

## COOPERATIVE PURCHASING/STATEWIDE/GSA

### USE JUSTIFICATION FORM

Department Name: Senior Services

Contract # and Title: 99999-SPD0000136-0003, Happy Faces Personnel Group, Inc.

Date: 10/05/21

In order to utilize the use of cooperative purchasing, statewide or a GSA contract the User Department is responsible for providing the following justification information:

1. Provide justification for the use of the cooperative purchasing/statewide/GSA contract your department would like to utilize:

In 2016, the Department conducted an internal study to determine the number of positions that would result in optimum staffing levels at the four multipurpose facilities. It was determined that the best organizational structure to provide uninterrupted service and programming to seniors was a mixed staffing method. All full time positions are employed by Fulton County and support the management, administrative and nutrition services. All part-time positions are filled through a staffing agency. The following is the core staffing pattern adopted by the Department:

#### Multipurpose

- 1 FT Multipurpose Facility Manager
- 1 FT Program Coordinator (Life Enrichment)
- 1 FT Program Coordinator (Health and Fitness)
- 1FT Senior Services Instructor - Art
- 2 FT Administrative Specialists
- 1 FT Administrative Clerk
- 1FT Head Cook
- 4 FT Cooks
- 1 PT Multipurpose Facility Worker (Cashier)
- 3 PT Art Instructors
- 2 PT Fitness Instructors
- 2 PT Aquatics Instructors
- 1 PT Computer Instructor
- 1 FT Custodian

The statewide contract efficiently manages employment compliance risks, provides the fiscal benefit of “not-to-exceed” mark-up rates and managed risks associated with healthcare benefits.

Since FY2017, the Department has used this statewide contractor to assist in achieving the optimum staffing levels throughout the various program areas that serve senior adults. Over the years, the Board of Commissioners has allocated funds based on the recommendation to support a staffing mechanism that would be cost effective and also reduce throughput or cycle times. The average amount of time required to recruit and hire a position in Fulton County is 90-100 days. Utilization of the statewide contract enables the department to quickly fill positions and support the customers’ service expectations.

2. Attach a copy of the cooperative purchasing/statewide/GSA contract document or the contract information.

Attached.

3. Provide an explanation regarding the cost analysis conducted and why utilizing this contract is best value. Costs must be analyzed to ensure that the use is best value for the County. (check all appropriate)

- leveraging benefits of volume purchasing
- volume discounts
- service delivery requirement advantages
- reduction of cycle times

Additional information:

Prior to making the decision to utilize a cooperative purchasing, statewide or GSA contract, the Purchasing Director is responsible for conducting the following due diligence:

The Purchasing Representative must complete the following information:

1. Reviewed the justification for use from the User Department and determined the use of the cooperative purchasing/statewide/GSA contract is justified.  
 Yes  No
2. Obtained a copy of the cooperative purchasing/ statewide contract and other related documents (i.e., solicitation document, award letter, etc.) and determined that the contract is current (not expired).  Yes  No
3. Reviewed the cost analysis provided by the User Department and determined the following:
  - leveraging benefits of volume purchasing
  - volume discounts
  - service delivery requirement advantages
  - reduction of cycle times
  - enhanced service specification
4. Are the need(s) of the User Department met/achieved with the cooperative purchasing/statewide/GSA contract?  Yes  No
5. Is the entity is authorized to conduct/transact business in the State of Georgia?  
 Yes  No
6. If applicable, is the entity in compliance with the Georgia Security and Immigration Act (E-Verify)?  Yes  No
7. When applicable, if the contract is for services or professional services is the entity capable of providing Certificate of Insurance?  Yes  No