



**FULTON  
COUNTY**

**CONTRACT DOCUMENTS**

**FOR**

**REQUEST FOR PROPOSAL 25RFP020325C-MH**

**2025 COMMUNITY SERVICES PROGRAM**

**FOR**

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**OF**

**FULTON COUNTY, GEORGIA**

## CONTRACT AGREEMENT

THIS AGREEMENT (“Agreement”), entered into this **1st day of January 2025**, by and between **FULTON COUNTY**, Georgia (hereinafter referred to as “Fulton County” or “County”), a political subdivision of the State of Georgia, acting by and through its Community Development Department’s Youth and Community Services Division (“YCS”), and **Premier Academy, Inc.** (hereinafter referred to as “Contractor”), a corporation organized as a nonprofit, tax exempt 501(c) (3) agency, authorized to conduct business within the state of Georgia (hereinafter collectively referred to as the “Parties”).

### WITNESSETH

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **SCOPE OF WORK:**

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

**CSP Service Category:** Children and Youth Services

#### **CSP Funding Priority(ies):**

**Children and Youth:** 1. Programs focusing on kindergarten readiness...,3. Programs addressing mental health depression stress trauma and anxiety among youth and teens

**Disabilities:** Not Applicable

**Economic Stability:** Not Applicable

**Health and Wellness:** Not Applicable

**Homelessness:** Not Applicable

**Senior Services:** Not Applicable

**Premier Academy, Inc., Childhood Acute Mental Health Program (CAMP) at Premier Academy Inc.** will provide services at the following locations at specified times during the contract period of **01/01/2025** through **12/31/2025**:

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

**Start date:** 07/28/2025

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

**Service Delivery Site(s):**

<b>Name of Program Site</b>	<b>Program Location (complete physical address)</b>	<b>Program City</b>	<b>Program State</b>	<b>Program Zip code</b>	<b>Fulton County District of the program (Facility) location</b>	<b>District(s) of Fulton County Residents Served by the program (facility) location</b>
Minnie Howell CDC	399 Macedonia Rd	Atlanta	GA	30354	5	3,4,5,6
Renaissance Parkway CDC	120 Renaissance Pkwy	Atlanta	GA	30308	4	3,4,5

**Approach and Design:**

**Premier Academy, Inc., Childhood Acute Mental Health Program (CAMP) at Premier Academy Inc.** will provide services to **10** clients that reside in Fulton County, with CSP funding.

**Premier Academy, Inc., Childhood Acute Mental Health Program (CAMP) at Premier Academy Inc.** will provide the following activities and services in Fulton County with CSP funding:

Premier Academy's CAMP program, established in 2013, delivers a structured and effective mental health services model to low-income children in an early learning setting. The program offers early intervention strategies, ongoing therapeutic support, and

parental and teacher engagement to ensure a holistic approach to child development and offers coordinated follow-up care to children and their families through third grade with local feeder schools. Through collaborative partnerships and targeted services, CAMP aligns with Fulton County's "Health and Human Services" Key Performance Indicators (KPIs) and Community Services Program (CSP) funding priorities to enhance kindergarten readiness for children aged 3-5, in school programs to help bring up academic and social/behavioral levels of school-aged youth through enrichment programs, and access for uninsured and vulnerable residents to mental health services that address depression, stress, trauma and anxiety among children and their families and teachers.

Good social-emotional and mental health is a key component of children's health and healthy development. Our theory of change seeks to approach this effort from many angles: individual, family, school, and community levels to promote and strengthen social, emotional, and behavioral health. Our children are deeply affected by the relationships, communities, and society in which they reside. Thus, it is critical to provide prevention strategies that include a range of activities that address each of these levels of influence. This comprehensive approach is more likely to have lasting prevention effects over time than any one single intervention alone.

Children receive free weekly individualized counseling services that include one-on-one play therapy or group therapy (five children per session) during normal school hours, and all children at the early learning centers receive therapeutic puppet shows which discuss mental health topics in an educational, entertaining, and age-appropriate manner, reducing the stigma of mental health common in minority communities and ensuring children have sustained supports up to grade 3, the most critical stage of a child's development.

Through the school-based delivery model, parents receive individualized education and training on the mental and behavioral health issues affecting their children; learn how to manage these issues to increase academic and social performance; receive (at no cost and no requirement for health insurance coverage) counseling services to address contributing factors to their child's mental and behavioral well-being and learn coping techniques to manage their mental health as well as their child's. In addition to children and their families, teachers in both centers receive coaching, training, and comprehensive ongoing wellness services to support children and their families within their classrooms.

## **Program Activities and Services**

### **1. Addressing CSP Funding Priorities**

Premier Academy's CAMP program directly supports the **Children & Youth Services Funding Priority**, emphasizing:

- **Kindergarten Readiness:** Ensuring children are socially and emotionally prepared for academic success.
- **Mental Health Services:** Addressing behavioral health concerns, including depression, stress, trauma, and anxiety among youth and families.

Additionally, CAMP aligns with the **Health and Wellness Funding Priority** by:

- **Preventing Health Disparities:** Educating and connecting individuals to available mental health resources.
- **Providing Mental Health (for depression, stress, trauma, and anxiety) Support:** Offering free age-appropriate mental health interventions to children and their families, along with teachers.

### **2. Implementation Plan**

To accomplish these objectives, CAMP will provide:

### **1. Weekly One-on-One Mental Health Counseling**

- 10 children will receive comprehensive weekly individual therapy sessions (one hour per session) throughout the grant period (July 2025 – December 2025).
- Services will be conducted onsite at Premier Academy’s two early learning centers.

### **2. Parental Support and Resources**

- Two parent workshops to provide mental health support and educational resources to create healthy home environments to support educational and mental health gains for children
- At least 15 parents will receive educational materials and resources on mental health topics, including:
  - Developmental Milestones
  - Stress Management for Parents
  - Establishing Healthy Routines
  - Setting Healthy Limits and Boundaries

### **3. Educational Puppet Shows**

- Two puppet shows will be conducted (one per site) in collaboration with **Kids on the Block Mental Health Puppet Troupe** to educate children about mental health topics in an engaging and age-appropriate manner.

### **4. Classroom Pop-Ins and Observations**

- Monthly classroom observations of 10 classrooms (five at each center) by mental health professionals to provide real-time feedback to teachers and group counseling to children.

### **5. Teacher Wellness and Support**

- 40 teachers (20 at each center) will have access to support services, including:
  - A wellness lab/space for reflection and stress relief and educational resources.
  - Counseling sessions and coping skills workshops.
  - Meditation and self-care programs, including yoga and exercise.

### **6. Annual Program Evaluation**

- Data collection and analysis of program outcomes, including:
  - Number of children receiving mental health services.
  - Improvement in social-emotional learning indicators.
  - Number of children meeting and exceeding educational and developmental milestones

- Parent engagement and knowledge acquisition.
- Teacher feedback on mental health and wellness
- Teacher feedback on student progress.

## **Alignment with Fulton County Health & Human Services KPIs**

### **1. Prevent Health Disparities by Education Residents and Connecting them to Available Resources**

- The program actively educates low-income and uninsured children and their families, providing them with free school-based mental and behavioral health services and resources, addressing health disparities among low-income communities.
- Measurable Indicators:
  - Increase in children receiving mental and behavioral health services.
  - Increase in parents receiving mental health services
  - Increase in the number of teachers receiving mental health services
  - Reduction in uninsured children requiring mental health support.
  - Reduction in uninsured adults requiring mental health support.

### **2. Help Residents Realize Their Educational Potential Through Community Services**

- The program supports school readiness, equipping students with the emotional and behavioral skills through targeted community resources included mental and behavioral health services necessary for academic success; increasing the number of students (children) over achieving each year (meeting and exceeding all educational and developmental milestones in preparation for success in kindergarten)
- Measurable Indicators:
  - Increase in the percentage of students achieving kindergarten readiness benchmarks.
  - Increase in the percentage of students exceeding and meeting educational and developmental milestones
  - Improvement in classroom engagement and behavior.

By providing early intervention services to children who demonstrate emotional challenges and behavioral problems in class, we are minimizing the number of children who are given IEPs in 1st or 2nd grade, a designation that will follow them throughout their schooling and affect the rigor of their academic pathway. If children are given IEPs, we ensure their parents, who often find it difficult to navigate the mental health services provided by Atlanta Public Schools or Fulton County Schools, are equipped and empowered to advocate for the highest quality of services available for their children. Furthermore, children receive support in school and out of school and positive family support to foster a sense of belonging and trust through home visits and school-based mental health services, ensuring a strong support system and continuation of critical mental health care in the home environment. Finally, our efforts increase the likelihood of children's future self-sufficiency by providing safe and nurturing environments by changing the life trajectories of young children who already present disruptive classroom and home behaviors or emotional challenges. We strongly believe that our early and strong comprehensive and multi-component interventions create the necessary



foundation for lifelong learning success and making positive contributions to society.

### **Collaborative Community Relationships**

Premier Academy's CAMP program is built upon partnerships with various community organizations to enhance service delivery to low income children and families in Fulton County:

1. **Applied Behavioral Approach Consulting-** Provides free weekly professional and therapeutic interventions, coaching for teachers and wellness resources for teachers and families.
2. **Heartwork Counseling-**provides wellness resources
3. **Kids on the Block** – Conducts mental health educational puppet shows for children on a variety of mental health topics.
4. **Atlanta Public Schools (APS) Feeder Schools** – Facilitates student referrals, school transition coordination/continuity of mental/behavioral care, intervention/remediation support services.
5. **YMCA** – Engages families in physical wellness and social programs; coordinates Head Start educational and childcare services for low-income children enrolled at Premier Academy.
6. **Easterseals of North Georgia** – Provides early childhood intervention services.
7. **GA DECAL Bright from the Start** – Supports early learning curriculum and development programs; provides teacher resources and educational assistance.

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

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

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

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

***Direct Service Expenditures-*** CSP funds utilized to provide services directly to agency/program participants such as payments made on behalf of participants for rent, utilities, food, shelter,

transportation (rentals, gas, and parking, bus drivers, participant's public transportation costs, etc.), scholarships and day care vouchers, salaries and fringe benefits for direct service personnel (Case Managers, Educators, Subcontractors, etc.), program supplies (educational/instructional materials, paper, pencils, markers, etc.) directly consumed by participants. Program materials that may be pertinent to the scope of services of a funded program and that aid in contractor meeting contracted program outcomes are included in this definition (i.e. children's story books, educational games, puzzles, and flash cards).

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

<b>Cost Category</b>	<b>Designation of CSP Funding Award</b>
<b>Administrative</b> (5% Admin max of total funds awarded.)	\$0.00
<b>Operational</b> (25% Operational max of total funds awarded.)	\$3,000.00
<b>Direct Services</b>	\$27,000.00
<i>Total</i>	\$30,000.00

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

**Total Request: \$30,000.00**

#### **1. Direct Counseling Services - \$17,500.00 (conducted during both grant reporting periods; weekly and ongoing)**

This funding will support the provision of mental health counseling services for 10 children over 12 months as needed during both grant reporting periods. Each child will receive one-hour weekly sessions with a licensed mental health therapist.

- **Breakdown of Costs:**

- 10 children x 1 session per week x 52 weeks = 520 sessions per year
- Average cost per session with a licensed therapist = \$33.65
- **Total therapist fees: \$17,500**

These sessions will address social-emotional development, behavioral challenges, and trauma-related issues, ensuring the mental well-being of participating children.

#### **2. Evaluation - \$3,000.00 (conducted at the end of the grant period)**

The requested funds will support a comprehensive evaluation to measure the impact of the CAMP program over time.

- **Key components include:**

- Compilation and analysis of data from previous years to assess longitudinal impact.
- Collection of annual performance measures to track children's developmental and mental health progress.
- Report generation to inform future programming and funding opportunities.

### **3. Parent Training & Engagement - \$2,500.00 (conducted during both grant reporting periods; quarterly sessions; monthly resources)**

Funding will facilitate parent workshops, training, and engagement activities to support families in understanding and addressing their children's mental health needs.

- **Breakdown of Costs:**

- **Two Parent Workshops ( one per Center):** \$2,000.00
  - **Center 1:** One workshop at \$1,000.00 each = \$1,000.00
  - **Center 2:** One workshops at \$1,000.00 each = \$1,000.00
- **Workshops and Training Materials:** \$200.00 for printed resources, expert-led sessions, and instructional content.
- **Food and Refreshments:** \$200.00 to provide meals/snacks during workshops to ensure attendance and engagement.
- **Parent Incentives:** \$100 to cover stipends, childcare support, or transportation costs for parents attending sessions.

These initiatives will benefit 15 parents over 12 months and will include **two parent workshops** (one at each center) to maximize accessibility and participation.

### **4. Wellness Resources - \$7,000.00 (conducted during both grant periods; ongoing)**

This allocation will be used to establish wellness stations at two early learning sites, providing resources to children, families, and staff to promote mental and emotional well-being.

#### **Cost Breakdown by Center:**

- **Center 1: \$3,500.00**
  - Sensory items and calming tools: \$1,000.00
  - Self-care kits for children and families: \$500.00
  - Books and digital wellness resources: \$500.00
  - Weekly mental health educational and fitness classes: \$1,500.00

- **Center 2: \$3,500.00**
  - Sensory items and calming tools: \$1,000.00
  - Self-care kits for children and families: \$500.00
  - Books and digital wellness resources: \$500.00
  - Weekly mental health educational and fitness classes: \$1,500.00

The wellness stations will serve:

- **10 CAMP children and their families**
- **397 additional Fulton County children and their families**
- **40 teachers and staff**

**Total Budget Request: \$30,000.00**

### **Program Performance Measures:**

**Premier Academy, Inc. agrees to track and report program performance to the Fulton County Department of Community Development.**

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

**Children and Youth:** 1. Number of students assessed as ready for kindergarten, 3. Number of school-aged youth engaged in/benefiting from In school/ Afterschool/ Out of School Programs..., 4. Number of youth/teens receiving referrals to behavioral health, evidence based programming/other supportive services, 6. Number of families attending support sessions and family engagement opportunities

**Disabilities:** Not Applicable

**Economic Stability:** Not Applicable

**Health and Wellness:** Not Applicable

**Homelessness:** Not Applicable

**Senior Services:** Not Applicable

**The following program measures/ Key Performance Indicators (“KPI’s”) will be utilized to track**

**and report program outcomes for the Fulton County residents supported with CSP funding, during the funding period 01/01/2025 through 12/31/2025:**

The overarching goal of CAMP is to ensure low-income children are ready for kindergarten. We accomplish this by strengthening the social, emotional, and behavioral health of children in early care and learning settings to prepare them to meet developmental milestones and succeed in kindergarten and beyond which also addresses the number of youth/teens (children) receiving referrals (on site) to behavioral health, evidence based programming/other supportive services. Our researched-based curriculum and individualization of teaching strategies support children in our care to have successful. Reduce the stigma of mental health and mental illness among children we serve and their families by using language and terms that promote social and emotional well-being for children and their families versus mental illness.

**Methods to Achieve County Defined Performance Measures**

The CAMP program employs a structured and research-based approach to ensure low-income children are ready for kindergarten by strengthening their social, emotional, and behavioral health. Our strategy includes the following steps:

- 1. **Assessment and Identification:** Each child undergoes an initial developmental screening to assess kindergarten readiness and identify any behavioral or emotional concerns, receives quarterly assessments to track progress.
- 2. **Implementation of Individualized Support Plans:** Based on the assessment, we create customized plans incorporating play therapy, group therapy, and one-on-one weekly counseling sessions, children and their families receive ongoing assessments.
- 3. **Behavioral and Emotional Learning Curriculum and In school Enrichment Programs:** We integrate puppet shows and structured group discussions and play sessions to teach children positive conflict resolution, emotional regulation skills, and a variety of mental health topics in an age-appropriate and entertaining method.
- 4. **Parental Engagement:** We conduct parent workshops, distribute take-home educational kits, and provide online resources to equip parents with the knowledge to support their child’s development.
- 5. **On-Site Referrals to Support Services:** Children needing additional support receive referrals to behavioral health, evidence-based programming, and other social services within the community; ensuring the timely and comprehensive coordination and continuity of care.
- 6. **Teacher Training and Support:** Teachers receive wellness resources, ongoing professional development and coaching to strengthen classroom strategies to support children’s emotional and behavioral needs effectively; teachers have access to a wellness lab that provides therapeutic classes and resources.
- 7. **Data Collection and Progress Monitoring:** We use standardized tools to track each child’s progress and refine program strategies as needed.

**Major Milestones and Timeline**

Milestone	Expected Completion Date
Initial developmental assessments	Month 1
Implementation of individualized support plans	Month 2

First round of puppet shows across sites	Month 2
Monthly classroom pop-in sessions begin	Month 2
First parental engagement workshop	Month 4
Mid-year assessment of progress	Month 6
Teacher self-care initiatives launched	Month 2
Additional puppet shows at each site	Month 12
Final assessments for kindergarten readiness	Month 12
End-of-year review and reporting	Month 12

## Data Collection Tools and Sources

To track progress on performance measures, we utilize the following tools:

1. **Ages and Stages Questionnaires (ASQ-3 & ASQ-SE)** – Used to assess children's development and social-emotional skills.
2. **Behavioral and Emotional Screening System (BESS)** – Helps identify children requiring behavioral health interventions.
3. **Attendance and Participation Logs** – Tracks attendance at puppet shows, therapy sessions, and parental engagement events.
4. **Referral Records** – Maintains documentation of children referred to behavioral health and support services.
5. **Teacher Feedback Forms** – Collects qualitative data on behavioral improvements in the classroom.
6. **Parent Surveys** – Measures changes in parental engagement and knowledge of child development.

## County Defined Performance Measures

CAMP selects the following four County defined performance measures for reporting:

1. **Number of students assessed as ready for kindergarten:** Based on final assessments using ASQ-3 and BESS. **Target: 98% of children will be assessed as ready**
2. **Number of youth/teens (children) receiving referrals to behavioral health services, evidence-based programming:** Measured through documented referral records; counselor casenotes; parent self-referrals and teacher referrals for services. **Target: 10 children will receive referrals to weekly behavioral health services;**
3. **Number of children benefitting from in school programs:** Documented through program participation logs; pre-tests and post-test assessments following programs and puppet shows. **Target: at least 100 children will participate in puppet shows (evidence-based in-school programming)**
4. **Number of families attending family support sessions and engagement opportunities:** Documented through participation logs **Target: at least 15 parents will attend educational workshops and receive take home materials**

## Agency Defined Performance Measure(s):

### Agency Defined Performance Measures

CAMP establishes the following four agency-defined performance measures for the contract period to ensure a structured and measurable impact on children, parents, and educators.

#### **1. Improvement in Children’s Self-Confidence and Emotional Regulation Target: 98% of children will demonstrate an improvement**

Measurement Methods:

- Pre- and post-intervention assessments
- Therapist notes
- Teacher observations

Statistical Support:

Research highlights the importance of emotional regulation and self-confidence in early childhood development. A study by the National Institute for Early Education Research (NIEER) found that children who receive targeted mental health interventions show a 30% improvement in self-regulation skills compared to those who do not. Additionally, data from the Harvard Center on the Developing Child indicates that early interventions reduce the likelihood of behavioral issues in elementary school by 40%.

#### **2. Increase in Parental Engagement in Child Development, Mental Health Support and Advocacy, and Education Target: 80% of parents will report an increase in knowledge and strategies that support mental health for children.**

Measurement Methods:

- Parent training participation
- Survey responses
- Use of take-home resources
- Parent participation in mental health counseling services

Objectives of Take-Home Kits:, education workshops, and mental health services for parents:

- **Enhancing Parent-Child Attachments:** Studies from the National Parent Education Network (NPEN) show that parents who engage in structured parent-child activities have children with 25% higher social competence scores.
- **Supporting Healthy Development:** Research by the American Psychological Association (APA) reveals that children whose parents actively participate in their early development show a 20% higher cognitive growth rate.
- **Providing Access to Services:** A 2021 report by Child Trends found that access to curated mental health resources

increases parents' likelihood of seeking professional support by 35%.

### **3. Enhancement of Teacher Well-Being and Classroom Support Target: 90% of teachers will report improved well-being and classroom support**

#### **Measurement Methods:**

- Teacher wellness program participation
- Wellness program survey feedback
- Classroom observation reports
- Teacher retention and job satisfaction surveys

#### **Statistical Support:**

Teacher well-being is directly linked to student success. A study by the Learning Policy Institute found that schools with strong teacher support programs see a 15% reduction in teacher burnout. Additionally, research from the National Institute for Occupational Safety and Health (NIOSH) indicates that self-care training and mental health resources for educators lead to a 20% increase in job satisfaction and classroom effectiveness.

### **4. Creation of two (one at each center) wellness resources labs for 40 teachers, 397 Fulton County children and their families**

The creation of two Wellness Resources Labs at each center aims to address the critical need for accessible wellness education, resources, and support for low-income children and their families. These labs will provide a vital resource for improving both the physical and mental health of the community, with a focus on 40 teachers and 397 Fulton County children and their families enrolled at the centers.

Low-income communities often face significant barriers to accessing quality healthcare and wellness education, leading to disparities in health outcomes. These disparities can negatively affect children's academic performance, social development, and overall well-being. By establishing Wellness Resources Labs, we are creating an environment where children, their families, and educators have access to educational resources, health screenings, wellness supplies, and wellness education classes.

#### **Benefits:**

1. **Access to Wellness Education:** The Wellness Resources Lab will offer valuable classes on nutrition, physical activity, mental health awareness, stress management, and self-care practices. Educators, children, and families will have the tools to make informed decisions about their health and well-being.
2. **Comprehensive Support for Teachers:** Teachers play a significant role in the development of children, and by providing wellness education, we equip them to better support students both academically and emotionally. Teacher well-being is directly linked to the success of the children they teach. A focus on wellness ensures that teachers are mentally and physically prepared to support their students.
3. **Holistic Approach to Child Development:** For children in low-income communities, wellness education is often overlooked. The lab will offer resources such as fitness programs, mental health support, and basic healthcare education, which are crucial to fostering the healthy development of children.



4. **Family Involvement:** Wellness education is most effective when it is part of the broader family ecosystem. By extending the resources and education to the families of enrolled children, we ensure that the wellness knowledge gained is reinforced at home, improving family health and strengthening community bonds.
5. **Empowering Families and Communities:** This initiative will help break the cycle of poverty by giving families the knowledge and tools they need to improve their overall health and well-being. Empowering parents and caregivers to prioritize wellness will have a long-lasting, positive impact on their children's futures.
6. **Sustainability:** The wellness resources provided through the labs will be sustainable over time, allowing continued use by families, educators, and children long after the initial launch of the program.

The Wellness Resources Labs will serve as an essential tool in promoting the overall well-being of the children, teachers, and families in Fulton County. By providing access to wellness education and resources, we are creating a healthier, more resilient community that supports the academic and personal growth of its members.

## **Conclusion**

By implementing structured methods, milestones, and data-tracking strategies, the CAMP program ensures measurable improvements in children's behavioral and emotional development, parental engagement, and teacher well-being. The program's evidence-based approach, supported by statistical data and best practices, underscores its commitment to fostering healthier, more resilient school environments.

## **Timeline for Agency Defined Performance Measures and Grant-Funded Goals**

### **Quarter 1 (Months 1-3)**

- **Children's Self-Confidence and Emotional Regulation**
  - Conduct baseline pre-intervention assessments for 10 children.
  - Initiate one-on-one play therapy sessions (begin delivering 520 hours).
  - Train teachers on recognizing emotional regulation improvements.
- **Parental Engagement in Child Development**
  - Begin mental health literacy workshops for parents (first cohort of 10 parents).
  - Distribute first set of take-home kits with guidance resources.
  - Launch parent participation surveys and collect baseline data.

### **Well-Being and Classroom Support/ Wellness Resource Center Programming**

- Establish two wellness spaces for 40 teachers, 10 CAMP enrolled children and 397 Fulton County children and their families enrolled at Premier Academy's two centers.
- Conduct initial teacher wellness survey to measure baseline well-being.
- Begin professional development workshops on mental health literacy for teachers
- Begin wellness classes and educational trainings for families and teachers

- Prepare resources for take home kits.

## **Quarter 2 (Months 4-6)**

- **Children's Self-Confidence and Emotional Regulation**
  - Continue therapy sessions (aiming for 50% of total counseling hours delivered).
  - Midpoint evaluations of children's progress using therapist notes and teacher observations.
- **Parental Engagement in Child Development**
  - Conduct second cohort of mental health literacy workshops (additional 10 parents).
  - Implement second round of take-home kits.
  - Analyze initial parent engagement survey results for program adjustments.
- **Teacher Well-Being and Classroom Support/ Wellness Resource Programming**
  - Provide self-care training for teachers (second session).
  - Ensure printable resource kits and take home educational supplies
  - Host educational wellness clas
  - Host first teacher professional development session on classroom behavioral strategies.

## **Quarter 3 (Months 7-9)**

- **Children's Self-Confidence and Emotional Regulation**
  - Continue therapy sessions (aiming for 75% of total counseling hours completed).
  - Begin post-intervention assessments for children nearing completion of therapy.
- **Parental Engagement in Child Development**
  - Provide third round of take-home kits.
  - Collect feedback from parents on program effectiveness and resource usefulness.
- **Teacher Well-Being and Classroom Support/ Wellness Resource Center Programming**
  - Conduct third round of wellness training and relaxation sessions within wellness labs.
  - Midpoint evaluation of teacher wellness survey.
- Continue coaching and professional development for teachers.

## **Quarter 4 (Months 10-12)**

- **Children's Self-Confidence and Emotional Regulation**
  - Complete final therapy sessions (ensuring all children have received adequate care).

- Conduct final post-intervention assessments and analyze results.
- **Parental Engagement in Child Development**
  - Finalize parent workshops and resources.
  - Conduct final parent engagement survey and analyze results.
- **Teacher Well-Being and Classroom Support/ Wellness Resource Center Programming and Resources**
  - Final self-care training and support workshops.
  - Conduct final teacher wellness survey to measure improvements.
- **Grant-Funded Activities**
  - Final report compilation on program success, including statistical analysis of children's emotional progress, parent engagement, and teacher well-being.
  - Submit reports to Fulton County Community Services Program.

## **ADDITIONAL REQUIREMENTS**

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

1. Contractor agrees to develop, in conjunction with Fulton County, a process of accepting and serving Fulton County residents referred by the Youth and Community Services Division of Fulton County Government.
2. As consideration for the County providing funding and the non-profit entity accepting same, the non-profit entity shall, upon the County's request, participate in County-sponsored events and activities on County property, when feasible. The non-profit agency shall use its best efforts to comply with the County's request provided that it is given at least one week's notice to do so. Failure to participate will be taken into consideration for future funding requested by the non-profit entity.
3. Contractor agrees to allow staff from the Fulton County Department of Community Development to conduct contract compliance site visits as necessary (announced or unannounced).
4. During the site visit, Contractor will be required to allow staff to monitor programming, as well as review client rosters / sign-in sheets and/ or Registration information that should include complete

addresses of Fulton County residents served by this funding.

5. Contractor agrees to comply with the Operational Specifications outlined in **2025 Community Services Program 25RFP020325C-MH**.

6. Contractor agrees that advertising, promotions and other publicity in connection with the supported program(s) shall include the following acknowledgment: **“Funding provided in part by the Fulton County Board of Commissioners under the guidance of the Department of Community Development.”**

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

### **Reporting**

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

7. Contractor will be required to submit completed performance reports (with deadlines of **(July 18, 2025, and January 16, 2026)**) to adhere to the requirements outlined in the Performance Report Instructions, as well as the format provided by the Fulton County Department of Community Development. Future funding will be affected if performance reports are not submitted by stipulated due dates.

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

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

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

### **Expenditure of Funds**

11. Contractor is prohibited from utilizing CSP funds for capital expenditures. (A “capital expenditure” is

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

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

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

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

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

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

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

## Community Services Program RFP.

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

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

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

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

(c) A performance report, with supportive documentation consistent with provisions of the Agreement outlined in Article II, must be provided to Fulton County no later than **July 18, 2025 for the period January 1, 2025-June 30, 2025; and January 16, 2026 for the period July 1, 2025-December 31, 2025.**

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

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

To Fulton County:

**Department of Community Development  
c/o: Youth and Community Services Division**

**[hsd.grants@fultoncountyga.gov](mailto:hsd.grants@fultoncountyga.gov)**

**137 Peachtree Street, SW  
Atlanta, Georgia 30303**

To Contractor:

**Premier Academy, Inc.  
399 Macedonia Rd**

## **Atlanta, Georgia 30354**

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

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

### **ARTICLE V - INDEMNIFICATION**

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

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

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

(b) Notwithstanding the above provisions, Fulton County may terminate this Agreement for convenience, or Fulton County or the Contractor may terminate this Agreement at any time for any

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

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

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

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

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

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

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



Contractor acknowledges that **Premier Academy, Inc.**, its directors, officers, employees, agents and assigns shall have no right of redress pursuant to the Personnel Rules and Regulations of Fulton County.

(b) The Contractor shall pay all sales, retail, occupational, service, excise, old age benefit and unemployment compensation taxes, consumer, use and other similar taxes, as well as any other taxes or duties on the materials, equipment, and labor for the work provided by the Contractor which are legally enacted by any municipal, county, state or federal authority, department or agency at the time bids are received, whether or not yet effective. The Contractor shall maintain records pertaining to such taxes as well as payment thereof and shall make the same available to Fulton County at all reasonable times for inspection and copying. The Contractor shall apply for any and all tax exemptions which may be applicable and shall timely request from Fulton County such documents and information as may be necessary to obtain such tax exemptions. Fulton County shall have no liability to the Contractor for payment of any tax from which it is exempt.

### **ARTICLE VIII - INSURANCE**

Contractor agrees to obtain, maintain and furnish to Fulton County, a Certificate of Insurance (COI) showing the required coverage during the entire term of this Agreement. All insurance limits are listed in the “Insurance and Risk Management Provisions” document, Attachment “A”, with Fulton County, Georgia added as an “Additional Insured”. The cancelation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code.

### **ARTICLE IX – AMENDMENTS AND MODIFICATIONS TO CONTRACT**

(a) This Agreement constitutes the entire agreement between Fulton County and Contractor, and there are no further written or oral agreements with respect thereto, no variations, amendments or modifications of this Agreement, and no waiver of its provisions, shall be valid unless in writing and signed by Fulton County’s and Contractor’s duly authorized representatives.

(b) Modifications or amendments which require a change in compensation level must be approved by the Fulton County Board of Commissioners and Contractor; other modifications, amendments or variations may be agreed to in writing, between the Contractor and the Contract Administrator when the amount of this Agreement and its Term remain unchanged.

### **ARTICLE X - SUBCONTRACTING**

Contractor shall not subcontract any part of the work covered by this Agreement or permit subcontracted work to be further subcontracted without prior written approval of Fulton County.

#### **ARTICLE XI - ASSIGNABILITY**

Contractor shall not assign or subcontract this Agreement or any portion thereof without the prior expressed written consent of Fulton County. Any attempted assignment or subcontracting by Contractor without the prior expressed written consent of Fulton County shall at the County's sole option terminate this Agreement without any notice to Contractor of such termination. Contractor binds itself, its successors, assigns, and legal representatives of such other party in respect to all covenants, agreements and obligations contained herein.

#### **ARTICLE XII - SEVERABILITY OF TERMS**

If any part or provision of this Agreement is held invalid the remainder of this Agreement shall not be affected thereby and shall continue in full and effect.

#### **ARTICLE XIII – PRECEDENCE OF AGREEMENT**

In the event that any language in the Department of Community Development's Community Services Program RFP is in conflict with the language in this Agreement, this Agreement shall take precedence.

#### **ARTICLE XIV - EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with Fulton County Code Sections 102-391 (Equal Opportunity Clause) and 154-3 (Policy of Equal Opportunity): (a): During the performance of this Agreement, the Contractor agrees as follows:

(1) The Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, or disability. As used herein, the words "shall not discriminate" shall mean and include without limitations the following:

Recruited, whether by advertising or other means; compensated, whether in the form of rates of pay, or other forms of compensation; selected for training, including apprenticeship; promoted; upgraded; demoted, downgraded; transferred; laid off; and terminated.

The Contractor agrees to and shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions

of the nondiscrimination clause.

(2) The Contractor shall in solicitation or advertisement for employees, placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, national origin, or disability.

(3) The Contractor shall send to each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the Contractor's commitments under the Equal Opportunity Program of Fulton County and under this Article, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Contractor and its subcontractors, if any, shall file Compliance Reports at reasonable times and intervals with Fulton County in the form and to the extent prescribed by the director. Compliance Reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of the Contractor and its subcontractors.

(5) The Contractor shall include the provisions of paragraphs (1) through of this equal employment opportunity clause and every subcontractor purchase order so that such provision shall be binding upon each subcontractor.

#### **ARTICLE XV - CAPTIONS**

The captions are inserted herein only as a matter of convenience and for reference and in no way define, limit, or describe the scope of this Agreement or the intent of the provisions thereof.

#### **ARTICLE XVI - GOVERNING LAW**

This Agreement shall be governed in all respects, as to validity, construction, capacity, and performance or otherwise, by the laws of the State of Georgia.

#### **ARTICLE XVII - JURISDICTION**

This Agreement will be executed and implemented in Fulton County. Further, this Agreement shall be administered and interpreted under the laws of the State of Georgia. Jurisdiction of litigation arising from this Agreement shall be in the Fulton County Superior Courts. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

Whenever reference is made in the Agreement to standards or codes in accordance with which work is to be performed, the edition or revision of the standards or codes current on the effective date of this Agreement shall apply, unless otherwise expressly stated.



**F. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

<b>Contractor's Name:</b>	Premier Academy, Inc.
<b>Project No. and Project Title:</b>	26612 Childhood Acute Mental Health Program

**CONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of Fulton County Government has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

**189576**

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

**3/7/25**

Date of Authorization

**Premier Academy**

Authorized Officer or Agent  
(Name of Contractor)

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

**Starla L. Bailey**

Printed Name (of Authorized Officer or Agent of Contractor)

*Starla L. Bailey, MCD*  
Signature (of Authorized Officer or Agent)

**Executive Director**

Title (of Authorized Officer or Agent of Contractor)

**03/07/2025**

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

**10** DAY OF **February**, 20**25**

*Sabrina L. Brown*  
Notary Public

[NOTARY SEAL]



My Commission Expires: **02/23/2026**

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).





## GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor's Name:	Applied Behavioral Approach Consulting
Project No. and Project Title:	Helel's Camp Childhood Abuse Mental Health Program

## FORM G: SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

2643646

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

03/07/2025

Date of Authorization

Lorneshia R. Cooper

Authorized Officer of Agent  
(Name of Subcontractor)

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

Lorneshia R. Cooper

Printed Name (of Authorized Officer or Agent of Contractor)

Lorneshia R. Cooper

Signature (of Authorized Officer or Agent)

Executive Director

Title (of Authorized Officer or Agent of Contractor)

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

10 DAY OF February, 2025

Sabrina L. Brown

Notary Public

My Commission Expires: 02/03/2026

[NOTARY SEAL]



\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/28/2025

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Georgia Center for Nonprofits d/b/a NRC Services, Inc. 881 Memorial Drive, NW; Suite 1001 Atlanta GA 30316		<b>CONTACT NAME:</b> C.W. Copeland <b>PHONE (A/C No. Ext):</b> 404-567-3275 <b>E-MAIL ADDRESS:</b> cwcopeland@gcn.org <b>FAX (A/C, No):</b>	
<b>INSURED</b> Premier Academy 399 Macedonia Road Atlanta GA 30354		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Alliance of Nonprofits for Insurance <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b>	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>			2024-55987	07/11/2024	07/11/2025	EACH OCCURRENCE
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>					\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)
	<input checked="" type="checkbox"/> Abuse & Molestation						\$ 500,000
	<input checked="" type="checkbox"/> Crime						MED EXP (Any one person)
	GEN'L AGGREGATE LIMIT APPLIES PER:						\$ 20,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY
							\$ 1,000,000
							GENERAL AGGREGATE
							\$ 3,000,000
							PRODUCTS - COMP/OP AGG
							\$ 3,000,000
							SAM
							\$ 1,000,000
A	<b>AUTOMOBILE LIABILITY</b>	<input checked="" type="checkbox"/>		2024-55987	07/11/2024	07/11/2025	COMBINED SINGLE LIMIT (Ea accident)
	<input type="checkbox"/> ANY AUTO						\$ 1,000,000
	<input checked="" type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/>	SCHEDULED AUTOS				BODILY INJURY (Per person)
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/>	NON-OWNED AUTOS				\$ SCHEDULED
							BODILY INJURY (Per accident)
						PROPERTY DAMAGE (Per accident)	
							\$ SCHEDULED
							\$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b>	<input checked="" type="checkbox"/>		2024-55987UMB	07/11/2024	07/11/2025	EACH OCCURRENCE
	<input type="checkbox"/> <b>EXCESS LIAB</b>	<input type="checkbox"/>					\$ 3,000,000
	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE
	DED	RETENTION \$					\$ 3,000,000
							\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)	Y / N	N / A				OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT
							\$
							E.L. DISEASE - EA EMPLOYEE
							\$
							E.L. DISEASE - POLICY LIMIT
							\$
A	<b>Professional Liability</b>	<input checked="" type="checkbox"/>		2024-55987	07/11/2024	07/11/2025	Occurrence: \$1,000,000
							Aggregate: \$3,000,000

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

Fulton County Government is an additional insured with respect to General Liability.

## CERTIFICATE HOLDER

## CANCELLATION

Fulton County Government 141 Pryor Street, 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 C.W. Copeland
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ACORD 25 (2010/05)

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Clear All



THE HARTFORD  
BUSINESS SERVICE CENTER  
3600 WISEMAN BLVD  
SAN ANTONIO TX 78251

June 17, 2025

Fulton County Government  
141 PRYOR ST SW  
ATLANTA GA 30303

## Account Information:

<b>Policy Holder Details :</b>	<b>PREMIER ACADEMY INC</b>
--------------------------------	----------------------------



## Contact Us

### Need Help?

Chat online or call us at

(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/17/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
 AUTO DATA PROCESSING INS AGCYINC  
 76250717  
 71 HANOVER ROAD  
 FLORHAM PARK NJ 07932

**CONTACT NAME:**

PHONE (800) 524-7024  
 (A/C, No, Ext):

FAX (800) 524-4013  
 (A/C, No):

**E-MAIL ADDRESS:****INSURER(S) AFFORDING COVERAGE**

NAIC#

INSURER A : Twin City Fire Insurance Company

29459

**INSURED**

PREMIER ACADEMY INC  
 399 MACEDONIA RD SE  
 ATLANTA GA 30354-2854

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

**REVISION NUMBER:****COVERAGES****CERTIFICATE NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	
	CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>						DAMAGE TO RENTED PREMISES (Ea occurrence)	
							MED EXP (Any one person)	
							PERSONAL & ADV INJURY	
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	
	OTHER:							
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident)	
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	
	<input type="checkbox"/> AUTOS <input type="checkbox"/>							
	<b>UMBRELLA LIAB EXCESS LIAB</b>						EACH OCCURRENCE	
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>							
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						X PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/>	N/A	76 WEG AC2353	12/20/2024	12/20/2025	E.L. EACH ACCIDENT	\$500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE -EA EMPLOYEE	\$500,000
							E.L. DISEASE - POLICY LIMIT	\$500,000

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

Those usual to the Insured's Operations.

**CERTIFICATE HOLDER**

Fulton County Government  
 141 PRYOR ST SW  
 ATLANTA GA 30303

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Susan L. Castaneda*

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IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and, as applicable, their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

CONTRACTOR:

FULTON COUNTY, GEORGIA

VENDOR NAME Premier Academy, Inc.

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

Signed by: Name of Signatory: Starla L. Bailey  
Title of Signatory: Executive Director  
856D5BE17F0F4E0...  
Authorized Signature

ATTEST:

ATTEST:

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

DocuSigned by Name of 2nd Signatory: Cindra Taylor  
Cindra Taylor  
2nd Signatory: Finance Director  
5C5AA730FDE544C...  
Second Authorized Signature

(Affix County Seal)



(Affix Corporate Seal, if applicable)

APPROVED AS TO FORM:

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

APPROVED AS TO CONTENT:

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

Please select RM or 2ND RM from the checkbox

RM

X 2ND RM

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

## Certificate Of Completion

Envelope Id: 0153E2AD-523E-47DF-8818-2E38A67CDDCE

Status: Completed

Subject: Please DocuSign: 2025 CSP Contract-Premier Academy, Inc.-BOC Agenda#25-0398

Parcel ID:

Employee Name:

Source Envelope:

Document Pages: 34

Signatures: 6

Envelope Originator:

Certificate Pages: 7

Initials: 0

Cherie Williams

AutoNav: Enabled

Stamps: 1

141 Pryor Street

Envelopeld Stamping: Enabled

Purchasing & Contract Compliance, Suite 1168

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

Atlanta, GA 30303

Canada)

Cherie.Williams@fultoncountyga.gov

IP Address: 166.137.175.12

## Record Tracking

Status: Original

Holder: Cherie Williams

Location: DocuSign

6/24/2025 10:56:09 PM

Cherie.Williams@fultoncountyga.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Fulton County Government

Location: Docusign

## Signer Events

## Signature

## Timestamp

Starla Bailey

Signed by:

856D5BE17F0F4E0...

Sent: 6/24/2025 11:00:55 PM

sbailey@premier-academy.org

Resent: 6/25/2025 1:11:20 PM

Executive Director

Viewed: 6/25/2025 1:30:22 PM

Starla Bailey

Signed: 6/25/2025 1:30:47 PM

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Drawn on Device

Using IP Address: 50.168.239.186

## Electronic Record and Signature Disclosure:

Accepted: 7/30/2023 12:54:30 PM

ID: e14f26eb-0586-4cc5-bc38-7839c660fb49

Cindra Taylor

DocuSigned by:

5C5AA730FDE544C...

Sent: 6/25/2025 1:30:51 PM

ctaylor@premier-academy.org

Resent: 6/30/2025 11:49:23 AM

Executive Director

Resent: 7/1/2025 12:11:37 PM

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address:

2600:1700:1fb0:b5b0:a96c:d104:89e6:f983

Resent: 7/2/2025 2:10:50 PM

Viewed: 7/2/2025 8:33:21 PM

Signed: 7/2/2025 8:34:34 PM

## Electronic Record and Signature Disclosure:

Accepted: 4/29/2019 2:22:31 PM

ID: dd0631ab-ed16-4157-9ad0-1f719ad1146f

Mark Hawks2

**Completed**

Sent: 7/2/2025 8:34:37 PM

mark.hawks@fultoncountyga.gov

Viewed: 7/3/2025 8:07:06 AM

Chief Assistant Purchasing Agent

Using IP Address: 2600:387:f:11::7

Purchasing and Contract Compliance

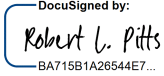
Signed using mobile

Security Level: Email, Account Authentication  
(None)

Signed: 7/3/2025 8:07:28 AM

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
Stanley Wilson Stanley.Wilson@fultoncountyga.gov Director Stanley Wilson Security Level: Email, Account Authentication (None)	DocuSigned by:  5E4D76DFB4A0450...  Signature Adoption: Pre-selected Style Using IP Address: 75.43.132.102	Sent: 7/3/2025 8:07:31 AM Viewed: 7/3/2025 10:07:57 AM Signed: 7/3/2025 10:08:06 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Lauren Hansford lauren.hansford@fultoncountyga.gov Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 74.174.59.4	Sent: 7/3/2025 10:08:08 AM Resent: 7/10/2025 10:20:54 AM Viewed: 7/14/2025 2:25:34 PM Signed: 7/14/2025 2:28:03 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 7/14/2025 2:25:34 PM ID: af6318fe1-0cb5-42c9-a254-d8ef5c1cfe66		
David Lowman David.Lowman@fultoncountyga.gov Security Level: Email, Account Authentication (None)	Signed by:  0EC92EDADEFB4B8...  Signature Adoption: Pre-selected Style Using IP Address: 74.174.59.4	Sent: 7/14/2025 2:28:06 PM Viewed: 7/14/2025 2:28:45 PM Signed: 7/14/2025 2:31:02 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 7/14/2025 2:28:45 PM ID: af85e7cf-640e-4ae1-a28e-8a88ecdd8815		
Nikki Peterson nikki.peterson@fultoncountyga.gov Chief Deputy Clerk to the Board of Commissioners Fulton County Government Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 68.208.197.4	Sent: 7/14/2025 2:31:05 PM Viewed: 7/15/2025 10:54:13 AM Signed: 7/15/2025 10:54:31 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 11/27/2017 1:39:37 PM ID: b7ce88ee-0c66-4f3a-bfee-705e0af602d8		
Robert L. Pitts michael.oconnor@fultoncountyga.gov Fulton County Security Level: Email, Account Authentication (None)	DocuSigned by:  BA715B1A26544E7...  Signature Adoption: Pre-selected Style Using IP Address: 68.208.197.4	Sent: 7/15/2025 10:54:34 AM Viewed: 7/15/2025 11:46:16 AM Signed: 7/15/2025 11:46:22 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Tonya Grier tonya.grier@fultoncountyga.gov Clerk to the Commission Fulton County Security Level: Email, Account Authentication (None)	Signed by:  EEC476C4837648D...    Signature Adoption: Uploaded Signature Image Using IP Address: 99.96.24.191	Sent: 7/15/2025 11:46:25 AM Viewed: 7/15/2025 1:21:25 PM Signed: 7/15/2025 1:21:42 PM
<b>Electronic Record and Signature Disclosure:</b>		

Signer Events	Signature	Timestamp
Accepted: 3/16/2018 10:54:59 AM ID: f3f241e8-3027-4447-9476-6cf20ae25dd4  Mark Hawks3 mark.hawks@fultoncountyga.gov Chief Assistant Purchasing Agent Purchasing and Contract Compliance Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>Completed</b>  Using IP Address: 144.125.1.75	Sent: 7/15/2025 1:21:46 PM Viewed: 7/16/2025 3:53:39 PM Signed: 7/16/2025 3:53:46 PM
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Atif Henderson Atif.Henderson@fultoncountyga.gov Fulton County Government Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 6/24/2025 11:00:53 PM
Cherie Williams cherie.williams@fultoncountyga.gov Fulton County Government Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 6/24/2025 11:00:54 PM Resent: 7/16/2025 3:53:55 PM
Carlos Thomas carlos.thomas@fultoncountyga.gov Division Manager Fulton County Government Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 6/24/2025 11:00:54 PM
Dian DeVaughn dian.devaughn@fultoncountyga.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 7/16/2025 3:53:50 PM Viewed: 7/17/2025 1:59:53 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/24/2025 11:00:54 PM
Certified Delivered	Security Checked	7/16/2025 3:53:39 PM
Signing Complete	Security Checked	7/16/2025 3:53:46 PM
Completed	Security Checked	7/16/2025 3:53:50 PM

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

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

### **Getting paper copies**

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

### **Withdrawing your consent**

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

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

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

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

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.

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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.

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

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

**Required hardware and software**

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

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

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

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



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

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

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