Pool: Fulton County Government

Location: DocuSign

Location: Docusign

## Signer Events

Yohance Mitchell

vtfoundation@gmail.com

Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:

*Yohance Mitchell*

EEF3E1427BFF4A2...

Signature Adoption: Pre-selected Style

Using IP Address: 76.197.208.11

## Timestamp

Sent: 6/15/2025 11:11:50 PM

Resent: 6/20/2025 2:40:49 PM

Resent: 6/23/2025 9:05:44 AM

Viewed: 6/23/2025 1:32:05 PM

Signed: 6/23/2025 1:33:23 PM

## Electronic Record and Signature Disclosure:

Accepted: 6/23/2025 1:32:05 PM

ID: 1f5fe059-ad80-45ec-b691-6e169b49e858

Di Yonna Mitchell

info@visiontutoring.org

Security Level: Email, Account Authentication (None)

DocuSigned by:

*Di Yonna Mitchell*

D6EB85691D66474...



Signature Adoption: Pre-selected Style

Using IP Address: 76.197.208.11

Sent: 6/23/2025 1:33:26 PM

Viewed: 6/23/2025 2:32:10 PM

Signed: 6/23/2025 2:37:23 PM

## Electronic Record and Signature Disclosure:

Accepted: 6/23/2025 2:32:10 PM

ID: 2dd2cef0-cd84-4e13-8ad6-6d103112529d

Mark Hawks2

mark.hawks@fultoncountyga.gov

Chief Assistant Purchasing Agent

Purchasing and Contract Compliance

Security Level: Email, Account Authentication (None)

**Completed**

Using IP Address: 45.20.200.178

Sent: 6/23/2025 2:37:30 PM

Resent: 6/24/2025 9:47:34 AM

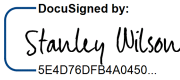
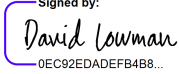
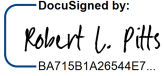


Resent: 6/25/2025 1:04:39 PM

Viewed: 6/25/2025 1:18:50 PM

Signed: 6/25/2025 1:19:00 PM

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
Stanley Wilson Stanley.Wilson@fultoncountyga.gov Director Stanley Wilson Security Level: Email, Account Authentication (None)	DocuSigned by:  5E4D76DFB4A0450...  Signature Adoption: Pre-selected Style Using IP Address: 75.43.132.102	Sent: 6/25/2025 1:19:03 PM Viewed: 6/25/2025 4:54:31 PM Signed: 6/25/2025 4:54:38 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Lauren Hansford lauren.hansford@fultoncountyga.gov Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 74.174.59.4	Sent: 6/25/2025 4:54:41 PM Viewed: 6/30/2025 9:54:33 AM Signed: 6/30/2025 9:56:14 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 6/30/2025 9:54:33 AM ID: 83c8e51c-f360-4eb9-83a3-726593e244bc		
David Lowman David.Lowman@fultoncountyga.gov Security Level: Email, Account Authentication (None)	Signed by:  0EC92EDADEFB4B8...  Signature Adoption: Pre-selected Style Using IP Address: 74.174.59.4	Sent: 6/30/2025 9:56:18 AM Viewed: 6/30/2025 9:57:55 AM Signed: 6/30/2025 9:58:54 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 6/30/2025 9:57:55 AM ID: ffdaefff-f345-4b4f-9bec-6dbd3cdf9377		
Nikki Peterson nikki.peterson@fultoncountyga.gov Chief Deputy Clerk to the Board of Commissioners Fulton County Government Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 166.137.19.31	Sent: 6/30/2025 9:58:58 AM Resent: 7/2/2025 2:20:14 PM Viewed: 7/2/2025 4:09:22 PM Signed: 7/2/2025 4:10:31 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 11/27/2017 1:39:37 PM ID: b7ce88ee-0c66-4f3a-bfee-705e0af602d8		
Robert L. Pitts michael.oconnor@fultoncountyga.gov Fulton County Security Level: Email, Account Authentication (None)	DocuSigned by:  BA715B1A26544E7...  Signature Adoption: Pre-selected Style Using IP Address: 68.208.197.4	Sent: 7/2/2025 4:10:36 PM Viewed: 7/2/2025 4:28:32 PM Signed: 7/2/2025 4:28:38 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Tonya Grier tonya.grier@fultoncountyga.gov Clerk to the Commission Fulton County Security Level: Email, Account Authentication (None)	Signed by:  EEC476C4837648D...  	Sent: 7/2/2025 4:28:42 PM Viewed: 7/2/2025 7:12:19 PM Signed: 7/2/2025 7:12:46 PM
<b>Electronic Record and Signature Disclosure:</b>	Signature Adoption: Uploaded Signature Image Using IP Address: 99.96.24.191	

Signer Events	Signature	Timestamp
Accepted: 3/16/2018 10:54:59 AM ID: f3f241e8-3027-4447-9476-6cf20ae25dd4		
Mark Hawks3 mark.hawks@fultoncountyga.gov Chief Assistant Purchasing Agent Purchasing and Contract Compliance Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>Completed</b>  Using IP Address: 45.20.200.178	Sent: 7/2/2025 7:12:51 PM Resent: 7/3/2025 10:49:45 AM Viewed: 7/3/2025 2:13:18 PM Signed: 7/3/2025 2:13:25 PM

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Atif Henderson Atif.Henderson@fultoncountyga.gov Fulton County Government Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 6/15/2025 11:11:49 PM
Cherie Williams cherie.williams@fultoncountyga.gov Fulton County Government Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 6/15/2025 11:11:49 PM Resent: 7/3/2025 2:13:33 PM
Carlos Thomas carlos.thomas@fultoncountyga.gov Division Manager Fulton County Government Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 6/15/2025 11:11:50 PM
Dian DeV Vaughn dian.dev Vaughn@fultoncountyga.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 7/3/2025 2:13:29 PM Viewed: 7/9/2025 2:37:19 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/15/2025 11:11:49 PM
Certified Delivered	Security Checked	7/3/2025 2:13:18 PM
Signing Complete	Security Checked	7/3/2025 2:13:25 PM
Completed	Security Checked	7/3/2025 2:13:29 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **CONSUMER DISCLOSURE**

From time to time, Carahsoft OBO Fulton County, Georgia (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Carahsoft OBO Fulton County, Georgia:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [glenn.king@fultoncountyga.gov](mailto:glenn.king@fultoncountyga.gov)

**To advise Carahsoft OBO Fulton County, Georgia of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [glenn.king@fultoncountyga.gov](mailto:glenn.king@fultoncountyga.gov) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

**To request paper copies from Carahsoft OBO Fulton County, Georgia**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to [glenn.king@fultoncountyga.gov](mailto:glenn.king@fultoncountyga.gov) and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Carahsoft OBO Fulton County, Georgia**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [glenn.king@fultoncountyga.gov](mailto:glenn.king@fultoncountyga.gov) and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

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

\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were

able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Carahsoft OBO Fulton County, Georgia as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Carahsoft OBO Fulton County, Georgia during the course of my relationship with you.