



**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 **Martin Luther King Sr. Community Resources Collaborative** (hereinafter referred to as “Contractor”), a corporation organized as a nonprofit, tax exempt 501(c) (3) agency, authorized to conduct business within the state of Georgia (hereinafter collectively referred to as the “Parties”).

### WITNESSETH

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **SCOPE OF WORK:**

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

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

**CSP Funding Priority(ies):**

**Children and Youth:** Not Applicable

**Disabilities:** Not Applicable

**Economic Stability:** 1. Emergency Financial Assistance inclusive of Rental and Mortgage assistance as well as Utility assistance, 5. Improved access to economic opportunities programs/resources focused on foundational education...

**Health and Wellness:** Not Applicable

**Homelessness:** Not Applicable

**Senior Services:** Not Applicable

**Martin Luther King Sr. Community Resources Collaborative , Journey to Economic Mobility** will provide services at the following locations at specified times during the contract period of **01/01/2025** through **12/31/2025**:

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

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

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

**Service Delivery Site(s):**

<b>Name of Program Site</b>	<b>Program Location (complete physical address)</b>	<b>Program City</b>	<b>Program State</b>	<b>Program Zip code</b>	<b>Fulton County District of the program (Facility) location</b>	<b>District(s) of Fulton County Residents Served by the program (facility) location</b>
Martin Luther King Sr. Community Resources Collaborative Complex	101 Jackson St. NE	Atlanta	GA	30312	4	1,2,3,4,5,6

**Approach and Design:**

**Martin Luther King Sr. Community Resources Collaborative , Journey to Economic Mobility** will provide services to **65** clients that reside in Fulton County, with CSP funding.

**Martin Luther King Sr. Community Resources Collaborative , Journey to Economic Mobility will provide the following activities and services in Fulton County with CSP funding:**

Our program will deliver a comprehensive set of services aimed at reducing generational poverty and empowering individuals toward economic self-sufficiency, directly supporting the Community Service Programs (CSP) funding priorities of Economic Mobility, Workforce Readiness, and Family Support. The specific activities and services provided include:

- **Personalized Case Management & Mentoring:** Participants opting for case management will receive one-on-one case management, with a trained professional guiding them through the Journey to Economic Mobility matrix. This support will include creating individualized action plans, goal-setting, and coaching.
- **Life Skills and Financial Literacy Training:** We will provide workshops on financial literacy, budgeting, and savings, ensuring they gain skills to improve financial stability and long-term economic independence.
- **Workforce Development & Job Readiness Training:** We will connect participants with workforce development programs, including job readiness workshops, resume building, interview coaching, and job placement assistance. This will help participants secure sustainable, well-paying employment.
- **Housing Stability Support:** As part of our commitment to addressing housing insecurity, we will assist participants in finding stable, affordable housing, with a focus on those who are homeless or at risk of homelessness.
- **Access to Healthcare and Mental Health Services:** We will connect participants to healthcare providers and mental health services, addressing barriers to full participation in work, school, and family life due to health-related issues.

These services are designed to directly address the funding priorities, offering an integrated, wrap-around approach to economic mobility and stability.

The activities and services will be accomplished through a multi-faceted approach:

- **Comprehensive Intake and Assessment:** Participants opting for case management will undergo an intake assessment to evaluate their current needs, income levels, employment status, and barriers to success. This information will inform the creation of a personalized action plan, guiding their progress over the two-year program duration.
- **Coordination of Services:** We will leverage strong partnerships with local agencies and organizations to provide participants with a wide range of services. These will include local workforce development programs, financial literacy organizations, housing authorities, and healthcare providers.
- **Ongoing Monitoring and Support:** Participants, opting for case management, will receive regular check-ins with their case manager to track progress, reassess goals, and adjust the action plan as needed. Our case management model ensures that participants stay engaged and supported throughout the program.
- **Resource Navigation:** Our team will assist participants in navigating other social services available to them, including food assistance, child care, transportation support, and job fairs ensuring that all their needs are addressed holistically.

We have developed partnerships to ensure that we are able to provide comprehensive, wrap-around services, connecting individuals with the resources they need to succeed. We use the following community partners to support our program:

- Atlanta Housing Authority – Partnering to provide housing stability support and job training for Section 8 and Housing Choice Voucher participants.
- Georgia Department of Family and Children Services
- Workforce Development Agencies.
- Local Employers – Partnering with employers in the Fulton County area to facilitate job fairs and employment opportunities for our program participants.
- Georgia Legal Services Program – Connecting individuals to assist with record restriction and legal support for

participants seeking to overcome legal barriers.

- Georgia Department of Public Health
- Gateway / C.O.C.
- Local Banks and Credit Unions

**Designation of CSP Funds:**

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

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

***Operational Expenditures***- CSP funds used to conduct agency/ organizational functions that are secondary to program service delivery such as: auditor, grant writer, consultants, insurance office/ warehouse lease or mortgage expenses, office supplies (pens, toner, paper, etc.), agency’s utility expenses, staff transportation expenses, marketing/catalogs, etc. Not to include indirect or direct personnel expenses. (**Note: Not more than 25% of total grant award can be used for operational expenditures.**)

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

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

Cost Category	Designation of CSP Funding Award
Total	\$30,000.00

<b>Cost Category</b>	<b>Designation of CSP Funding Award</b>
<b>Administrative</b> (5% Admin max of total funds awarded.)	\$1,390.00
<b>Operational</b> (25% Operational max of total funds awarded.)	\$7,135.00
<b>Direct Services</b>	\$21,475.00
<i>Total</i>	\$30,000.00

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

Helping Our Members in Emergency (HOME) and Partners Achieving Community Success (PACS) are the areas that provide direct urgent need services and educational support for our clients. The CSP funding will be leveraged with funds from St. Luke's Episcopal Church Outreach Institutional Grant and the Community Foundation of Northeast Georgia to underwrite these efforts throughout the greater metro Atlanta area.

#### **Administrative Expenditures**

We will use the administrative budget to support the management of the program and financial tracking. A major part of our efforts is to develop and manage collaborative partnerships. These collaborative partnerships are critical to our success. We are a small organization, and it is through this that we expand our reach.

#### **Operational Expenditures**

Our operational budget will be used to create the underline structure that supports the direct services that we provide. This will include technology annual subscriptions (e.g., the online financial literacy platform, virtual client management, etc.), incremental insurance cost, and the study materials and supplies. Finally, it is crucial for us to drive outreach and marketing to extend the impact of our program.

#### **Direct Services Expenditures**

Sixty-five percent (65%) of our direct services budget will be used to provide urgent services (e.g., rental assistance, utilities food etc.) and to provide weekend food bags for students at Hope Hill Elementary. Starting in January 2025 we began providing care packages. Many students depend on the free meal programs for key nutrition. When they are not at school they often go without meals. These small care packages fill this gap. Additionally, the cornerstone of the services we provide is the needs assessment. The assessment creates the foundation of case work and individual work plans used to move the client to self-sufficiency.

<b>Category</b>	<b>Jan – June</b>	<b>July -- Dec</b>	<b>Total</b>
Administrative	\$ 750.00	\$ 640.00	\$ 1,390.00
Operational	\$4,655.00	\$ 2,480.00	\$7,135.00



Direct Services	\$12,966.00	\$ 8,509.00	\$21,475.00
<b>Total</b>	<b>\$18,371.00</b>	<b>\$11,629.00</b>	<b>\$30,000.00</b>

**Program Performance Measures:**

**Martin Luther King Sr. Community Resources Collaborative agrees to track and report program performance to the Fulton County Department of Community Development.**

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

**Children and Youth:** Not Applicable

**Disabilities:** Not Applicable

**Economic Stability:** 1. Number of individuals receiving Emergency Financial Assistance,4. Number of individuals receiving access/support for educational resources...,5. Number of individuals who complete GED requirements; Attainment of credential in post-secondary training...,6. Number of individuals with improved access to economic opportunities, programs/resources focused on education...

**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:**

To achieve the selected County-defined performance measures, we will utilize a combination of person-centered case management, continuous monitoring, and community collaboration. Our outstanding life skills training, clients will create and attain personalized educational, financial and career related goals that will disrupt the poverty cycle and move them towards self-sufficiency. These strategies ensure that the program’s activities are aligned with the County’s

performance measures and will provide participants with the resources and guidance needed to achieve success.

Our methods will focus on the following strategies:

- **Intake and Assessment:** Upon enrollment, each participant will undergo a comprehensive intake assessment to evaluate their needs, current financial situation, education level, and employment status. This will help identify individualized goals and tailor the services provided.
- **Goal Setting and Action Plan Development:** Based on the intake assessment, case managers will work with participants to create personalized action plans. These action plans will outline clear, achievable milestones in the areas of employment, education, financial stability, and housing.
- **Regular Monitoring and Adjustments:** Participants will have regular check-ins with case managers to track progress, identify challenges, and adjust action plans as needed. This ensures accountability and provides continuous support as participants work toward their goals.
- **Collaboration with Partners:** We will coordinate with partner organizations to provide essential services such as workforce development, housing assistance, legal support, and health services. This collaborative approach ensures comprehensive support for each participant.

#### MAJOR MILESTONES TO BE ACHIEVED - GOALS TO BE ACCOMPLISHED AND TRACKED AS REQUIRED

The PACs program address current gaps within human service agencies, uses itself as a model approach of being a one-stop shop and creates strategies to address unmet needs of the community we serve. Our program has established several key milestones to track the progress of participant opting to create an action plan. We are mindful that flexibility in our case management is necessary as our client's needs in flux. In no specific order the following milestones are complete by participants opting for case management.

1. **Milestone 1 – Intake and Goal Setting:** All participants will complete the intake assessment and develop a personalized action plan with case managers. This milestone sets the foundation for individualized support and goal achievement.
2. **Milestone 2 – Completion of Financial Literacy and Life Skills Training:** Participants will have completed a series of financial literacy and life skills workshops. This milestone ensures participants have the foundational skills to manage their finances and navigate daily challenges.
3. **Milestone 3 – Employment or Education Achievement:** Participants are expected to have secured stable employment or made progress toward obtaining an educational credential, certification, or license.
4. **Milestone 4 – Housing Stability and Health Support:** Participants should have achieved housing stability (e.g., securing affordable housing or preventing eviction) and will be connected to necessary healthcare services, improving their overall well-being.
5. **Milestone 5 – Economic Stability and Long-Term Job Placement:** Participants are expected to have improved their financial stability (e.g., increased savings, reduced debt) and secured long-term employment. They will have reached financial independence with no delinquent debts and a higher credit score, signifying a sustainable path toward self-sufficiency.

## DATA COLLECTION TOOL(S)/SOURCE(S) USED

The program will create quantitative and qualitative data reflecting the outcomes. This collected data will confirm the success of the program and improve services for ongoing years of the program. We will use Virtual Client Manager (VCM), a case management platform, to document all participant interactions, track progress toward goals, and monitor the completion of milestones. The software allows case managers to input and update participant data in real-time, ensuring accurate reporting. Participants will complete surveys at various points during the program, including after completing key milestones. These surveys will measure satisfaction with services, perceived progress, and barriers faced, allowing us to assess the impact of the program. We will collect income data from participants at enrollment. This data will be sourced from self-reported income and employment status updates provided by participants, as well as from partner organizations assisting with job placement.

The three County-defined performance measures we will report on during the contract period are:

1. Increase in Economic Mobility: We will track the number of participants who achieve measurable improvements in income, financial stability, and job placement, as outlined in the program's Journey to Economic Mobility matrix.
2. Increase in Workforce Readiness: We will report on the number of participants who secure stable employment or complete job readiness training, including certifications or licenses.
3. Improved Family Stability: We will report on the percentage of participants who secure stable housing and access healthcare services, ensuring family stability and overall well-being.

Accordingly, we will keep data on supplemental metrics, which will inform our compliance with county defined goals.

## Agency Defined Performance Measure(s):

We will report on three Agency-defined performance measures that track participant success and program effectiveness:

1. Participant Retention Rate: We will measure the number of participants who remain engaged in the program, reflecting the program's ability to maintain participant commitment and support.
2. Completion of Milestones: We will track the completion of goals as outlined by the participant (e.g., securing employment, completing educational courses, financial assistance). Success will be reported as a percentage of goals met.
3. Participant Satisfaction: We will measure satisfaction through surveys administered at various points throughout the program. This will assess participant satisfaction with services provided and identify areas for improvement.

## **ADDITIONAL REQUIREMENTS**

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

1. Contractor agrees to develop, in conjunction with Fulton County, a process of accepting and serving Fulton County residents referred by the Youth and Community Services Division of Fulton County Government.
2. As consideration for the County providing funding and the non-profit entity accepting same, the non-profit entity shall, upon the County's request, participate in County-sponsored events and activities on County property, when feasible. The non-profit agency shall use its best efforts to comply with the County's request provided that it is given at least one week's notice to do so. Failure to participate will be taken into consideration for future funding requested by the non-profit entity.
3. Contractor agrees to allow staff from the Fulton County Department of Community Development to conduct contract compliance site visits as necessary (announced or unannounced).
4. During the site visit, Contractor will be required to allow staff to monitor programming, as well as review client rosters / sign-in sheets and/ or Registration information that should include complete addresses of Fulton County residents served by this funding.
5. Contractor agrees to comply with the Operational Specifications outlined in **2025 Community Services Program 25RFP020325C-MH**.
6. Contractor agrees that advertising, promotions and other publicity in connection with the supported program(s) shall include the following acknowledgment: **"Funding provided in part by the Fulton County Board of Commissioners under the guidance of the Department of Community Development."**

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

## **Reporting**

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

7. Contractor will be required to submit completed performance reports (with deadlines of **(July 18, 2025,**

**and January 16, 2026)** to adhere to the requirements outlined in the Performance Report Instructions, as well as the format provided by the Fulton County Department of Community Development. Future funding will be affected if performance reports are not submitted by stipulated due dates.

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

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

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

### **Expenditure of Funds**

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

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

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

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

(b) Upon receipt and approval of Contractor’s invoice delineating projected expenditures for the first six months of the contracting period. Upon receipt and approval of said invoice, County shall pay Contractor the first six months of compensation provided for by this Agreement. The Contractor shall

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

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

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

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

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

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

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

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

**31, 2025.**

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

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

To Fulton County:

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

To Contractor:

**Martin Luther King Sr. Community Resources Collaborative**  
**101 Jackson Street**  
**Atlanta, Georgia 30312**

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

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

## **ARTICLE V - INDEMNIFICATION**

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

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

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

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

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

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

(e) In the event that this agreement is terminated by Fulton County or Contractor, following the



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

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

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

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

Contractor acknowledges that **Martin Luther King Sr. Community Resources Collaborative**, 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

Contractor's Name:	Martin Luther King, Sr. Community Resources Collaborative
Project No. and Project Title:	29721-2025 Community Services Program 25RFP020325C-MH

## 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:

896208

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

Martin Luther King, Sr. Community Resources Collaborative

Authorized Officer or Agent  
(Name of Contractor)

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

Kenneth Palmer

Printed Name (of Authorized Officer or Agent of Contractor)

Signature (of Authorized Officer or Agent)

July 23, 2015

Date of Authorization

Board Chair

Title (of Authorized Officer or Agent of Contractor)

March 4, 2025

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

4 DAY OF March, 2025

Notary Public

My Commission Expires: March 11, 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).





# GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor's Name:	Martin Luther King, Sr. Community Resources Collaborative
Project No. and Project Title:	29721-2025 Community Services Program 25RFP020325C-MH

## 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 Martin Luther King, Sr. Community Resources Collaborative on behalf of Fulton County Government 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.

**896208**

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

Martin Luther King, Sr. Community Resources Collaborative

Authorized Officer of Agent  
(Name of Subcontractor)

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

**Kenneth Palmer**

Printed Name (of Authorized Officer or Agent of Contractor)

Signature (of Authorized Officer or Agent)

**July 23, 2015**

Date of Authorization

**Board Chair**

Title (of Authorized Officer or Agent of Contractor)

**March 4, 2025**

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

4 DAY OF March, 2025

Notary Public

My Commission Expires: March 11, 28

[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).



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/27/2025

**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> Relation Insurance Services of North Carolina, Inc. 11215 North Community House Rd Suite 100 Charlotte NC 28277	<b>CONTACT NAME:</b> Susan Campbell <b>PHONE (A/C, No, Ext):</b> (704) 688-1228 <b>FAX (A/C, No):</b> (704) 971-0097 <b>E-MAIL ADDRESS:</b> susan.campbell@relationinsurance.com														
<b>INSURED</b> Martin Luther King Sr Community Resources Collaborative 101 Jackson Avenue NE Atlanta GA 30312	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td><b>INSURER A:</b> United States Liability Insurance Group</td> <td></td> </tr> <tr> <td><b>INSURER B:</b> USLBIC - Mount Vernon Fire Insurance Company</td> <td>26522</td> </tr> <tr> <td><b>INSURER C:</b> Hartford Accident And Indemnity Company</td> <td>22357</td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A:</b> United States Liability Insurance Group		<b>INSURER B:</b> USLBIC - Mount Vernon Fire Insurance Company	26522	<b>INSURER C:</b> Hartford Accident And Indemnity Company	22357	<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
INSURER(S) AFFORDING COVERAGE	NAIC #														
<b>INSURER A:</b> United States Liability Insurance Group															
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<b>INSURER C:</b> Hartford Accident And Indemnity Company	22357														
<b>INSURER D:</b>															
<b>INSURER E:</b>															
<b>INSURER F:</b>															

**COVERAGES****CERTIFICATE NUMBER:** 24.25WC UM 25.26 GL AU**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		NPP1575725H	05/01/2025	05/01/2026	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
	OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ Included
A	<b>AUTOMOBILE LIABILITY</b>			NPP1575725H	05/01/2025	05/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b>			CUP2553467	08/12/2024	08/12/2025	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> <b>EXCESS LIAB</b>						AGGREGATE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED <input checked="" type="checkbox"/> RETENTION \$ 0						
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	N/A		20WECAA9BED	11/08/2024	11/08/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
A	<b>PROFESSIONAL E&amp;O LIABILITY</b>			NPP1575725H	05/01/2025	05/01/2026	EA INCIDENT \$1,000,000 AGGREGATE \$2,000,000

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

Fulton County Government is an additional insured as respects the General Liability when required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**
 Fulton County Government  
 141 Pryor St SW  
 Suite 1168  
 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

© 1988-2015 ACORD CORPORATION. All rights reserved.

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

Martin Luther King Sr. Community  
Resources Collaborative

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

Signed by: Name of Signatory: Kenneth Palmer  
*Kenneth Palmer*  
Title of Signatory: Board Chair  
99E43DED9D784B1...  
Authorized Signature

ATTEST:

ATTEST:

Signed by:  
*Tonya R. Grier*  
EEC476C4837648D...  
Tonya R. Grier  
Clerk to the Commission  
(Affix County Seal)

Signed by: Name of 2nd Signatory: Zalia Scott  
*Zalia Scott*  
Title of 2nd Signatory: Program Coordinator  
0FE02A568B56407...  
Second Authorized Signature  
(Affix Corporate Seal, if applicable)

APPROVED AS TO FORM:

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

APPROVED AS TO CONTENT:

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

Please select RM or 2ND RM from the checkbox

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



## Certificate Of Completion

Envelope Id: 9DC4A592-113B-4796-A83C-7C76ACA3A3B8

Status: Completed

Subject: Please DocuSign: 2025 CSP Contract-MLK Sr. Community Resources Collab-BOC Agenda#25-0398

Parcel ID:

Employee Name:

Source Envelope:

Document Pages: 24

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: 166.137.175.9

## Record Tracking

Status: Original

6/18/2025 10:46:09 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

Kenneth Palmer

chairman@mlksrcollaborative.org

Chair of the Board

Security Level: Email, Account Authentication (None)

## Signature

Signed by:

*Kenneth Palmer*

99E43DED9D784B1...

Signature Adoption: Pre-selected Style

Using IP Address:

2600:8807:8780:1160:c41:a601:77d0:df77

## Timestamp

Sent: 6/18/2025 10:53:25 PM

Resent: 6/20/2025 2:42:33 PM

Resent: 6/23/2025 9:06:34 AM

Viewed: 6/23/2025 11:34:23 AM

Signed: 6/23/2025 12:31:37 PM

## Electronic Record and Signature Disclosure:

Accepted: 5/4/2021 3:17:13 PM

ID: 0a695080-73d4-4bac-92f9-7e5eda9ceb95

Zalia Scott

zscott@mlksrcollaborative.org

Security Level: Email, Account Authentication (None)

Signed by:

*Zalia Scott*

0FE02A568B56407...



Signature Adoption: Pre-selected Style

Using IP Address: 192.111.95.2

Sent: 6/23/2025 12:31:39 PM

Viewed: 6/23/2025 1:04:33 PM

Signed: 6/23/2025 1:08:12 PM

## Electronic Record and Signature Disclosure:

Accepted: 6/23/2025 1:04:33 PM

ID: 7e69dbdf-42f8-44fd-800b-e1adf26c9762

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 1:08:16 PM

Resent: 6/24/2025 9:45:54 AM


Resent: 6/25/2025 1:04:34 PM

Viewed: 6/25/2025 1:19:14 PM

Signed: 6/25/2025 1:19:24 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 1:19:27 PM Viewed: 6/25/2025 5:15:33 PM Signed: 6/25/2025 5:15:45 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: 2601:cd:cc80:7e10:695e:8e57:23b0:d186	Sent: 6/25/2025 5:15:47 PM Viewed: 6/27/2025 7:53:12 AM Signed: 6/27/2025 7:54:53 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 6/27/2025 7:53:12 AM ID: 45c2faa3-83cb-4214-b07b-471c8c55ad7d		
David Lowman David.Lowman@fultoncountyga.gov Security Level: Email, Account Authentication (None)	Signed by:  0EC92EDADEFB4B8...  Signature Adoption: Pre-selected Style Using IP Address: 47.36.19.90	Sent: 6/27/2025 7:54:56 AM Viewed: 6/27/2025 8:03:42 AM Signed: 6/27/2025 8:05:05 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 6/27/2025 8:03:42 AM ID: 11bece4d-bbfd-423c-b1ce-d3228dfbd840		
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: 66.56.23.82	Sent: 6/27/2025 8:05:08 AM Viewed: 6/27/2025 1:28:20 PM Signed: 6/27/2025 1:28:45 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: 6/27/2025 1:28:48 PM Viewed: 6/27/2025 2:42:57 PM Signed: 6/27/2025 2:43:03 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...    Signature Adoption: Uploaded Signature Image Using IP Address: 99.96.24.191	Sent: 6/27/2025 2:43:07 PM Resent: 6/30/2025 11:54:02 AM Viewed: 7/1/2025 12:32:29 PM Signed: 7/1/2025 12:32:57 PM
<b>Electronic Record and Signature Disclosure:</b>		

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: 7/1/2025 12:33:02 PM Resent: 7/3/2025 10:46:11 AM Viewed: 7/3/2025 2:13:45 PM Signed: 7/3/2025 2:13:49 PM
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Atif Henderson Atif.Henderson@fultoncountyga.gov Fulton County Government Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div>COPIED</div>	Sent: 6/18/2025 10:53:23 PM Viewed: 7/3/2025 2:20:51 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	<div>COPIED</div>	Sent: 6/18/2025 10:53:24 PM Resent: 7/3/2025 2:13:57 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	<div>COPIED</div>	Sent: 6/18/2025 10:53:24 PM Viewed: 7/3/2025 2:21:08 PM
Dian DeVaughn dian.devaughn@fultoncountyga.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div>COPIED</div>	Sent: 7/3/2025 2:13:53 PM Viewed: 7/3/2025 2:19:53 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/18/2025 10:53:24 PM
Certified Delivered	Security Checked	7/3/2025 2:13:45 PM
Signing Complete	Security Checked	7/3/2025 2:13:49 PM
Completed	Security Checked	7/3/2025 2:13:53 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **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**

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### **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..

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**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.

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