



**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 **OnPoint Institute for Nursing Aide Training and Community Education** (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:

## **INDEX OF ARTICLES**

**ARTICLE 1. PARTIES AND TERM**

**ARTICLE 2. SCOPE OF CONTRACTOR'S DUTIES**

**ARTICLE 3. COMPENSATION FOR SERVICES**

**ARTICLE 4. RECORD KEEPING**

**ARTICLE 5. INDEMNIFICATION**

**ARTICLE 6. TERMINATION OF AGREEMENT FOR CAUSE**

**ARTICLE 7. INDEPENDENT CONTRACTOR STATUS**

**ARTICLE 8. INSURANCE**

**ARTICLE 9. AMENDMENTS AND MODIFICATIONS TO AGREEMENT**

**ARTICLE 10. SUBCONTRACTING**

**ARTICLE 11. ASSIGNABILITY**

**ARTICLE 12. SEVERABILITY OF TERMS**

**ARTICLE 13. PRECEDENCE OF AGREEMENT**

**ARTICLE 14. EQUAL EMPLOYMENT OPPORTUNITY**

**ARTICLE 15. CAPTIONS**

**ARTICLE 16. GOVERNING LAW**

**ARTICLE 17. JURISDICTION**

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

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

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

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

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

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

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

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

### **SCOPE OF WORK:**

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

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

**CSP Funding Priority(ies):**

**Children and Youth:** Not Applicable

**Disabilities:** Not Applicable

**Economic Stability:** 1. Emergency Financial Assistance inclusive of Rental and Mortgage assistance as well as Utility assistance, 2. 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

**OnPoint Institute for Nursing Aide Training and Community Education, Bridging The Gap Through Education** 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:** 04/01/2025

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

**Service Delivery Site(s):**

<b>Name of Program Site</b>	<b>Program Location (complete physical address)</b>	<b>Program City</b>	<b>Program State</b>	<b>Program Zip code</b>	<b>Fulton County District of the program (Facility) location</b>	<b>District(s) of Fulton County Residents Served by the program (facility) location</b>
OnPoint Institute for Nursing Aide Training and Community Education	2295 Parklake Drive Suite 350	Atlanta	GA	30345	NA	1,2,3,4,5,6
Summerset Assisted Living	3711 Benjamin E. Mays Drive	Atlanta	GA	30331	6	1,2,3,4,5,6

**Approach and Design:**

**OnPoint Institute for Nursing Aide Training and Community Education, Bridging The Gap Through Education** will provide services to **30** clients that reside in Fulton County, with CSP funding.

**OnPoint Institute for Nursing Aide Training and Community Education, Bridging The Gap Through**

## Education **will provide the following activities and services in Fulton County with CSP funding:**

### **Approach and Design: Expanding Workforce Development and Community Support through Training and Assistance**

OnPoint Institute's Bridging the Gap Through Education initiative aligns with Fulton County's workforce development priorities by providing high-quality, career-focused training programs and essential community support services. Our program is designed to remove financial barriers and equip underserved residents with in-demand healthcare skills that lead to certification, employment, and career advancement.

Through strategic partnerships and a structured approach, OnPoint Institute will:

- Provide high quality, in demand career training for 20 Fulton County residents.
- Deliver workforce training, professional development, and emergency response skills through specialized courses.
- Offer community-based support in collaboration with seven+ partner organizations, extending utility, food, and essential resource assistance to struggling residents.

This initiative directly addresses Fulton County's funding priorities by increasing employment opportunities, workforce readiness, and community resilience.

#### 1. Activities & Services to Support CSP Funding Priorities

OnPoint Institute will provide the following high-impact training programs:

##### Nursing Aide Training (130 hours – State Certification Program) 8 Students

- Classroom Training: 100 hours of instruction led by a Registered Nurse and Licensed Practical Nurse (LPN) instructors.
- Clinical Training: 30 hours of hands-on patient care at Addington of Johns Creek, a partner facility.
- Job Placement Support: Resume assistance and direct employer connections to skilled nursing facilities, assisted living centers, and home healthcare agencies.

##### Medication Aide Training (24 hours – State Certification Program) 10 Students

- Classroom Training: 16 hours of instruction on medication administration, safety protocols, and state regulations.
- Clinical Training: 8 hours of supervised hands-on experience at Summerset Assisted Living Facility.
- Employment Readiness: Direct employer partnerships for job placement upon certification.

##### CPR & First Aid Certification (8-hour course – Community & Workforce Safety) 10 Students

- Emergency Response Training: Participants learn life-saving CPR, basic first aid, and AED operation.
- Certification: Two-year CPR & First Aid certification provided upon completion.
- Community Outreach: Courses available to healthcare workers, caregivers, senior living staff, and the general public.

##### Dress for Success Workshop (4-hour seminar – Workforce Readiness) 10 Students

- Professional Development Training: Participants receive guidance on interview skills, resume writing, workplace communication, and professional attire.
- Certificate of Completion provided for workforce development portfolios.

Additionally, OnPoint Institute will extend critical community assistance programs:

Utility & Food Assistance: In partnership with Calvary Refuge Center, we will provide at least 10 residents:

- Financial aid for Fulton County residents struggling with electricity, gas, and water bills.
- Transportation assistance such as bus and MARTA cards, Lyft/Uber gift cards.
- Grocery gift cards and prepared meals for low-income families and individuals experiencing homelessness.
- Bottled water and essential supplies for displaced or food-insecure individuals.

These programs expand economic opportunities, provide immediate relief to at-risk residents, and strengthen the local workforce.

## 2. Implementation Plan: How Activities & Services Will Be Accomplished

OnPoint Institute employs a structured, timeline-driven approach to ensure the successful execution of all training and assistance programs.

### Phase 1: Enrollment & Outreach (Months 1-3)

- Identify 20 training participants through community referrals, workforce agencies, and social service organizations.
- Conduct outreach events to raise awareness of available training and support services.

### Phase 2: Workforce Training & Certification (Months 3-6)

- Provide hands-on training for Nursing Aide, Medication Aide, CPR, and workforce readiness programs.
- Implement clinical site training rotations at Addington of Johns Creek.

### Phase 3: Job Placement & Career Readiness (Months 6-9)

- Conduct career development workshops, including resume building, interview coaching, and employer networking.
- Facilitate job placements with healthcare employers in hospitals, nursing homes, and home care agencies.

### Phase 4: Post-Graduation Tracking & Community Support (Months 9-12)

- Conduct graduate follow-ups at 30, 60, and 90 days post-training to track employment retention and career progression.
- Provide ongoing utility and food assistance to low-income residents.

This structured plan ensures efficient implementation, continuous evaluation, and sustainable workforce development outcomes.

## 3. Addressing Three Fulton County "Health & Human Services" KPIs

OnPoint Institute's proposal directly aligns with three key performance indicators (KPIs) from Fulton County's Health & Human Services priorities:

### Increase Workforce Readiness & Employment

- 80% of program graduates will secure employment in healthcare facilities within 60 days of training completion.

### Enhance Public Health & Safety Training

- Train 10+ individuals in CPR and First Aid, equipping healthcare workers and community members with life-saving skills.

#### Expand Support for At-Risk Populations

- Provide utility & food assistance to 10+ low-income or displaced Fulton County residents in partnership with Calvary Refuge Center.

These KPIs reflect OnPoint Institute's commitment to improving healthcare workforce access, community resilience, and economic empowerment.

#### 4. Addressing Three CSP Funding Priorities

OnPoint Institute's program aligns with three CSP funding priorities under the Workforce Development and Public Health categories:

##### Job Training & Career Placement

- Workforce certification programs in Nursing Aide, Medication Aide, and CPR will increase employability and healthcare workforce capacity.

##### Emergency Preparedness & Health Education

- CPR & First Aid training will improve emergency response readiness among professionals, caregivers, and the general public.

##### Community Assistance for Vulnerable Populations

- Utility & food assistance programs will provide relief to struggling residents and improve economic stability.

These priorities support workforce expansion, increase public health preparedness, and provide financial relief to at-risk residents.

#### 5. Community Collaboration: More Than Seven Partner Organizations

OnPoint Institute maintains strong partnerships with healthcare employers, educational institutions, and community-based organizations to maximize program impact:

- AG Rhodes Health & Rehab – Clinical training site for Nursing Aide and Medication Aide students.
- Calvary Refuge Center – Partner for food, housing, and utility assistance for Fulton County residents.
- Summerset Assisted Living --Clinical training site for Nursing Aide and Medication Aide students
- Addington Place of Johns Creek – Partner for on-site CPR, first aid, and nursing tutorial training for healthcare professionals.
- Georgia Department of Community Health – Regulatory body ensuring state certification compliance.
- WorkSource Fulton – Referral source for unemployed and underemployed residents seeking career training.
- Fulton County Senior Services – Partner for community engagement and workforce development for seniors entering healthcare roles.
- Healthcare Employer Network (Various Assisted Living & Home Care Facilities) – Direct hiring partners for OnPoint Institute graduates.

These strategic collaborations ensure broad program reach, increased job placement opportunities, and expanded community assistance.

#### **Conclusion: Commitment to Workforce Growth & Community Resilience**

OnPoint Institute's CSP-funded initiative will:



- Expand healthcare workforce training and increase job placements.
- Improve public health preparedness through emergency response training.
- Provide critical financial relief to low-income and at-risk residents.

By leveraging structured programming, strong community partnerships, and data-driven performance tracking, OnPoint Institute will deliver high-impact results that directly align with Fulton County’s funding priorities and workforce development goals.

**Designation of CSP Funds:**

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

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

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

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

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

Cost Category	Designation of CSP Funding Award
Total	\$25,000.00

<b>Cost Category</b>	<b>Designation of CSP Funding Award</b>
<b>Administrative</b> (5% Admin max of total funds awarded.)	\$1,250.00
<b>Operational</b> (25% Operational max of total funds awarded.)	\$5,000.00
<b>Direct Services</b>	\$18,750.00
<i>Total</i>	\$25,000.00

## Explanation of Funding Details:

### CSP Budget Justification and Allocation Plan

OnPoint Institute is committed to strategically utilizing CSP funds to maximize community impact by expanding workforce training, supporting program participants, and ensuring financial sustainability. The funded \$25,000 in CSP funding will be distributed across Administrative, Operational, and Direct Services cost categories, following the guidelines set by Fulton County.

This funding will directly support the Bridging the Gap Through Education initiative, which addresses the critical healthcare workforce shortage, economic barriers to education, and public health disparities in Fulton County.

#### 1. Detailed Breakdown of CSP Fund Allocation by Cost Category

Category Expense Amount Allocated

- Administrative (5%) Executive salary for program oversight and leadership \$1,250.00
- Operational (20%) Office supplies, marketing, lease, utilities, insurance, internet, transportation, and facility maintenance \$5,000.00
- Direct Services (75%) Scholarships, training programs, direct service personnel, educators, emergency financial and utility assistance, and program materials \$18,750.00
- Total CSP Funding Amount \$25,000.00

The CSP funding will allow OnPoint Institute to continue providing high-quality, career-focused training programs and essential support services, ensuring that underserved and economically disadvantaged Fulton County residents have access to education and job opportunities.

#### 2. Spending Breakdown by Contract Performance Periods (January – June & July – December)

To ensure efficient fund distribution, CSP funding will be allocated as follows:

January – June 2025: \$12,500 (50% of total funding)

- Administrative (\$625.00)
  - Executive salary for program oversight and leadership
- Operational (\$2,500.00)

- Office supplies: \$250.00
- Marketing and outreach efforts: \$350.00
- Lease, utilities, internet, insurance, and maintenance: \$1,650.00
- Transportation: \$250.00
- Direct Services (\$9,375.00)
  - Training programs, direct service personnel, and educators: \$7,700.00
  - Program materials and assessments: \$1,425.00
  - Emergency financial and utility assistance: \$250.00

July – December 2025: \$12,500 (50% of total funding)

- Administrative (\$625.00)
  - Executive salary for program oversight and leadership
- Operational (\$2,500.00)
  - Office supplies: \$250.00
  - Marketing and outreach efforts: \$200.00
  - Lease, utilities, internet, insurance, and maintenance: \$1,800.00
  - Transportation: \$250.00
- Direct Services (\$9,375.00)
  - Scholarships, training programs, direct service personnel and educators: \$7,700.00
  - Program materials and assessments: \$1,425.00
  - Emergency financial and utility assistance: \$250.00

This structured fund distribution ensures that resources are available throughout the contract year while aligning with the needs of program participants.

### 3. Justification of CSP Funding in Addressing the Identified Need

The CSP funding directly supports the urgent need to address healthcare workforce shortages, economic instability, and limited career opportunities in Fulton County by:

- Eliminating financial barriers for low-income residents pursuing healthcare training.
- Enhancing career readiness through workforce development programs such as Nursing Aide, Medication Aide, and CPR/First Aid training.
- Improving community resilience by expanding access to emergency utility assistance for struggling households.
- Covering operational costs to maintain a fully equipped training facility, ensuring students receive high-quality, hands-on education.

Without this funding, many Fulton County residents would lack access to essential workforce development programs, further widening economic and employment disparities.

### **Conclusion: Maximizing the Impact of CSP Funding**

By allocating CSP funds strategically, OnPoint Institute will:

- Increase employment opportunities for underserved Fulton County residents by providing training and job placement assistance.
- Support financially disadvantaged individuals by offering high quality, in demand healthcare training, emergency

aid, and access to career readiness programs.

- Strengthen public health and workforce development efforts by ensuring more individuals receive certification in healthcare-related fields.

This structured, impact-driven budget plan guarantees the effective use of CSP funding to directly address the needs of the community and fulfill Fulton County's workforce development goals.

### **Program Performance Measures:**

**OnPoint Institute for Nursing Aide Training and Community Education agrees to track and report program performance to the Fulton County Department of Community Development.**

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

**Children and Youth:** Not Applicable

**Disabilities:** Not Applicable

**Economic Stability:** 1. Number of individuals receiving Emergency Financial Assistance, 3. Number of individuals placed in Living Wage Employment; receiving training/job development/employment support..., 4. Number of individuals receiving access/support for educational resources...

**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:**

### **Performance Measures & Evaluation Plan**

OnPoint Institute's Bridging the Gap Through Education initiative aligns with Fulton County's workforce development, economic mobility, and educational access priorities. Our structured approach ensures job placement, training completion, and access to economic opportunities while providing real-time performance tracking and impact reporting. Below is a detailed breakdown of methods, milestones, data collection tools, and performance measures to track program success.

## 1. Methods & Strategies to Achieve County-Defined Performance Measures

OnPoint Institute employs a multi-step framework to meet and exceed Fulton County's performance measures, using the following strategies:

### Workforce Development & Job Placement Pathway

- Provide structured healthcare training, job readiness coaching, and employer partnerships to ensure seamless entry into employment.
- Collaborate with healthcare employers to align training with industry demands and ensure job placement.
- Offer customized career coaching to help participants achieve living wage employment and long-term self-sufficiency.

### Educational Access & Credential Attainment

- Provide financial aid for low-income residents to increase access to workforce training.
- Assist students with post-secondary training, and vocational education enrollment.
- Expand partnerships with local colleges and certification boards to enhance educational pathways.

### Emergency Financial Assistance & Economic Mobility

- Offer utility and financial assistance to students facing economic hardships that may prevent them from completing training.
- Provide career coaching, resume assistance, and interview training to improve employment success rates.

### Data-Driven Progress Monitoring & Reporting

- Track enrollment, certification completions, employment placements, and retention rates through our data management system.
- Conduct graduate follow-ups at 30, 60, and 90 days to assess job stability, wage increases, and career progression.
- Evaluate student outcomes using quantitative and qualitative methods to refine and improve program effectiveness.

By integrating these strategies, OnPoint Institute ensures alignment with County-defined performance measures and demonstrates measurable success throughout the contract period.

## 2. Major Milestones & Timelines

The following major milestones ensure timely implementation, program success, and performance tracking throughout the year:

### Milestone 1: Recruitment & Enrollment (Months 1-2)

- Identify and enroll at least 10 participants from Fulton County.
- Conduct orientation sessions to introduce students to program expectations, coursework, career pathways, and available support services.

### Milestone 2: Course Completion & Credentialing (Months 3-6)

- Ensure 100% of enrolled students complete workforce training programs (Certified Medication Assistant, CPR & First Aid, Nursing Aide, and IV Training).
- Provide career development and job readiness workshops, including resume building, interview preparation, and employer networking.
- Assist students with certification exam registration and post-secondary training opportunities for career

advancement.

#### Milestone 3: Job Placement & Career Mobility (Months 6-9)

- At least 80% of graduates will secure employment in healthcare or related industries within 60 days of training completion.
- Conduct career coaching and employment readiness sessions to ensure job retention and advancement.

#### Milestone 4: Economic Impact & Post-Training Evaluation (Months 9-12)

- Provide emergency financial assistance to program participants experiencing financial hardship to ensure training completion.
- Conduct graduate follow-ups at 30, 60, and 90 days post-employment to track:
  - Retention in living-wage employment
  - Wage increases and economic mobility
  - Progress toward self-sufficiency
- Compile data reports and impact assessments for submission to Fulton County.

These structured milestones ensure timely execution and continuous performance evaluation throughout the contract period.

### 3. Data Collection Tools & Reporting Sources

To ensure accurate program reporting, OnPoint Institute will utilize Submittable (or a similar tracking platform) in combination with other data collection methods, ensuring real-time performance monitoring and impact assessment.

#### Data Collection & Tracking Tools

- Submittable (or Similar Tracking System): Tracks applications, student enrollment, financial aid disbursement, and program progress.
- Student Management System (SMS): Records attendance, program completion, and certification exam results.
- Employer & Job Placement Database: Documents job placements, employer satisfaction surveys, and wage tracking.
- Graduate Follow-Up Surveys: Conducted 30, 60, and 90 days post-graduation to measure career progression, job retention, and salary increases.
- Georgia State Certification Board Data: Verifies licensure approvals and certification pass rates.
- Financial Assistance Tracking Logs: Documents the number of individuals receiving emergency financial aid and support services.

These quantitative and qualitative reporting tools provide real-time performance monitoring and ensure compliance with County performance benchmarks.

### 4. County-Defined Performance Measures

For the contract period, OnPoint Institute will track and report on five County-defined performance measures, directly addressing workforce development, economic mobility, and educational access:

#### Number of individuals receiving Emergency Financial Assistance

- At least 10 individuals will receive financial assistance for transportation, or emergency utilities.

#### Number of individuals placed in Living Wage Employment

- 80% of program graduates will secure employment at a living wage within 60 days of training completion.
- Number of individuals receiving access to and support for educational resources
- At least 20 individuals will receive training, support, or assistance enrolling in vocational school.

Number of individuals attaining a credential in post-secondary training

- At least 90% of enrolled students will successfully complete training and obtain state or industry-recognized certification.
- Number of individuals with improved access to career resources and coaching
- At least 10 individuals will participate in career coaching, workforce readiness, and job placement services.

These performance measures directly align with Fulton County's workforce development goals, ensuring that low-income and underserved residents gain economic mobility.

Conclusion: Commitment to Workforce Growth & Economic Empowerment

OnPoint Institute is committed to expanding access to healthcare certification programs, strengthening workforce development, and increasing financial stability for low-income residents.

By awarding CSP funding, Fulton County will:

- Increase access to economic opportunities through workforce training, employment placement, and financial assistance.
- Improve public health and safety through expanded CPR and First Aid training.
- Strengthen economic mobility by ensuring training completions, credential attainment, and long-term employment retention.

With clear performance indicators, a structured evaluation framework, and a history of successful workforce initiatives, OnPoint Institute is well-positioned to deliver measurable results and drive long-term community impact.

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

### **Agency-Defined Performance Measures – OnPoint Institute**

OnPoint Institute is committed to **measuring program effectiveness through a comprehensive, qualitative, and data-driven evaluation approach** that aligns with **Fulton County's workforce development priorities** while also incorporating **participant engagement, economic mobility, and long-term career advancement outcomes**.

While the **County-defined performance measures** focus on **employment placement, certification completion, and workforce retention**, our **Agency-defined performance measures** extend **beyond these metrics** by capturing **participant career progression, self-sufficiency improvements, and barriers to employment reduction**.

To ensure a **structured and transparent evaluation process**, OnPoint Institute will track **three Agency-defined performance measures**, integrating them into our broader workforce development strategy to **ensure sustainable career growth and economic impact**.

# 1. Methods & Strategies to Achieve Agency-Defined Performance Measures

To successfully track and report **agency-defined performance measures**, OnPoint Institute will implement the following **strategic steps**:

## Career Advancement & Longitudinal Tracking

- Implement **post-training surveys** at **6 months and 12 months** post-completion to assess:
  - **Likelihood of furthering healthcare careers** (e.g., additional certifications, continuing education, leadership roles).
  - **Job promotions, salary increases, and career pathway progression.**
  - **Participation satisfaction and participant confidence in job roles.**

## Eliminating Barriers to Self-Sufficiency & Economic Mobility

- Provide **case management, financial assistance, and career coaching** to address key **barriers to self-sufficiency** such as:
  - **Limited transportation and childcare** access for working professionals.
  - **Financial hardship, which may prevent program completion.**
  - **Lack of awareness about education, career resources, and funding options.**
- Conduct **pre- and post-program participant surveys** to measure:
  - **Changes in financial stability** (increase in wages, access to benefits).
  - **Access to job opportunities that offer career progression and long-term employment stability.**

## Workforce Readiness & Economic Opportunity Expansion

- Facilitate **career coaching, mentorship programs, and employer engagement initiatives** to ensure:
  - **Smoother transitions into healthcare roles** through **enhanced job preparedness.**
  - **Increased networking opportunities** for career advancement.
  - **Community engagement and outreach programs** that promote **healthcare career awareness.**

By integrating these **strategies**, OnPoint Institute ensures a **holistic approach** to **workforce development**, going **beyond job placement** and **certification attainment** to **track the real impact on economic stability and career growth.**

# 2. Major Milestones & Timeline

The following **major milestones** ensure that **OnPoint Institute** meets its **Agency-defined performance measures** while maintaining **transparency and accountability.**

## Milestone 1: Community Outreach & Enrollment Expansion (Months 1-3)

- Increase **awareness and participation in healthcare training programs** by **20%** through targeted outreach and partnerships.

## Milestone 2: Skill Advancement & Continuing Education Tracking (Months 3-6)

- Conduct **pre-program and post-program assessments** to measure participants' perceived likelihood of pursuing:
  - **Further healthcare education** (e.g., LPN or RN programs).
  - **Additional certifications to advance their careers.**



- Provide **specialized career development workshops** focused on:
  - **Healthcare administration, leadership roles, and continuing education pathways.**
  - **Financial literacy and job-readiness skills to increase self-sufficiency.**

### **Milestone 3: Economic Impact & Barriers Reduction Tracking (Months 6-9)**

- Collect **data on salary progression, job promotions, and increased access to non-cash benefits** (e.g., employer-sponsored healthcare, childcare, and transportation assistance).
- Conduct **qualitative surveys and focus groups** to assess:
  - **Participant satisfaction and confidence in their career paths.**
  - **Employer feedback on program graduates and job performance.**

### **Milestone 4: Long-Term Career Development & Workforce Stability (Months 9-12)**

- Implement **post-training career progression assessments at 6-month and 12-month intervals** to measure:
  - **Job promotions and wage increases** among program graduates.
  - **Further education or certification enrollment rates.**
  - **Participants' ability to sustain full-time employment and economic independence.**
- Establish **three new employer partnerships to expand job placement opportunities and career growth potential.**

These **milestones ensure measurable impact** throughout the contract period, **focusing on engagement, skill-building, economic mobility, and long-term workforce success.**

## **3. Data Collection Tools & Reporting Sources**

To **accurately track and report progress**, OnPoint Institute will use **multiple data collection tools and reporting sources**, focusing on **both quantitative and qualitative measures.**

### **Data Collection & Evaluation Tools**

- **Submittable (or Similar Tracking System):**
  - Tracks **student applications, training enrollement, career coaching participation, and mentorship program enrollment.**
- **Graduate Career Progression Surveys (6 & 12 months post-completion):**
  - Measures **career growth, additional certifications earned, and likelihood of furthering education.**
- **Barriers to Self-Sufficiency Assessment Surveys (Pre & Post Training):**
  - Captures **baseline financial struggles, barriers to employment, and job readiness improvements.**
  - Assesses **participants' confidence in obtaining sustainable employment.**
- **Feedback Reports & Workforce Readiness Ratings:**
  - Measures **satisfaction with OnPoint graduates' skills, readiness, and performance.**
  - Identifies **opportunities for additional training or workforce partnerships.**
- **Salary & Benefits Progression Reports:**
  - Tracks **increase in wages, job promotions, and access to mainstream benefits** (e.g., employer-provided health insurance, tuition assistance).

This structured data collection approach ensures transparency, real-time performance monitoring, and continual improvement.

## 4. Agency-Defined Performance Measures

To enhance program impact, OnPoint Institute will track and report three Agency-defined performance measures:

### 1. Likelihood of Furthering Healthcare Career & Credential Attainment

- 85% of program graduates will indicate an increased likelihood of pursuing further education or healthcare certifications within 12 months of program completion.
- 50% of graduates will enroll in an advanced certification or degree program (LPN, RN, or healthcare administration).

### 2. Number of Individuals Whose Barriers to Self-Sufficiency Are Eliminated/Reduced

- 70% of participants will report improvements in economic stability through wage increases, full-time employment, or access to employer-sponsored benefits.
- At least 30 participants will receive emergency assistance, financial literacy training, or workforce coaching to eliminate employment barriers.

### 3. Economic Mobility & Workforce Retention Outcomes

- 75% of graduates will remain employed in healthcare positions for at least 12 months, with documented wage increases or promotions.
- Increase OnPoint's employer partnerships by 20% to expand hiring pipelines and workforce development collaborations.

These agency-defined measures allow OnPoint Institute to demonstrate broader economic impact, career progression, and participant self-sufficiency beyond initial job placement.

## Conclusion: Strengthening Workforce Development Through Qualitative & Economic Impact Tracking

OnPoint Institute is committed to expanding access to healthcare training, strengthening workforce retention, and fostering economic mobility for residents in Fulton County. By implementing structured evaluation methods, qualitative data collection, and long-term career tracking, we ensure that program graduates:

- Advance in their careers and pursue additional healthcare training.
- Overcome financial and employment barriers, improving self-sufficiency.
- Experience sustained employment and wage increases, leading to economic independence.

By awarding CSP funding, Fulton County will support:

- Expanded access to healthcare workforce training.
- Workforce retention and wage growth tracking.
- Sustained employment and pathways to self-sufficiency.

Through impact-focused data collection and qualitative evaluation, OnPoint Institute is well-positioned to deliver meaningful

workforce solutions and create sustainable career pathways for program participants.

## **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 **\$25,000.00.**

(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:

**OnPoint Institute for Nursing Aide Training and Community Education**  
**2295 ParkLake Dr. 350**  
**Atlanta, Georgia 30345**

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 **OnPoint Institute for Nursing Aide Training and Community Education**, 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>	OnPoint Institute for Nursing Aide Training and Community Education
<b>Project No. and Project Title:</b>	25RFP020325C-MH 2025 Community Services Program (CSP)

### 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:

**2383214**

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

OnPoint Institute for Nursing Aide Training and Community Education

**02/08/2024**

Date of Authorization

Authorized Officer or Agent  
(Name of Contractor)

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

**Sandra Thompson**

Printed Name (of Authorized Officer or Agent of Contractor)

*[Signature]*

Signature (of Authorized Officer or Agent)

**CEO**

Title (of Authorized Officer or Agent of Contractor)

**3-3-2025**

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

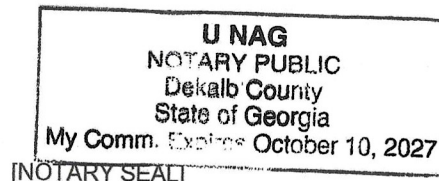
**3<sup>rd</sup>** DAY OF **March**, 20**25**

**U. Nag**

Notary Public

My Commission Expires:

**10-10-2027**



[NOTARY SEAL]

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



# **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

<b>Contractor's Name:</b>	OnPoint Institute for Nursing Aide Training and Community Education
<b>Project No. and Project Title:</b>	25RFP020325C-MH 2025 Community Services Program (CSP)

## **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.

N/A

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

N/A

Date of Authorization

N/A

Authorized Officer of Agent  
(Name of Subcontractor)

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

Sandra Thompson  
Printed Name (of Authorized Officer or Agent of Contractor)

[Signature]  
Signature (of Authorized Officer or Agent)

**CEO/Executive Director**

Title (of Authorized Officer or Agent of Contractor)

3/4/2025  
Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

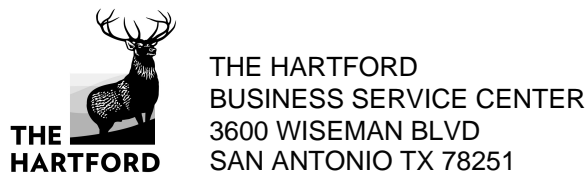
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

Notary Public

[NOTARY SEAL]

My Commission Expires: \_\_\_\_\_

\* 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).



June 16, 2025

Fulton County Government (CSP)  
141 PRYOR ST SW  
ATLANTA GA 30303-3466

Account Information:

Policy Holder Details :	On Point Institute For Nursing A Training And Community Education Inc
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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)  
06/16/2025

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> NUTMEG INS AGENCY INC/PHS 76210823 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	<b>CONTACT</b> <b>NAME:</b> <b>PHONE</b> (888) 925-3137 <b>FAX</b> (A/C, No, Ext): (A/C, No): <b>E-MAIL</b> <b>ADDRESS:</b>														
<b>INSURED</b> On Point Institute For Nursing A Training And Community Education Inc 2295 PARKLAKE DR NE STE 350 ATLANTA GA 30345-2825	<table border="1"> <thead> <tr> <th data-bbox="760 472 1331 493">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1331 472 1529 493">NAIC#</th> </tr> </thead> <tbody> <tr> <td data-bbox="760 493 1331 546"><b>INSURER A :</b> Property and Casualty Insurance Company of Hartford</td> <td data-bbox="1331 493 1529 546">34690</td> </tr> <tr> <td data-bbox="760 546 1331 577"><b>INSURER B :</b></td> <td data-bbox="1331 546 1529 577"></td> </tr> <tr> <td data-bbox="760 577 1331 609"><b>INSURER C :</b></td> <td data-bbox="1331 577 1529 609"></td> </tr> <tr> <td data-bbox="760 609 1331 640"><b>INSURER D :</b></td> <td data-bbox="1331 609 1529 640"></td> </tr> <tr> <td data-bbox="760 640 1331 672"><b>INSURER E :</b></td> <td data-bbox="1331 640 1529 672"></td> </tr> <tr> <td data-bbox="760 672 1331 726"><b>INSURER F :</b></td> <td data-bbox="1331 672 1529 726"></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#	<b>INSURER A :</b> Property and Casualty Insurance Company of Hartford	34690	<b>INSURER B :</b>		<b>INSURER C :</b>		<b>INSURER D :</b>		<b>INSURER E :</b>		<b>INSURER F :</b>	
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<b>INSURER E :</b>															
<b>INSURER F :</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/Y YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY	X		76 SBU BT30TN	06/03/2025	06/03/2026	EACH OCCURRENCE \$1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000
	<input checked="" type="checkbox"/> General Liability						MED EXP (Any one person) \$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						PRODUCTS - COMP/OP AGG \$2,000,000 COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
	<b>UMBRELLA LIAB EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE AGGREGATE
	<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				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT E.L. DISEASE -EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

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. Coverage is provided for all operations of the named insured per the Business Liability Coverage Form SL 00 00, attached to this policy. The Business Liability Coverage Part includes a Blanket Additional Insured By Contract Endorsement, Form SL 30 32.

**CERTIFICATE HOLDER**

 Fulton County Government (CSP)  
 141 PRYOR ST SW  
 ATLANTA GA 30303-3466

**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

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## Certificate of Insurance Waiver Request Form

### Instructions:

Please complete each field of the COI waiver request form for the insurance coverage for which a waiver is being requested. If there are multiple waiver requests, a new form must be used for each request. All completed waiver request forms should be emailed to your assigned District Administrator. An approved waiver form must be included as part of the COI document and uploaded to WebGrants under "Other Supporting Documents."

**Please Do Not Lock this Document.**

Date: 06/13/2025

Requesting Agency/Company: OnPoint Institute for Nursing Aide Training  
and Community Education

Contact Name: Sandra Thompson

Phone Number: 678-778-8583

Email Address: Nursingaide@Onpointinstitute.org

Reason for Requesting Waiver (Please provide a detailed explanation. View attached COI Tip sheet for information on the types of waivers):

OnPoint Institute does not have 3 or  
More full time employees. We only  
have two, Myself RN and My partner who  
is also a nursing instructor

### Acknowledgment and Signature

By signing below, I acknowledge that our agency is requesting a waiver of the Certificate of Insurance requirement. I understand that this request must be reviewed and approved by management, and that a waiver may not be granted in all cases.

Signature: [Signature]

Title: CEO

Date: 06/13/2025



For Internal Use Only

Waiver Approved: ☒ Yes ☐ No

Reviewed By: *Cherie Williams*

Date: June 20, 2025

Comments (if waiver is rejected or additional action is required):

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## Certificate of Insurance Waiver Request Form

### Instructions:

Please complete each field of the COI waiver request form for the insurance coverage for which a waiver is being requested. If there are multiple waiver requests, a new form must be used for each request. All completed waiver request forms should be emailed to your assigned District Administrator. An approved waiver form must be included as part of the COI document and uploaded to WebGrants under "Other Supporting Documents."

**Please Do Not Lock this Document.**

Date: 06/13/2025

Requesting Agency/Company: Outpoint Institute For Nursing Aide Training and Community Education

Contact Name: Sandra Thompson

Phone Number: 678-778-8583

Email Address: Nursingaide@outpointinstitute.org

Reason for Requesting Waiver (Please provide a detailed explanation. View attached COI Tip sheet for information on the types of waivers):

Outpoint Institute does not have business automobiles. We do not transport students to or from the facility in our personal vehicles. Students are responsible for their own transportation.

### Acknowledgment and Signature

By signing below, I acknowledge that our agency is requesting a waiver of the Certificate of Insurance requirement. I understand that this request must be reviewed and approved by management, and that a waiver may not be granted in all cases.

Signature: [Handwritten Signature]

Title: CEO

Date: 06/13/2025

For Internal Use Only

Waiver Approved: ☒ Yes ☐ No

Reviewed By: *Cherie Williams*

Date: June 20, 2025

Comments (if waiver is rejected or additional action is required):

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## Certificate of Insurance Waiver Request Form

**Instructions:**

Please complete each field of the COI waiver request form for the insurance coverage for which a waiver is being requested. If there are multiple waiver requests, a new form must be used for each request. All completed waiver request forms should be emailed to your assigned District Administrator. An approved waiver form must be included as part of the COI document and uploaded to WebGrants under "Other Supporting Documents."

**Please Do Not Lock this Document.**

Date: 6/17/25

Requesting Agency/Company: OnPoint Institute for Nursing Aide Training and Community Education

Contact Name: Sandra Thompson

Phone Number: 678-728-8583

Email Address: nursingaide@onpointinstitute.org

Reason for Requesting Waiver(Please provide a detailed explanation. View attached COI Tip sheet for information on the types of waivers): This Waiver is for Umbrella Liability  
We are asking for a waiver because the  
General Liability Insurance that we have  
is more than the amount of coverage required.  
We also have professional liability insurance

**Acknowledgment and Signature**

By signing below, I acknowledge that our agency is requesting a waiver of the Certificate of Insurance requirement. I understand that this request must be reviewed and approved by management, and that a waiver may not be granted in all cases.

Signature: [Handwritten Signature]

Title: CEO

Date: 6/17/25

For Internal Use Only

Waiver Approved: ☒ Yes ☐ No

Reviewed By: *Cherie Williams*

Date: June 20, 2025

Comments (if waiver is rejected or additional action is required):

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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.

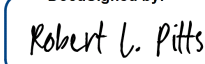
OWNER:


CONTRACTOR:

FULTON COUNTY, GEORGIA

VENDOR NAME

OnPoint Institute for Nursing Aide  
Training and Community Education

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

Signed by: Name of Signatory: Sandra Thompson  
  
FF289B58F8954E1... CEO  
Authorized Signature

ATTEST:

ATTEST:

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

Signed by: Name of 2nd Signatory: Eric Brewer  
  
7D8739321CAE481... Vice President/Administrator  
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: _____	ITEM#: 25-0398 2ND RM: 05/21/2025
REGULAR MEETING	SECOND REGULAR MEETING


## Certificate Of Completion

Envelope Id: 8ED21510-16D7-476A-B4E8-DFCDF9DFA6A7		Status: Completed
Subject: Please DocuSign: 2025 CSP Contract-OnPoint Institute-BOC Agenda#25-0398		
Parcel ID:		
Employee Name:		
Source Envelope:		
Document Pages: 38	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 & Canada)		Atlanta, GA 30303
		Cherie.Williams@fultoncountyga.gov
		IP Address: 166.137.175.12


## Record Tracking

Status: Original	Holder: Cherie Williams	Location: DocuSign
6/24/2025 11:48:53 PM	Cherie.Williams@fultoncountyga.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Fulton County Government	Location: Docusign

## Signer Events

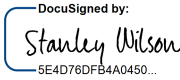
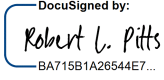


Signer Events	Signature	Timestamp
Sandra Thompson nursingaide@onpointinstitute.org Security Level: Email, Account Authentication (None)	<p>Signed by:</p>  <p>FF289B58F8954E1...</p> <p>Signature Adoption: Pre-selected Style</p> <p>Using IP Address:</p> <p>2607:fb90:7e68:8860:e111:94cf:546e:2b09</p>	<p>Sent: 6/24/2025 11:54:45 PM</p> <p>Resent: 6/25/2025 1:11:31 PM</p> <p>Viewed: 6/28/2025 2:17:05 PM</p> <p>Signed: 6/28/2025 2:19:16 PM</p>

**Electronic Record and Signature Disclosure:**  
Accepted: 6/28/2025 2:17:05 PM  
ID: 2b6d03cc-4c26-4d9b-843c-7a7d888f567b

Eric Brewer nursingaide@ericonpointinstitute.com Security Level: Email, Account Authentication (None)	<p>Signed by:</p>  <p>7D8739321CAF481...</p> <p>Signature Adoption: Pre-selected Style</p> <p>Using IP Address:</p> <p>2607:fb90:7e68:8860:dda6:affb:ddcd:6722</p>	<p>Sent: 6/28/2025 2:19:19 PM</p> <p>Viewed: 6/28/2025 2:21:05 PM</p> <p>Signed: 6/28/2025 2:22:05 PM</p>
---	---	---

**Electronic Record and Signature Disclosure:**  
Accepted: 6/28/2025 2:21:05 PM  
ID: 953adb4e-bce9-43c2-8707-4fdd2edd6965

Mark Hawks2 mark.hawks@fultoncountyga.gov Chief Assistant Purchasing Agent Purchasing and Contract Compliance Security Level: Email, Account Authentication (None)	<p><b>Completed</b></p> <p>Using IP Address: 74.174.59.4</p>	<p>Sent: 6/28/2025 2:22:07 PM</p> <p>Viewed: 6/30/2025 8:59:08 AM</p> <p>Signed: 6/30/2025 8:59:25 AM</p>
<b>Electronic Record and Signature Disclosure:</b> Not Offered via Docusign		

Signer Events	Signature	Timestamp
Stanley Wilson Stanley.Wilson@fultoncountyga.gov Director Stanley Wilson Security Level: Email, Account Authentication (None)	DocuSigned by:  5E4D76DFB4A0450...  Signature Adoption: Pre-selected Style Using IP Address: 75.43.132.102	Sent: 6/30/2025 8:59:29 AM Viewed: 6/30/2025 9:03:14 AM Signed: 6/30/2025 9:03:23 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: 6/30/2025 9:03:25 AM Viewed: 6/30/2025 9:09:57 AM Signed: 6/30/2025 9:14:06 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 6/30/2025 9:09:57 AM ID: 47c885bd-fd01-4e3f-a4c0-d3ba7457563f		
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: 6/30/2025 9:14:09 AM Viewed: 6/30/2025 9:15:35 AM Signed: 6/30/2025 9:17:25 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 6/30/2025 9:15:35 AM ID: 4a7b9b02-d01b-436e-a8eb-137c235eb9ab		
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: 166.137.19.31	Sent: 6/30/2025 9:17:28 AM Resent: 7/1/2025 12:10:21 PM Resent: 7/2/2025 2:18:22 PM Viewed: 7/2/2025 4:31:20 PM Signed: 7/2/2025 4:32:24 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 11/27/2017 1:39:37 PM ID: b7ce88ee-0c66-4f3a-bfee-705e0af602d8		
Robert L. Pitts michael.oconnor@fultoncountyga.gov Fulton County Security Level: Email, Account Authentication (None)	DocuSigned by:  BA715B1A26544E7...  Signature Adoption: Pre-selected Style Using IP Address: 68.208.197.4	Sent: 7/2/2025 4:32:27 PM Viewed: 7/2/2025 4:35:14 PM Signed: 7/2/2025 4:35:19 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Tonya Grier tonya.grier@fultoncountyga.gov Clerk to the Commission Fulton County Security Level: Email, Account Authentication (None)	Signed by:  EEC476C4837648D...    Signature Adoption: Uploaded Signature Image Using IP Address: 99.96.24.191	Sent: 7/2/2025 4:35:22 PM Viewed: 7/2/2025 7:05:48 PM Signed: 7/2/2025 7:06:01 PM
<b>Electronic Record and Signature Disclosure:</b>		



Signer Events	Signature	Timestamp
Accepted: 3/16/2018 10:54:59 AM ID: f3f241e8-3027-4447-9476-6cf20ae25dd4		
Mark Hawks3 mark.hawks@fultoncountyga.gov Chief Assistant Purchasing Agent Purchasing and Contract Compliance Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>Completed</b>  Using IP Address: 45.20.200.178	Sent: 7/2/2025 7:06:05 PM Resent: 7/3/2025 10:49:15 AM Viewed: 7/3/2025 1:36:06 PM Signed: 7/3/2025 1:36:37 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 11:54:44 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 11:54:44 PM Resent: 7/3/2025 1:36:44 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 11:54:45 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: 7/3/2025 1:36:40 PM Viewed: 7/3/2025 2:20:07 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/24/2025 11:54:44 PM
Certified Delivered	Security Checked	7/3/2025 1:36:06 PM
Signing Complete	Security Checked	7/3/2025 1:36:37 PM
Completed	Security Checked	7/3/2025 1:36:40 PM
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.

**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.