



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**CONTRACT RENEWAL AGREEMENT**

**DEPARTMENT:** External Affairs

**BID/RFP# NUMBER:** 23RFP081423A-KM

**BID/RFP# TITLE:** External Grant Writing & Support Services

**ORIGINAL APPROVAL DATE:** December 14, 2023

**RENEWAL EFFECTIVE DATES:** January 1, 2026 through December 31, 2026

**RENEWAL OPTION #:** 2 OF 2

**NUMBER OF RENEWAL OPTIONS:** No renewal option

**RENEWAL AMOUNT:** \$20,000.00

**COMPANY'S NAME:** Think and Ink Grant Consulting

**ADDRESS:** 309 East Paces Ferry Rd NE # 400

**CITY:** Atlanta

**STATE:** GA

**ZIP:** 30305

This Renewal Agreement No. 2 was approved by the Fulton County Board of Commissioners on **BOC DATE:** 12/03/2025 **BOC NUMBER:** 25-0906 ].

**RENEWAL OF CERTIFICATE OF INSURANCE:** The Contractor is required to maintain insurance during the entire term of this Agreement, including contract renewal options. The Contractor must furnish the County a renewal Certificate of Insurance showing the required coverage as specified in the Contract Agreement. A current COI must be provided before the commencement of work on this project. The cancellation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code.

**SIGNATURES: SEE NEXT PAGE**

## SIGNATURES:

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

**FULTON COUNTY, GEORGIA**

*Robert L. Pitts*

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

**THINK AND INK GRANT  
CONSULTING**

*Shavonn Richardson*

**Shavonn Richardson**  
**CEO**

## ATTEST:

*Tonya R. Grier*

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

(Affix County Seal)

## AUTHORIZATION OF RENEWAL:

*Jessica Corbitt*

**Jessica A. Corbitt, Director**  
**Department of External Affairs**

<b>ITEM#:</b> 25-0906	<b>RM:</b> 12/03/2025
<b>REGULAR MEETING</b>	

<b>ITEM#:</b> _____	<b>2<sup>ND</sup> RM:</b> _____
<b>SECOND REGULAR MEETING</b>	

# **CERTIFICATE OF INSURANCE**

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

12/04/2025

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

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

PRODUCER NUTMEG INS AGENCY INC/PHS 76210775 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	CONTACT NAME: PHONE (A/C, No, Ext):	(888) 925-3137	FAX (A/C, No):
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC#
INSURED Think and Ink Grant Consulting LLC DBA Think and Ink Grants 309 E PACES FERRY RD NE STE 400 ATLANTA GA 30305-2319	INSURER A :	Hartford Underwriters Insurance Company 30104	
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

**COVERAGE****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 YY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY		X	X	76 SBU AK6CF6	02/23/2025	02/23/2026	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/>	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	X	General Liability						MED EXP (Any one person)	\$10,000
								PERSONAL & ADV INJURY	\$1,000,000
								GENERAL AGGREGATE	\$2,000,000
								PRODUCTS - COMP/OP AGG	\$2,000,000
A	GEN'L AGGREGATE LIMIT APPLIES PER:								
	<input checked="" type="checkbox"/>	POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC							
		OTHER:							
A	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	
	<input type="checkbox"/>	ANY AUTO						BODILY INJURY (Per person)	
	<input type="checkbox"/>	ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	
	<input type="checkbox"/>	Hired AUTOS <input type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	
A	<input checked="" type="checkbox"/>	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR CLAIMS-MADE			76 SBU AK6CF6	02/23/2025	02/23/2026	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/>	DED <input type="checkbox"/> RETENTION \$ 10,000						AGGREGATE	\$1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Y/N	N/A				PER STATUTE	OTHE- R
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	<input type="checkbox"/>						E.L. EACH ACCIDENT	
	(Mandatory in NH)							E.L. DISEASE -EA EMPLOYEE	
	If yes, describe under							E.L. DISEASE - POLICY LIMIT	
	DESCRIPTION OF OPERATIONS below								
A	Employment Practices Liability Insurance				76 SBU AK6CF6	02/23/2025	02/23/2026	Each Claim Limit Annual Aggregate Limit	\$25,000 \$25,000

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

Those usual to the Insured's Operations. Certificate holder is an additional insured per the Business Liability Coverage Form SL3032 attached to this policy.

**CERTIFICATE HOLDER**

Fulton County Government  
Purchasing and Contract Compliance  
130 Peachtree Road Northeast  
Atlanta GA 30303

**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

*Susan L. Castaneda*

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## Certificate Of Completion

Envelope Id: 864B2AD2-FFE9-4AC2-8313-198C5C13381D

Status: Completed

Subject: 23RFP081423A-KM, Think and Ink Grant Consulting

Parcel ID:

Employee Name:

Source Envelope:

Document Pages: 4

Signatures: 4

Envelope Originator:

Certificate Pages: 6

Initials: 0

Keisha Massey

AutoNav: Enabled

141 Pryor Street

Enveloped Stamping: Enabled

Purchasing & Contract Compliance, Suite 1168

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

Atlanta, GA 30303

keisha.massey@fultoncountyga.gov

IP Address: 134.231.232.250

## Record Tracking

Status: Original

12/4/2025 12:41:26 PM

Holder: Keisha Massey

Location: DocuSign

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Fulton County Government

Location: Docusign

## Signer Events

### Signature



### Timestamp

Shavonn Richardson

shavonn@thinkandinkgrants.com

Founder and CEO

Think and Ink Grant Consulting

Security Level: Email, Account Authentication (None)

Signature Adoption: Drawn on Device

Using IP Address: 108.73.46.208

Sent: 12/4/2025 12:48:30 PM

Viewed: 12/4/2025 1:01:38 PM

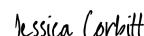
Signed: 12/4/2025 1:18:04 PM

### Electronic Record and Signature Disclosure:

Accepted: 12/4/2025 1:01:38 PM

ID: 9a9b3b93-50dd-455c-ad92-41eb2bb73d5f

Jessica Corbitt



jessica.corbitt@fultoncountyga.gov

Director of External Affairs

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

Using IP Address: 74.174.59.10

Sent: 12/4/2025 1:18:05 PM

Viewed: 12/4/2025 1:18:55 PM

Signed: 12/4/2025 1:19:09 PM

### Electronic Record and Signature Disclosure:

Accepted: 10/2/2018 10:00:21 AM

ID: 15b4b45f-5a93-4bfa-9840-d46cdbedc0f9

Nikki Peterson

nikki.peterson@fultoncountyga.gov

Chief Deputy Clerk to the Board of Commissioners

Fulton County Government

Security Level: Email, Account Authentication (None)

**Completed**

Using IP Address: 74.174.59.10

Sent: 12/4/2025 1:19:10 PM

Resent: 12/5/2025 12:59:35 PM

Viewed: 12/8/2025 11:09:39 AM

Signed: 12/8/2025 11:11:25 AM

### Electronic Record and Signature Disclosure:

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

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

Signer Events	Signature	Timestamp
Robert L. Pitts harriet.thomas@fultoncountyga.gov Chairman Fulton County Security Level: Email, Account Authentication (None)		Sent: 12/8/2025 11:11:27 AM Viewed: 12/9/2025 9:36:15 AM Signed: 12/9/2025 9:36:27 AM
<b>Electronic Record and Signature Disclosure:</b>		
Accepted: 12/9/2025 9:36:15 AM ID: 40c62398-c65a-4e26-a341-af358e10233f		
Tonya Grier tonya.grier@fultoncountyga.gov Clerk to the Commission Fulton County Government Security Level: Email, Account Authentication (None)		Sent: 12/9/2025 9:36:30 AM Viewed: 12/9/2025 10:02:24 AM Signed: 12/9/2025 10:02:32 AM
<b>Electronic Record and Signature Disclosure:</b>		
Accepted: 10/27/2025 11:21:47 AM ID: 4889b84d-8ea3-4ba9-bf87-bf4c309e21ab		
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
Dian DeVaughn Dian.DeVaughn@fultoncountyga.gov Security Level: Email, Account Authentication (None)		Sent: 12/9/2025 10:02:34 AM Viewed: 12/9/2025 12:03:23 PM
Keisha Massey keisha.massey@fultoncountyga.gov Procurement Officer Cintas Corporation Security Level: Email, Account Authentication (None)		Sent: 12/9/2025 10:02:35 AM Resent: 12/9/2025 10:02:43 AM
Brian Jones brian.jones@fultoncountyga.gov President-Elect Fulton County Government Security Level: Email, Account Authentication (None)		Sent: 12/9/2025 10:02:36 AM
<b>Electronic Record and Signature Disclosure:</b>		
Not Offered via Docusign		
<b>Electronic Record and Signature Disclosure:</b>		
Not Offered via Docusign		

Carbon Copy Events	Status	Timestamp
Eileen Sears Eileen.sears@fultoncountyga.gov Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 12/9/2025 10:02:37 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 10/19/2021 7:05:40 AM ID: 5f1b493f-7cca-437f-85de-494b8c306ef3		
Jessica Corbitt jessica.corbitt@fultoncountyga.gov Director of External Affairs Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 12/9/2025 10:02:38 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 10/2/2018 10:00:21 AM ID: 15b4b45f-5a93-4bfa-9840-d46cdbedc0f9		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/4/2025 12:48:31 PM
Envelope Updated	Security Checked	12/4/2025 1:27:52 PM
Certified Delivered	Security Checked	12/9/2025 10:02:24 AM
Signing Complete	Security Checked	12/9/2025 10:02:32 AM
Completed	Security Checked	12/9/2025 10:02:38 AM
Payment Events	Status	Timestamps
<b>Electronic Record and Signature Disclosure</b>		

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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.

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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.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Carahsoft OBO Fulton County, Georgia:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [glenn.king@fultoncountyga.gov](mailto:glenn.king@fultoncountyga.gov)

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

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

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

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

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- 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.