



**FULTON  
COUNTY**

**CONTRACT DOCUMENTS**

**FOR**

**REQUEST FOR PROPOSAL 24RFP013124C-MH**

**2024 ARPA CONSOLIDATED COMMUNITY SERVICES PROGRAM**

**FOR**

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**OF**

**FULTON COUNTY, GEORGIA**

**American Rescue Plan Act**  
**Subrecipient Contract between Fulton County**  
**and Per Scholas**

This **SUBRECIPIENT CONTRACT** ("Contract") is made by and between **Fulton County, Georgia**, a political subdivision of the State of Georgia ("Fulton County"), by and through its Department of Community Development ("Community Development"), and **Per Scholas** ("Subrecipient") as a nonprofit, tax exempt 501(c) (3) within the State of Georgia (hereinafter collectively referred to as the "Parties").

**WHEREAS**, a world-wide emergency has arisen with respect to a novel coronavirus known as SARS-CoV-2 ("COVID-19"), which has rapidly spread throughout the world and is now having an unprecedented adverse impact on the citizens and communities throughout Fulton County, Georgia, among others; and

**WHEREAS**, On March 11, 2021, the American Rescue Plan Act was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds, which together make up the Coronavirus State and Local Fiscal Recovery Funds ("SLFRF") program; and

**WHEREAS**, on June 26, 2024, the Fulton County Board of Commissioners ("Board") accepted as a part of the Fulton County Operational report the allocation of \$250,000.00 in American Rescue Plan Act ("ARPA") funding (Agenda Item #24-0432) to fund eligible, unfunded 2024 Consolidated Community Services Program ("CCSP") recommended agencies (Agenda Item #24-0350).; and

**WHEREAS**, Per Scholas' mission is to advance economic equity through rigorous training for tech careers, and to connect skilled talent to leading businesses. We believe a thriving workforce starts with equitable access to education. By providing skills training and access to employer networks to individuals often excluded from tech careers, Per Scholas envisions a tech workforce as diverse as the customers it serves.; and

**WHEREAS**, in 2024, Subrecipient was selected through a competitive application process for a funding award to provide services and programs to the citizens of Fulton County, and it has shown that it is capable of providing these services efficiently; and

**WHEREAS**, Fulton County desires to engage Subrecipient to render certain services hereinafter described herein, which is to be wholly or partially financed by ARPA funding; and

**WHEREAS**, Subrecipient desires to render such services in connection with the project as a subrecipient of the ARPA allocation, in compliance with all obligations required by this designation; and

**WHEREAS**, the Board finds that allocating ARPA funding to Subrecipient will allow this entity to provide assistance and services to Fulton County residents in the ARPA eligible use category(ies) of: Assistance to Unemployed Workers(“Eligible Use”); and

**WHEREAS**, the Parties deem it to be in the best interest of both parties to enter into this Contract under the terms, obligations and conditions expressed herein.

**NOW THEREFORE**, in consideration of the mutual benefits to both Parties, it is hereby agreed as follows:

#### **ARTICLE I. PURPOSE AND RELATIONSHIP**

1. Purpose. This Contract describes the way in which the Parties will use the ARPA funding allotment in responding to the economic and public health impacts of COVID-19 and efforts to contain impacts on the communities, residents, and businesses in Fulton County.

2. Independent Contractor. The relationship of Subrecipient to Fulton County is that of an independent contractor and not of an employee/employer. Neither this Contract, nor any activities described herein, shall be construed as creating a partnership, joint venture, franchise, agency, or other such relationship, and neither Party shall have the right, power, or authority to obligate or bind the other party in any manner whatsoever, without the other party’s prior written consent. It is expressly understood that any individual performing services under this Contract on behalf of Subrecipient shall not be deemed to be an employee or independent contractor of Fulton County, and such individual shall not be entitled to tax withholding, workers’ compensation, unemployment compensation or any employee benefits, statutory or otherwise, from Fulton County. Subrecipient agrees that it is solely responsible for the reporting and payment of income, social security and other employment taxes due to the proper taxing authorities with respect to such personnel. Subrecipient agrees to indemnify, defend and hold harmless Fulton County and its directors, officers, employees and agents from and against any and all costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney’s fees, relating to the reporting and payment of income, social security and other employment taxes and the provision of employee benefits with respect to such individual performing services under this



Contract on behalf of Subrecipient. This provision shall survive the expiration or termination of this Contract.

## **ARTICLE II. AWARD AND SCOPE OF SERVICES**

1. Term. This Contract is effective from January 1, 2024 through December 31, 2024.
2. Award. ARPA funding in the amount of **\$25,000.00** ("Award Amount") will be provided by Fulton County to Subrecipient to provide support through the Eligible Use for individuals/families who reside in Fulton County, with such services provided for the period January 1, 2024 through December 31, 2024.
3. Disbursement. Fulton County will disburse the Award Amount in one installment upon execution of this Contract. All invoices subsequently submitted to verify services rendered are subject to review and approval by the Finance Department-Accounts Payable Division.
4. Scope of Services. Subrecipient will provide support for individuals/families who reside in Fulton County for the purpose of the Eligible Use, in the Award Amount in accordance with the scope of services described in Schedule 1 hereto (the "Scope of Services"). Subrecipient shall spend the Award Amount for the purposes described in Scope of Services, unless other direct changes are agreed to in writing in advance by Fulton County. In no event will Fulton County be obligated for providing any funding above the total amount of the Award Amount.

Subrecipient agrees that only five percent of the Award Amount may be used for administrative purposes. ARPA funding must be used for an "Eligible Use Category" cost/service for Subrecipient's client.
5. Right to Recovery. Use of grant funds for any costs not approved by this Contract may be subject to reimbursement to Fulton County.

## **ARTICLE III. REPORTING**

1. Maintenance of Records. Subrecipient shall maintain a financial management system and financial records and shall administer funds received pursuant to this Contract in accordance with all applicable federal and state requirements. Subrecipient shall adopt such additional financial management procedures as may from time to time be prescribed by Fulton County if required by applicable laws, regulations, or guidelines from its federal and state government funding sources. Subrecipient shall maintain detailed, itemized documentation and records of all income received and expenses incurred pursuant to this Contract.

Subrecipient must maintain all records, books, papers, and other documents related to its performance of the Scope of Services for a period of five years following the termination of this Contract or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit, or other inquiry involving this Contract. Such records shall include the full name of individuals served with ARPA funding and where applicable the date of birth, gender, race, and ethnicity of individual receiving assistance. Subrecipient shall make all records, books, papers, and other documents that relate to this Contract available at all reasonable times for inspection, review, and audit by the authorized representatives of Fulton County and the federal government, if so requested.

During the term of this Contract, the Parties shall comply will Federal and State laws and regulations regarding confidentiality of participant records and information.

2. Financial Reports. Subrecipient will submit a close out report of assistance provided to citizens from the allotment provided by Fulton County. Fulton County will provide the performance template and due date to the Subrecipient, and the Subrecipient shall submit the reports electronically. The Subrecipient shall register and maintain an updated profile with SAM.gov. The County reserves the right to impose additional reporting requirements based on the amount and nature of the award by providing these requirements to the Subrecipient in the County's discretion.

3. Limitations on Expenditures. Subrecipient shall not be reimbursed or otherwise compensated for any expenditures incurred or services provided prior to the Effective Date or following the earlier of the expiration or termination of this Contract. Fulton County shall only reimburse Subrecipient for documented expenditures incurred during the Contract Term that are: (i) reasonable and necessary to carry out the Scope of Services; (ii) documented by contracts or other evidence of liability consistent with established Fulton County and Subrecipient procedures; and (iii) incurred in accordance with all applicable requirements for the expenditure of funds payable under this Contract.

Any item of expenditure by Subrecipient under the terms of this Contract which is found by auditors, investigators, and other authorized representatives of Fulton County or the federal government to be improper, unallowable, in violation of federal or state law or the terms of this Contract, or involving any fraudulent, deceptive, or misleading representations or activities of Subrecipient, shall become Subrecipient's liability, to be paid by Subrecipient from funds other than those provided by Fulton County under this Contract or any other agreements between Fulton



County, and Subrecipient. This provision shall survive the expiration or termination of this Contract.

4. **Audited Financial Statements.** If Subrecipient expends \$750,000 or more in federal awards during a fiscal year, Subrecipient acknowledges that it must comply with federal audit requirements, including the preparation of an audit by an independent certified public accountant. During the term of this Contract, the Parties shall comply will Federal and State laws and regulations regarding confidentiality of participant records and information. If Subrecipient expends less than \$750,000 in federal awards in any fiscal year, it is exempt from federal audit requirements, but its records must be available for review by Fulton County and the federal government. Subrecipient shall provide Fulton County with a copy of Subrecipient's most recent audited financial statements, federal Single Audit report, if applicable, and management letter within thirty (30) days after execution of this Contract and thereafter within nine (9) months following the end of Subrecipient's most recently ended fiscal year.

5. **Survival.** This Article shall survive the expiration or termination of this Contract.

#### **ARTICLE IV. COOPERATION IN MONITORING AND EVALUATION.**

1. **Fulton County Responsibilities.** Fulton County shall monitor, evaluate, and provide guidance and direction to Subrecipient in the conduct of the Scope of Services performed under this Contract. Fulton County has the responsibility to determine whether Subrecipient has spent funds in accordance with applicable laws, regulations, including the federal audit requirements and agreements and shall monitor the activities of Subrecipient to ensure that Subrecipient has met such requirements. Fulton County may require Subrecipient to take corrective action if deficiencies are found. Methods to ensure compliance for federal awards made to the Subrecipient may include pre-award audits, monitoring during the contract and post-award audits.

2. **Subrecipient Responsibilities.** Subrecipient shall permit Fulton County to carry out monitoring and evaluation activities, including any performance measurement system required by applicable law, regulation, funding sources guidelines or by the terms and conditions of the applicable Notice of Prime Award, and Subrecipient agrees to ensure, to the greatest extent possible, the cooperation of its agents, employees and board members in such monitoring and evaluation efforts. This provision shall survive the expiration or termination of this Contract.

Subrecipient shall cooperate fully with any reviews or audits of the activities under this Contract by authorized representatives of Fulton County or the federal government and Subrecipient agrees to ensure to the extent possible the cooperation of its agents, employees, and

board members in any such reviews and audits. This provision shall survive the expiration or termination of this Contract.

## **ARTICLE V. COMPLIANCE WITH GRANT AGREEMENT AND APPLICABLE LAWS.**

1. Compliance with Prime Award and Subaward. Subrecipient shall perform all activities funded by this Contract in accordance with this Contract, Schedule 1 and the applicable contract provisions for non-federal entity contracts under federal awards required under Appendix II to the Uniform Guidance.

2. Compliance with Applicable Laws. Subrecipient shall perform all activities funded by this Contract in accordance with all applicable federal, state, and local laws, including without limitation laws which regulate the use of funds allocated under ARPA. The term “federal, state and local laws” as used in this Contract shall mean all applicable statutes, rules, regulations, executive orders, directives, or other laws, including all laws as presently in effect and as may be amended or otherwise altered during the Term, as well as all such laws which may be enacted or otherwise become effective during the Term. The term “federal, state and local laws” shall include, without limitation, any regulation promulgated pursuant to ARPA.

By entering into this Contract, Subrecipient represents and warrants that it is not in violation of any, and complies with all, federal laws and regulations applicable to subawardees of federal funds and maintains all required federal, state, and local licenses, certifications, permits and accreditations, including the Uniform Guidance found in 2 C.F.R. 200.

## **ARTICLE VI. TERMINATION**

1. Any Party may terminate this Contract by giving thirty (30) calendar days written notice to the other Party and such termination shall be effective upon the 30<sup>th</sup> day. Notice of termination shall be given to the appropriate Party at the address shown in Article VII of this Contract.

2. Anything contained herein to the contrary notwithstanding, Fulton County may terminate the Contract effective immediately prior to expiration of the term where Subrecipient commits a material breach of the Contract and fails to cure said breach within the time allotted by Fulton County.

3. Upon expiration of the term of this Contract or termination of the Contract, the Parties shall agree upon any outstanding present and future obligations and performance commitments to

one another, and shall arrange for a proper accounting and work plan for any and all such obligations.

## **ARTICLE VII. NOTICES**

1. For purposes of this Contract, any notices required to be sent to the Parties shall be hand delivered or mailed to the addresses provided below:

**To Fulton County:**

Fulton County Community Development Department

137 Peachtree Street SW

Atlanta, Georgia 30303

**Copy to:**

Office of the County Manager

141 Pryor Street, Suite 10062

Atlanta, Georgia 30303

Office of the County Attorney

141 Pryor Street, Suite 4038

Atlanta, Georgia 30303

**To Subrecipient:**

Per Scholas

231 Peachtree Street, NE M-100

Atlanta, Georgia 30303

## **ARTICLE VIII. INSURANCE**



Subrecipient 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. GENERAL PROVISIONS**

1. If any part of this Contract is found to be invalid or unenforceable, or is otherwise stricken, the rest of this Contract shall remain in full force and effect.

2. This Contract constitutes the entire agreement between the Parties. It supersedes any prior oral understandings between them with respect to the matters addressed herein.

3. This Contract may be modified only by written agreement of the Parties, with such modification being subject to approval by the governing bodies of the Parties.

4. Waiver of any term or condition of this Contract shall be effective in writing and shall not be construed as a waiver of any subsequent breach or waiver of the same term or condition, or a waiver of any subsequent breach or waiver of the same term or condition, or a waiver of any other term or condition of this Contract. Nothing herein shall constitute or be considered a limitation upon or waiver of the Parties' rights under applicable law.

5. This Contract shall inure to the benefits of and be binding upon the Parties hereto, their successors and assigns. This Contract is not intended to create any rights interest, or benefits in third parties.

6. This Contract shall be governed by the laws of the State of Georgia.

7. This Contract may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed to be an original without the production of any other counterpart. Any signature delivered via facsimile or other electronic means shall be deemed an original signature hereto.

8. This Contract is not intended to and shall not be construed to give any Third Party any interest or rights (including, without limitation, any Third Party beneficiary rights) with respect to or in connection with any agreement or provision contained herein or contemplated hereby, except as otherwise expressly provided for in this Contract.

**(SIGNATURES ON LAST PAGE)**

**Schedule I**

**Name of Subrecipient:** Per Scholas

**Subrecipient's Unique Entity ID (SAM) Number:** S944CABFLMS3

**SCOPE OF CONTRACTOR'S DUTIES:**

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

**SCOPE OF WORK:**

**ARPA Consolidated Community Services Program (ARPA-CCSP)**

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

**Eligible Use Category(ies):** Assistance to Unemployed Workers

**CCSP Funding Priority(ies):**

**Children and Youth:** Not Applicable

**Disabilities:** Not Applicable

**Economic Stability:** Access to digital literacy training for middle skill jobs-earn & learn models allowing job seekers to meet basic needs...,Improved access to economic opportunities programs/resources focused on foundational education...,Training Job Development Employment which leads to self sufficiency Ex offender support services...

**Health and Wellness:** Not Applicable

**Homelessness:** Not Applicable

**Senior Services:** Not Applicable

**Veterans Services:** Not Applicable

**Per Scholas, Per Scholas Atlanta IT Training: Advancing Economic Mobility for Fulton County Residents through IT Careers will provide services at the following locations at specified times during the contract period of 01/01/2024 through 12/31/2024:**

**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>
Per Scholas Atlanta	231 Peachtree St NE Suite M-100	Atlanta	GA	30303	4	1,2,3,4,5,6

**Approach and Design:**

**Per Scholas, Per Scholas Atlanta IT Training: Advancing Economic Mobility for Fulton County Residents through IT Careers will provide services, with ARPA-CCSP funding, to 9 clients that reside in Fulton County.**

**Per Scholas, will provide the following activities and services in Fulton County with ARPA-CCSP funding:**

Education is a path to economic mobility; however, many low-income individuals need the resources to invest in education without amassing significant debt. Also facing structural racism and systemic barriers to education, housing, employment, health care and wealth accumulation, achieving this goal is onerous. Per Scholas bridges this gap through our holistic, tuition-free tech training, and is one of the only tech workforce development agencies nationally whose outcomes have repeatedly been evaluated and proven in multiyear, randomized, and controlled research trials. In March 2020, the WorkAdvance study team at MDRC updated findings showing that after five years, Per Scholas program participants earned \$6,300 per year more than control group members. In addition, the direct economic return on investment over seven years (including higher after-tax incomes for participants, increased government tax revenues and benefits savings, and financial gains experienced by society as a whole) has now been found to be at least 8 times the



total training cost. These findings are validated by a previous randomized and controlled study conducted by Public/Private Ventures in 2010, which found similar levels of impact on employment and earnings.

We offer both entry- and mid-level courses to prepare individuals with skills needed to enter and advance in the tech sector, regardless of their previous educational or professional background. Our program fully prepares graduates for employment in the tech sector with access to support services for two years post-graduation. This includes:

- **Technical Training** - Comprising 80% of instruction, we teach state-of-the-art technology skills tailored to businesses' needs to assure learner employability and help businesses build more diverse talent pipelines.
- **Professional Development** - Comprising 20% of instruction, professional development focuses on soft skills including communication, collaboration, giving and receiving feedback, and career navigation skills critical to landing that first job and moving up the tech career ladder.
- **Learner Support** - Provides enrolled learners and alumni with in-house support and referrals to partner agencies. Our financial coaches and Learner Support Managers conduct one-on-one coaching and generalized workshops on personal finance, mental well-being, and combatting imposter syndrome.
- **Alumni Upskilling** - We offer an array of alumni programming focused on career pathway-specific upskilling, mentoring, and coaching to help alumni identify and pursue advancement opportunities. Employers and key industry partners like AWS and Google help us design and deliver these longer-term interventions.
- **Employer Connections** - Our Business Solutions team works with employers to source candidates for tech roles across sectors, providing career coaching throughout the process. Offering support for two years beyond graduation, our Business Solutions Team helps our alumni attain quality jobs with competitive pay, benefits, opportunity for professional growth, and the ability to build a better future

Per Scholas Atlanta will directly address unemployment and income inequality through the above actions. Our proven training program will **“improve the County's standing in the County Health Rankings and Roadmaps report”**. To improve the County's standing in these areas, we will work to achieve progress under the following three CSP funding priorities under the Economic Stability/Poverty primary service category:

- **Training/Job Development/Employment** which leads to self-sufficiency
- **Access to digital literacy / training** for middle skill jobs including “earn and learn” models which allow job seekers to meet basic needs while training to enter living wage jobs
- **Improved access to economic opportunities**, programs and resources focused on foundational education, career exploration; coaching to re-engage youth up to age 21 and provide job-readiness skills for employment. Wraparound Support to address basic needs during training (rental assistance, transportation, childcare)

Specifically in CY24, Per Scholas Atlanta will offer the following 12- and 15-week courses (in-person, hybrid, and remote formats available):

- **Cloud Computing** - a 15-week entry-level course teaching real-world scenario-based learning, labs, and coursework leading to cloud computing roles such as Customer Support Analyst and Software Associate. Graduates can earn the AWS Practitioner Level certification
- **Cybersecurity** - a 15-week mid-level course (at least one year of experience in tech is recommended) that leads to the CompTIA CySA+ credential and entry-level roles in Security Operations Centers as Cybersecurity Analysts, Cybersecurity Support Specialists, or Data Center Technicians
- **IT Support** - a 12-week entry-level course teaching a host of introductory coding skills. Graduates qualify to earn CompTIA A+ certification and fill entry-level IT roles, primarily in desktop support and general field technician
- **Software Engineering** - a 15-week entry-level course that teaches diverse software engineering skills(HTML/CSS and Javascript) and culminates with the creation of a GitHub-based work portfolio to share with potential employers. It also provides an introduction to computer science sufficient to prepare for college-level achievement. This course prepares individuals for jobs as Front-End Developers, back end, or full-stack engineers or developers

A key component to our success in Atlanta is our network of community partners which is essential to providing learner support and creating a vast referral and recruitment network. Our partners have referred individuals for enrollment into our tech training courses, provided critical social services to remove barriers for our learners, hosted corporate campus visits, and so much more. Our network of nonprofit and government partners has helped us to accelerate the training and job attainment of un/underemployed people across the nation.

Public sector partners include one-stop career centers, workforce development boards, and safety net providers/administrators in nearly all of our regions. The following organizations refer and provide wraparound services for our learners:

1. **Hiring Heroes and Jewish Family & Children Services** - assists with outreach and recruitment by refer potential learners to our organization
2. **Atlanta Center for Self Sufficiency (ACSS)** - assists in reducing barriers to training completions experienced by enrolled learners
3. **Dress for Success** - provides clothing and interview preparation for learners
4. **OneTen** - assists with placement and job attainment for graduates
5. **Westside Works** - a neighborhood-based job training collaborative providing entry-level training opportunities in healthcare, culinary, and information technology.
6. **Southside Works** - collaborative offering free job skills training from nonprofits to individuals living in the following neighborhoods and zip codes: 30315, 30310, Capitol Gateway, Mechanicsville, Pittsburgh, Summerhill.
7. Our participation with **MAX (Metro Atlanta Exchange)** and **TAG (Technology Association of Georgia)** connects Per Scholas with local employer partners



8. Numerous corporate volunteers that conduct a range of services including mock interviews, resume reviews, hosting workplace visits, and hosting guest lecturing and seminars. Some local corporate partners include: Sage Software, CGI, UKG, TekSystems, Salesforce, KMS Technologies, Victoria's Secret, Accenture, Capgemini, Deloitte, Southern Company, Comcast and LexisNexis Risk Solutions.

### **Designation of ARPA-CCSP Funds:**

Based on the awarded amount of **\$25,000.00**, the ARPA-CCSP funds are designated according to the following cost categories: Administrative, Operational, and Direct Services.

***Administrative Expenses-*** ARPA-CCSP Funds that are spent on executive / management staff and administrative support staff salaries, salary fringe, and benefits; etc.).

***Operational Expenditures-*** ARPA-CCSP funds used to conduct agency/ organizational functions that are secondary to program service delivery such as office/ warehouse lease or mortgage expenses, office supplies (pens, toner, paper, etc.), utility expenses, transportation expenses (staff travel expenses), marketing/catalogs, etc.

***Direct Service Expenditures-*** ARPA-CCSP 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, 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).

***The maximum amount of ARPA-CCSP funds allowed for administrative purposes (executive staff salaries and benefits only) is 5% of funds awarded.*** Throughout the contract period, program expenditures will be monitored (via performance reports) to ensure that funding is utilized as contracted.



<b>Cost Category</b>	<b>Designation of CCSP Funding Award</b>
<b>Administrative</b> (5% Admin max of funds awarded.)	\$0.00
<b>Operational</b>	\$0.00
<b>Direct Services</b>	\$25,000.00
<i>Total</i>	\$25,000.00

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

#### **8a) SALARIES:**

One (1) TECHNICAL INSTRUCTOR with an annual salary of \$65,000.00 will spend 8.75% of his time on this project delivering full time technical instruction towards certification, for a total cost of \$5,687.50.

One (1) TEACHING FELLOW with an annual salary of \$44,990.40 will spend 8.75% of his time on this project supporting technical instruction by providing 1:1 tutoring, grading tests, and administering labs, for a total cost of \$3,936.66.

One (1) SENIOR MANAGER PROFESSIONAL DEVELOPMENT with an annual salary of \$65,198.85 will spend 8.75% of her time on this project placing graduates into jobs for a total cost of \$5,704.90.

One (1) DIRECTOR TALENT SOLUTIONS with an annual salary of \$80,000.00 will spend 8.75% of his time on this project providing career coaching instruction by providing soft skills training, organizing mock interviews, and resume building, for a total cost of \$7,000.00.

**B. FRINGE BENEFITS 11.96% (\$2,670.94) -Fringe consists of FICA 7.65% /401K 2.15% / HC 2.16%**

### **Program Performance Measures:**

**Per Scholas 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:** Number of individuals placed in Living Wage Employment; receiving training/job development/employment support...,Number of individuals who complete GED requirements; Attainment of credential in post-secondary training...,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

**Veterans 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 ARPA-CCSP funding, during the funding period 01/01/2024 through 12/31/2024:**

**General data collection/tools -**

Our capacity to collect, manage, and report quality data is reflected in the fact that we have successfully supported two multi-year, third-party evaluation research studies into the results of our work. A custom-built Salesforce database enables us to record and analyze substantial amounts of data about learners, employers, and other key audiences. We also utilize a state-of-the-art Learning Management System (Canvas LMS) that helps learners and instructors monitor and improve classroom achievements at the individual level, along with third-party services to help us verify employment, and in limited instances, job retention. This data is used to generate reports on admissions, enrollment, learner demographics, training/instruction, graduation, certification, job attainment, retention, wage gain, and other outcomes to identify real-time issues and ensure consistency of training delivery and outcomes.

**Employment data collection/tools -**

Per Scholas tracks learner data for up to two years post-graduation. We work to assist all learners in securing employment within one year post-graduation, with at least 80% of graduates securing employment in that time. Per Scholas’ Talent Solutions team leads job retention tracking efforts on a local level with the support of a national retention specialist. These efforts include contacting learners, employers, and third-party services to verify employment, wages, retention, and wage gain. We attempt to check in with all employed graduates within the following year at 90-day intervals. We only accept employer offer letters and third-party service information as verification, meaning our metrics are likely understated relative to the actual outcomes. We consider graduates employed when they work at least 12 consecutive weeks and work at least 20 hours per week. We consider them retained if that employment is not subsequently interrupted for any period longer than six weeks.

Utilizing these tools, Per Scholas Atlanta will measure success against the following three County defined performance measures (KPIs):

1. **Number of individuals who complete GED requirements; Attainment of credential in post-secondary training; Training Completions; Credentials obtained** - Per Scholas Atlanta will track number of Fulton County learners/individuals enrolled (goal = 9) and number of learners/individuals who obtain training certifications (goal = 70%) in courses where applicable
2. **Number of individuals with improved access to economic opportunities, programs and resources focused on foundational education, career exploration, and coaching to re-engage youth and provide job-readiness skills for employment** - Per Scholas Atlanta aims to report at least 7 Fulton County learners will graduate (85% graduation rate)
3. **Number of individuals placed in Living Wage Employment; receiving training/job development/employment support services which leads to self-sufficiency** - Per Scholas Atlanta aims to report at least 5 Fulton County graduates will have secured tech jobs earning at least \$21/hour by December 31, 2024

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

Additionally, we are committed to tracking the following three Agency defined performance measures:

1. **Provide Fulton County learners with at least 80 hours of Professional Development;**
2. **Provide each Fulton County learner with at least four hours of financial coaching;**
3. **Total number of learners that produce a technical resume**

To achieve these targets during the 2024 grant period, Per Scholas Atlanta will undergo the following activities throughout the year:

- **Recruitment and Outreach** - with targeted collateral (print and social mediums), program materials are distributed throughout our service area, online via social media and local/regional news outlets, among our partner agencies, and through word of mouth to establish a pipeline of potential learners.
- **Assessment** - each potential student undergoes a thorough screening process which includes interviews and testing.
- **Training** – upon passing assessment and confirming intent to enroll, learners are offered training. Between 07/01/24 through 12/31/24, we will offer 13 cohorts/courses: 8 IT Support, 2 Software Engineering, 1 Cybersecurity, 1 AWS/Cloud Computing, and 1 Low Voltage Technician course. We are currently administering programming “In person”, “Virtually”, and “Hybrid” to accommodate all learners based on preference and availability. All learners have



access to wraparound services (such as child care, transportation among other potential barriers) and career development (networking, branding, articulating to name a few) offered by MSW-credentials Learner Support Team (LST). For wraparound services beyond our offerings, our LST will connect a learner to a host of partner organizations providing such services.

- **Certification** - upon program completion, graduates can test to earn certification(s), if available, for their training track.
- **Job Attainment** - partnering with over 60 local and national businesses, graduates place, interview, and launch careers in IT. Providing support for two years post-graduation, graduates have access to career advancement/additional advanced training and access to alumni and networking events.

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.

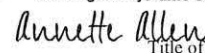
OWNER:

CONTRACTOR:

**FULTON COUNTY, GEORGIA**

**VENDOR NAME Per Scholas, Inc.**

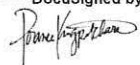
DocuSigned by:  
  
 BAZ15B1A26544E7  
 Robert L. Pitts, Chairman  
 Fulton County Board of Commissioners

DocuSigned by Name of Signatory: Annette Allen  
  
 Title of Signatory: Vice President of Finance and HR  
 B1E3A9902484437...  
 Authorized Signature

ATTEST:

ATTEST:

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

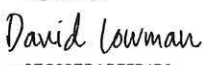
DocuSigned by Name of 2nd Signatory: **Poranee (Pam) Kingpetcharat**  
  
 Title of 2nd Signatory: **Chief Financial Officer (CFO)**  
 03F330E188444BA...  
 Second Authorized Signature

(Affix County Seal)



(Affix Corporate Seal, if applicable)

APPROVED AS TO FORM:

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

APPROVED AS TO CONTENT:

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

Please select RM or 2ND RM from the checkbox

RM

X 2ND RM

ITEM#: \_\_\_\_\_ RM: \_\_\_\_\_  
 REGULAR MEETING

ITEM#: 24-0350-2ND RM: 5/15/2024  
 SECOND REGULAR MEETING

0432 6/26/2024



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/2/2024

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).

<b>PRODUCER</b> Alera Group Inc 4 Century Drive Suite 360 Parsippany NJ 07054	<b>CONTACT NAME:</b> Howard Bergstein <b>PHONE (A/C, No, Ext):</b> 201-464-4808 <b>FAX (A/C, No):</b> 201-226-1201 <b>E-MAIL ADDRESS:</b> howard.bergstein@aleragroup.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A:</b> Federal Insurance Company	
<b>INSURER B:</b>	
<b>INSURER C:</b>	
<b>INSURER D:</b>	
<b>INSURER E:</b>	
<b>INSURER F:</b>	

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b> 489878551	<b>REVISION NUMBER:</b>
------------------	--------------------------------------	-------------------------

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> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y		36081396	12/31/2023	12/31/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 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 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			73631265	12/31/2023	12/31/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			78198138	12/31/2023	12/31/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	71765037	12/31/2023	12/31/2024	<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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Certificate holder is included as Additional Insured as per the policy terms and conditions when required by written contract.

**CERTIFICATE HOLDER**
**CANCELLATION**

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

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.



#24RFP013124C-MH

2024 Consolidated Community Services Program

Purchasing Forms &amp; Instructions

## STATE OF GEORGIA

## COUNTY OF FULTON

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

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services<sup>1</sup> under a contract with **[insert name of prime contractor (Agency)]** Per Scholas Inc. on behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program\*,<sup>2</sup> in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

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

1499756

EEV/Basic Pilot Program\* User Identification Number

Per Scholas Inc.

Name of Contractor (Agency)

DocuSigned by:

Dino Lianos

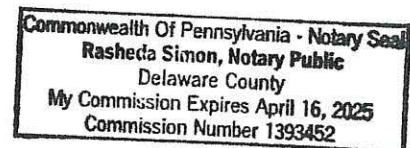
BY: Authorized Signature of Officer or Agent of Contractor

Chief Accounting Officer

Title of Authorized Officer or Agent of Contractor of Contractor

Dino Lianos

Printed Name of Authorized Officer or Agent of Contractor

Sworn to and subscribed before me this 26th day of February, 2024.Notary Public: RumenCounty: DelawareCommission Expires: 04/16/2025

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

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

## STATE OF GEORGIA

## COUNTY OF FULTON

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

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

1499756

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

Per Scholas Inc.

Name of Subcontractor (Individual/Agency)

DocuSigned by:  
*Dino Lianos*

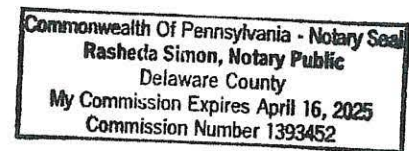
BY: Authorized Signature Officer or Agent of Subcontractor

Chief Accounting Officer

Title of Authorized Officer or Agent of Subcontractor

Dino Lianos

Printed Name of Authorized Officer or Agent of Subcontractor

Sworn to and subscribed before me this 26th day of February, 2024.Notary Public: *Rasheda Simon*County: DelawareCommission Expires: 04/16/2024

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

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



**Certificate Of Completion**

Envelope Id: F4DB901CAD7A434D8B9F123C9716F257

Status: Completed

Subject: Please DocuSign: 2024 ARPA-CCSP Contract-Per Scholas, Inc.-BOC Agenda#24-0432 &amp; #24-0350

Parcel ID:

Employee Name:

Source Envelope:

Document Pages: 22

Signatures: 6

Envelope Originator:

Certificate Pages: 7

Initials: 0

Carlos S. Thomas

AutoNav: Enabled

Stamps: 1

141 Pryor Street

EnvelopeId Stamping: Enabled

Purchasing &amp; Contract Compliance, Suite 1168

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

Atlanta, GA 30303

carlos.thomas@fultoncountyga.gov

IP Address: 73.106.219.199

**Record Tracking**

Status: Original

Holder: Carlos S. Thomas

Location: DocuSign

8/6/2024 7:58:41 PM

carlos.thomas@fultoncountyga.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

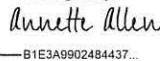
Pool: Fulton County Government

Location: DocuSign

**Signer Events****Signature****Timestamp**

Annette Allen

DocuSigned by:



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Sent: 8/6/2024 8:05:10 PM

Viewed: 8/6/2024 8:40:06 PM

Signed: 8/6/2024 8:40:43 PM

Aallen@perscholas.org

Vice President Finance

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

Using IP Address: 71.251.10.197

**Electronic Record and Signature Disclosure:**

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Pam Kingpetcharat

DocuSigned by:



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Viewed: 8/7/2024 4:48:59 PM

Signed: 8/7/2024 4:50:57 PM

pkingpetcharat@perscholas.org

Chief Financial Officer

Security Level: Email, Account Authentication (None)

Signature Adoption: Uploaded Signature Image

Using IP Address: 24.193.248.130

**Electronic Record and Signature Disclosure:**

Accepted: 8/7/2024 4:48:59 PM

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Mark Hawks2

**Completed**

Sent: 8/7/2024 4:51:00 PM

Viewed: 8/7/2024 5:00:44 PM

Signed: 8/7/2024 5:01:09 PM

mark.hawks@fultoncountyga.gov

Chief Assistant Purchasing Agent

Purchasing and Contract Compliance

Security Level: Email, Account Authentication (None)

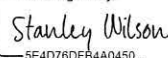
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Stanley Wilson

DocuSigned by:



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Signed: 8/7/2024 5:27:34 PM

Stanley.Wilson@fultoncountyga.gov

Director

Stanley Wilson

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

Using IP Address: 76.209.103.30



## Signer Events

## Signature

## Timestamp

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Lauren Hansford

lauren.hansford@fultoncountyga.gov

Security Level: Email, Account Authentication  
(None)

**Completed**

Using IP Address: 74.174.59.4

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Viewed: 8/7/2024 5:29:00 PM

Signed: 8/7/2024 5:29:55 PM

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Accepted: 8/7/2024 5:29:00 PM

ID: 5dd42384-a255-4e62-a131-99ecbc05e1d7

David Lowman

David.Lowman@fultoncountyga.gov

Security Level: Email, Account Authentication  
(None)

Signed by:  
*David Lowman*  
0EC92EDADEFB4B8...

Signature Adoption: Pre-selected Style

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Accepted: 8/7/2024 5:30:43 PM

ID: e3370002-f462-46ba-8a0b-39ca293e9b10

Nikki Peterson

nikki.peterson@fultoncountyga.gov

Chief Deputy Clerk to the Board of Commissioners  
Fulton County Government

Security Level: Email, Account Authentication  
(None)

**Completed**

Using IP Address: 68.208.197.4

Sent: 8/7/2024 5:32:02 PM

Viewed: 8/8/2024 1:40:37 PM

Signed: 8/13/2024 9:39:16 AM

### Electronic Record and Signature Disclosure:

Accepted: 11/27/2017 1:39:37 PM

ID: b7ce88ee-0c66-4f3a-bfee-705e0af602d8

Robert L. Pitts

michael.oconnor@fultoncountyga.gov

Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
*Robert L. Pitts*  
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Signature Adoption: Pre-selected Style

Using IP Address: 68.208.197.4

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Viewed: 8/13/2024 9:40:27 AM

Signed: 8/13/2024 9:40:32 AM

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Tonya R. Grier

tonya.grier@fultoncountyga.gov

Clerk to the Commission

Fulton County

Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
*Tonya R. Grier*  
EEC476C4837648D...



Signature Adoption: Pre-selected Style

Using IP Address: 74.174.59.10

Sent: 8/13/2024 9:40:34 AM

Viewed: 8/13/2024 10:03:25 AM

Signed: 8/13/2024 10:03:34 AM

### Electronic Record and Signature Disclosure:

Accepted: 3/16/2018 10:54:59 AM

ID: f3f241e8-3027-4447-9476-6cf20ae25dd4

Signer Events	Signature	Timestamp
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: 8/13/2024 10:03:38 AM Viewed: 8/14/2024 9:17:07 AM Signed: 8/14/2024 9:17:12 AM
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: 8/6/2024 8:05:09 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: 8/6/2024 8:05:09 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: 8/6/2024 8:05:10 PM Resent: 8/14/2024 9:17:22 AM
Pam Kinpetcharat govcontracts@perscholas.org Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 8/7/2024 10:20:39 AM ID: 961ef005-54b1-4439-b390-e125ae90049d	<div>COPIED</div>	Sent: 8/7/2024 3:08:46 PM Viewed: 8/7/2024 3:13:18 PM
Dian DeV Vaughn 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: 8/14/2024 9:17:17 AM Viewed: 8/14/2024 10:24:11 AM

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/6/2024 8:05:09 PM
Certified Delivered	Security Checked	8/14/2024 9:17:07 AM
Signing Complete	Security Checked	8/14/2024 9:17:12 AM
Completed	Security Checked	8/14/2024 9:17:17 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](mailto:glenn.king@fultoncountyga.gov)

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

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

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

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

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

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

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

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

**Required hardware and software**

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

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

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