

INTEROFFICE MEMORANDUM



TO: Felicia Strong-Whitaker, Director
Purchasing & Contract Compliance

FROM: Kenneth L. Hermon, Jr.
Chief Human Resources Officer

DATE: September 28, 2021

SUBJECT: DEPARTMENT RECOMMENDATION LETTER
Contract between the University System of Georgia, by and on behalf of the University of Georgia, and Fulton County Government for the Certified Public Manager's Training Program

The Department of Human Resources Management recommends the use of the University System of Georgia, by and on behalf of the University of Georgia, for the Certified Public Manager's Training Program -

**Carl Vinson Institute of Government
The Board of Regents of the University System of Georgia
201 North Milledge Avenue
Athens, Georgia 30602**

The scope of work includes –

1. Delivery of the Certified Public Manager programs for Fulton County.
2. Providing qualified instructors for each session.
3. Administering and maintaining the Certified Public Manager program including maintenance of participant transcripts as it relates to completing the certification program.
4. Conducting course evaluations, compile an evaluation summary and share results with Fulton County.
5. Maintenance of the database of participants and transcripts.
6. Managing and coordination of logistics including securing appropriate location facilities for all sessions, audio-visual needs and training materials for each class and award certificates of completion.