



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: Select Fulton

BID/RFP NUMBER: 22RFP0120B-PS

BID/RFP TITLE: WIOA Youth Services

ORIGINAL APPROVAL DATE: April 20, 2022

RENEWAL EFFECTIVE DATES: July 1, 2025 through June 30, 2026

RENEWAL OPTION #: 3 OF 3

NUMBER OF RENEWAL OPTIONS: 3

RENEWAL AMOUNT: \$600,000.00

COMPANY'S NAME: Arbor E&T, LLC dba Equus Workforce Solutions (Equus)

ADDRESS: 9510 Ormsby Station Road, Suite 104

CITY: Louisville

STATE: KY

ZIP: 40223

This Renewal Agreement No. 3 was approved by the Fulton County Board of

Commissioners on BOC DATE: 04/16/2025 BOC NUMBER: 25-0292

CERTIFICATE OF INSURANCE: The Contractor/Vendor is required to maintain insurance during the entire term of this Agreement, including any contract renewals. Upon request, the Contractor/Vendor must furnish the County a Certificate of Insurance showing the required coverage as specified in the Contract Agreement and any renewals. A current COI must be provided before the commencement of work on this project under this Contract Renewal. The cancellation 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.

SIGNATURES: SEE NEXT PAGE

SIGNATURES:

Contractor/Vendor agrees to accept the renewal option and abide by the terms and conditions set forth in the contract and specifications as referenced herein:

FULTON COUNTY, GEORGIA

Signed by:

Robert L. Pitts

187FDE80EDAF43C

**Robert L. Pitts, Chairman
Fulton County Board of Commissioners**

ATTEST:

Signed by:

Tonya R. Grier

EE4176C48376485...

**Tonya R. Grier
Clerk to the Commission**

(Affix County Seal)

AUTHORIZATION OF RENEWAL:

Signed by:

Samir Abdullahi

D4DD03E54EB64A7

**Samir Abdullahi, Director
Select Fulton**

**ARBOR E&T, LLC dba EQUUS
WORKFORCE SOLUTIONS**

Signed by:

Jack Sawyer

B73B68D93CEA34F6...

**Jack Sawyer
CEO**

ATTEST:

**Secretary/
Assistant Secretary**

(Affix Corporate Seal)

ATTEST:

Signed by:

Susan Turner

EE490F467B54473

**Susan Turner
Notary Public**

County: Jefferson

Commission Expires: 6/3/2027

(Affix Notary Seal)



ITEM#: _____ **RM:** _____

REGULAR MEETING

ITEM#: 25-0292 **2nd RM:** 04/16/2025

SECOND REGULAR MEETING

CERTIFICATE OF INSURANCE



GRANASS-03

MITCHELLGLENNON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/30/2024

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).

PRODUCER Thompson Flanagan Executive Liability Group, LLC 626 West Jackson Blvd 5th Floor Chicago, IL 60661	CONTACT NAME: Zach Walsh PHONE (A/C, No, Ext): (312) 566-4726 FAX (A/C, No): E-MAIL ADDRESS: zwalsh@thompsonflanagan.com
INSURER(S) AFFORDING COVERAGE	
INSURER A : Homesite Insurance Company of Florida	
INSURER B : Pennsylvania Manufacturers Indemnity Company	
INSURER C : Underwriters at Lloyds London (IL)	
INSURER D : Allied World Assurance Company (U.S.) Inc.	
INSURER E : Lexington Insurance Company	
INSURER F :	

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"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	POC03898100	9/30/2024	9/30/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	152475 1489673	9/30/2024	9/30/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	XS1168324	9/30/2024	9/30/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	202475 1489673A	9/30/2024	9/30/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Umbrella Excess			0314-0098	9/30/2024	9/30/2025	\$5M x \$3M 5,000,000
E	Excess GL			27734405	9/30/2024	9/30/2025	\$1M x \$1M 1,000,000

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

Sexual Abuse and Molestation - Beazley Excess and Surplus Insurance Inc. - Policy Number: D33C90240301 9/30/2024 - 9/30/2025 Occurrence Limit: \$2,000,000 Aggregate Limit: \$4,000,000

Group Accident - National Union Fire Insurance Company of Pittsburgh, PA - Policy Number: SRG 0009159184 - 9/30/2024 - 9/30/2025 - Limit: \$25,000

SEE ATTACHED ACORD 101

CERTIFICATE HOLDER**CANCELLATION**

Fulton County Government – Purchasing and Contract Compliance Department 130 Peachtree Street, S.W. Suite 1168 Atlanta, GA 30303-3459	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
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ADDITIONAL REMARKS SCHEDULE

AGENCY Thompson Flanagan Executive Liability Group, LLC		NAMED INSURED Arbor E&T, LLC d/b/a Equus Workforce Solutions 9510 Ormsby Station Road, Suite 104 Louisville, KY 40223
POLICY NUMBER SEE PAGE 1		
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
Professional Liability/Errors & Omissions - Gemini Insurance Company - Policy Number: VPPL021691 - 9/30/2024 - 9/30/2025 - Occurrence Limit: \$5,000,000 Aggregate Limit: \$5,000,000

Medical Professional Liability/Errors & Omissions - Landmark American Insurance Company - Policy Number: LHM861405 - 9/30/2024 - 9/30/2025 - Occurrence Limit: \$3,000,000 Aggregate Limit: \$5,000,000

RE: 22RFP0120B-PS Workforce Services Delivery providing WIOA Youth Services

Certificate Holder is included as Additional Insured in accordance with the policy provisions of the General Liability, Automobile Liability and Excess Liability policies. A Waiver of Subrogation is granted in favor of Certificate Holder in accordance with the policy provisions of the General Liability, Automobile Liability, Excess Liability and Workers Compensation policies.



Fulton County

Legislation Details

File #: 25-0292 **Version:** 1 **Name:**

Type: Consent - Infrastructure and Economic Development **Status:** Agenda Ready

File created: 3/27/2025 **In control:** Board of Commissioners

On agenda: 4/16/2025 **Final action:**

Title: Request approval to renew an existing contract - Select Fulton - Workforce Development Divisions 22RFP0120B-PS, Youth Services in the amount of \$600,000.00 with Arbor E&T, LLC dba Equus Workforce Solutions (Equus) (Louisville, KY) to provide youth career center services. This action exercises the third of three renewal options. No renewal option remains. Effective dates: July 1, 2025 through June 30, 2026. This contract is 100% grant funded. (APPROVED UPON ADOPTION OF THE CONSENT AGENDA)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Exhibit 1: Contract Renewal Agreement, 2. Exhibit 2: Contract Renewal Evaluation Form, 3. Exhibit 3: Performance Evaluation

Date	Ver.	Action By	Action	Result
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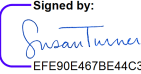

Certificate Of Completion

Envelope Id: 778B5991-75D5-4ECE-B32C-5ACA07828594		Status: Completed
Subject: Contract Renewal Agreement (R3) Youth Services, \$600,000.00		
Parcel ID:		
Employee Name:		
Source Envelope:		
Document Pages: 6	Signatures: 5	Envelope Originator:
Certificate Pages: 8	Initials: 0	Phyllis Stewart
AutoNav: Enabled	Stamps: 1	141 Pryor Street
Envelopeld Stamping: Enabled		Purchasing & Contract Compliance, Suite 1168
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		Atlanta, GA 30303
		Phyllis.Stewart@fultoncountyga.gov
		IP Address: 45.28.6.18

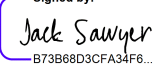
Record Tracking

Status: Original	Holder: Phyllis Stewart	Location: DocuSign
5/13/2025 12:02:26 PM	Phyllis.Stewart@fultoncountyga.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Fulton County Government	Location: Docusign

Signer Events

Signer Events	Signature	Timestamp
Susan Turner susan.turner@equusworks.com Security Level: Email, Account Authentication (None)	<div>Signed by:  EFE90E467BE44C3... </div> <div>Signature Adoption: Uploaded Signature Image Using IP Address: 69.137.106.198</div>	Sent: 7/1/2025 1:41:55 PM Viewed: 7/1/2025 3:47:16 PM Signed: 7/1/2025 4:20:59 PM

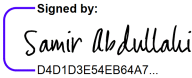


Electronic Record and Signature Disclosure:
Accepted: 7/1/2025 4:20:23 PM
ID: 603ecd30-4e70-4720-8a6f-da3a6f9eaadb

Jack Sawyer kevin.gailfoil@apmnet.us Security Level: Email, Account Authentication (None)	<div>Signed by:  B73B68D3CFA34F6...</div> <div>Signature Adoption: Pre-selected Style Using IP Address: 170.85.130.125</div>	Sent: 7/1/2025 4:21:01 PM Resent: 7/2/2025 8:51:10 AM Resent: 7/2/2025 8:52:32 AM Viewed: 7/2/2025 8:54:48 AM Signed: 7/2/2025 8:55:15 AM
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Electronic Record and Signature Disclosure:
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ID: 88283a2d-27b6-477b-a5d6-f3ae267c6afb

Phyllis Stewart phyllis.stewart@fultoncountyga.gov Security Level: Email, Account Authentication (None)	<div>Completed</div> <div>Using IP Address: 45.28.6.18</div>	Sent: 7/2/2025 8:55:17 AM Viewed: 7/2/2025 9:00:23 AM Signed: 7/2/2025 9:00:29 AM
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Electronic Record and Signature Disclosure:
Not Offered via Docusign

Signer Events	Signature	Timestamp
<div>Samir Abdullahi</div> <div>Samir.Abdullahi@fultoncountyga.gov</div> <div>Deputy Director</div> <div>Yergan Jones</div> <div>Security Level: Email, Account Authentication (None)</div> <div>Electronic Record and Signature Disclosure:<div>Accepted: 7/2/2025 11:47:15 AM</div><div>ID: af260221-d8a4-4c38-b429-484e1831fe4c</div></div>	<div><div>Signed by:</div><div></div><div>D4D1D3E54EB84A7...</div></div> <div>Signature Adoption: Pre-selected Style</div> <div>Using IP Address: 74.174.59.10</div>	<div>Sent: 7/2/2025 9:00:31 AM</div> <div>Viewed: 7/2/2025 11:45:14 AM</div> <div>Signed: 7/2/2025 11:47:16 AM</div>
<div>Nikki Peterson</div> <div>Nikki.Peterson@fultoncountyga.gov</div> <div>Chief Deputy Clerk to the Board of Commissioners</div> <div>Fulton County Government</div> <div>Security Level: Email, Account Authentication (None)</div> <div>Electronic Record and Signature Disclosure:<div>Accepted: 11/27/2017 1:39:37 PM</div><div>ID: b7ce88ee-0c66-4f3a-bfee-705e0af602d8</div></div>	<div>Completed</div> <div>Using IP Address: 166.137.19.31</div>	<div>Sent: 7/2/2025 11:47:18 AM</div> <div>Viewed: 7/2/2025 2:25:35 PM</div> <div>Signed: 7/2/2025 2:28:31 PM</div>
<div>Robert L. Pitts</div> <div>Robb.Pitts@fultoncountyga.gov</div> <div>Chairman</div> <div>Security Level: Email, Account Authentication (None)</div> <div>Electronic Record and Signature Disclosure:<div>Accepted: 7/10/2025 7:47:39 AM</div><div>ID: d8900c8e-7e04-49b0-a728-fdc2092f0fb7</div></div>	<div><div>Signed by:</div><div></div><div>167FDE80EADF436...</div></div> <div>Signature Adoption: Pre-selected Style</div> <div>Using IP Address: 74.174.59.10</div>	<div>Sent: 7/2/2025 2:28:33 PM</div> <div>Resent: 7/2/2025 7:55:02 PM</div> <div>Resent: 7/7/2025 7:59:20 AM</div> <div>Resent: 7/9/2025 3:37:53 PM</div> <div>Viewed: 7/10/2025 7:47:39 AM</div> <div>Signed: 7/10/2025 7:47:51 AM</div>
<div>Tonya Grier</div> <div>Tonya.grier@fultoncountyga.gov</div> <div>Clerk to the Commission</div> <div>Fulton County</div> <div>Security Level: Email, Account Authentication (None)</div> <div>Electronic Record and Signature Disclosure:<div>Accepted: 3/16/2018 10:54:59 AM</div><div>ID: f3f241e8-3027-4447-9476-6cf20ae25dd4</div></div>	<div><div>Signed by:</div><div></div><div>EEC476C4837648D...</div></div> <div>Signature Adoption: Uploaded Signature Image</div> <div>Using IP Address: 99.96.24.191</div>	<div>Sent: 7/10/2025 7:47:54 AM</div> <div>Viewed: 7/10/2025 7:55:50 AM</div> <div>Signed: 7/10/2025 7:56:08 AM</div>
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
<div>kevin Gailfoil</div> <div>kevin.gailfoil@equusworks.com</div> <div>Security Level: Email, Account Authentication (None)</div> <div>Electronic Record and Signature Disclosure:<div>Accepted: 6/25/2025 8:36:25 AM</div><div>ID: b159b974-ea9f-4afa-9a1d-2d406da77585</div></div>	<div><div>VIEWED</div></div> <div>Using IP Address: 170.85.130.125</div>	<div>Sent: 5/13/2025 12:13:10 PM</div> <div>Resent: 5/20/2025 12:18:49 PM</div> <div>Resent: 5/27/2025 6:46:25 AM</div> <div>Resent: 6/2/2025 10:54:27 AM</div> <div>Resent: 6/10/2025 11:00:06 AM</div> <div>Viewed: 6/25/2025 8:36:25 AM</div>

Certified Delivery Events	Status	Timestamp
kevin Gailfoil kevin.gailfoil@apmnet.us Security Level: Email, Account Authentication (None)	<div>VIEWED</div> Using IP Address: 170.85.130.125	Sent: 6/25/2025 8:36:26 AM Resent: 6/26/2025 8:20:20 AM Resent: 6/27/2025 12:09:59 PM Resent: 6/27/2025 12:10:33 PM Resent: 7/1/2025 8:58:28 AM Resent: 7/1/2025 1:09:28 PM Viewed: 7/1/2025 1:41:53 PM

Electronic Record and Signature Disclosure:
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 ID: ab0e975f-c65b-4c0c-92a2-e4f19d63ab71

Carbon Copy Events	Status	Timestamp
Lynn Hamilton lynnhamilton@equusworks.com Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 7/1/2025 1:41:53 PM
Electronic Record and Signature Disclosure: Accepted: 3/24/2025 10:30:55 AM ID: 97007a01-3574-4f61-a557-7961277451ba		

Tonya Grullon Tonya.Grullon@fultoncountyga.gov Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 7/10/2025 7:56:10 AM
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Dian DeVaughn Dian.DeVaughn@fultoncountyga.gov Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 7/10/2025 7:56:12 AM Viewed: 7/11/2025 12:08:01 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

Mariska Angall Mariska.Angall@fultoncountyga.gov Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 7/10/2025 7:56:14 AM
Electronic Record and Signature Disclosure: Accepted: 4/6/2022 10:03:34 AM ID: 68f1c808-47b1-44ab-b8ca-fdca65e08dd9		

Samir Abdullahi Samir.Abdullahi@fultoncountyga.gov Deputy Director Yergan Jones Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 7/10/2025 7:56:15 AM
Electronic Record and Signature Disclosure: Accepted: 7/2/2025 11:47:15 AM ID: af260221-d8a4-4c38-b429-484e1831fe4c		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Updated	Security Checked	5/13/2025 12:15:57 PM

[illegible]

Envelope Summary Events	Status	Timestamps
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Envelope Updated	Security Checked	7/2/2025 8:52:31 AM
Certified Delivered	Security Checked	7/10/2025 7:55:50 AM
Signing Complete	Security Checked	7/10/2025 7:56:08 AM
Completed	Security Checked	7/10/2025 7:56:15 AM

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

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 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 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 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.

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