



Fulton County Board of Commissioners
Agenda Item Summary

18-0986

BOC Meeting Date
 12/19/2018

Requesting Agency
 Office of External Affairs

Commission Districts Affected
 All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*
 Request approval to renew existing contracts – Department of External Affairs, 18RFQ06158K-DJ, External Grant Writing & Support Services in the total amount of \$100,000.00 with (A) Kimberly Sellars-Bates (Atlanta, GA) and (B) Strategic Funding Group (Atlanta, GA) to provide grant writing and support services on an as needed basis for Fulton County departments. This action exercises the first of two renewal options. One renewal option remains. Effective dates: January 1, 2019 - December 31, 2019

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*
 In accordance with Purchasing Code Section 102-394(6), the Purchasing Department shall present all renewal requests to the Board of Commissioners at least 90 days prior to the contract renewal date or 60 days if the contract term is six (6) months or less.

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*
 Yes All People trust government is efficient, effective, and fiscally sound

Is this a purchasing item?
 Yes

Summary & Background *(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

Scope of Work: To provide grant writing and support services to assist County departments in applying for federal, state and private foundation grants.

Community Impact: These contracts will ensure the County receives grant funds to support the delivery of services throughout Fulton County.

Department Recommendation: Department recommends approval

Project Implications: This contract supports the County's efforts to submit successful grant applications

Community Issues/Concerns: there are none known to the department.

Department Issues/Concerns: the department has no issues or concerns.

History of BOC Agenda Item: Originally approved by BOC on September 19, 2018.

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone (404) 612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	18-0663	9/19/18	\$50,000.00
1st Renewal			\$100,000.00
Total Revised Amount			\$150,000.00

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Total Contract Value: \$100,000.00

(A)
Contract Value: TBD
Prime Vendor: Kimberly Sellars-Bates
Prime Status: African American Female Business Enterprise-Non-Certified
Location: Atlanta, GA
County: Fulton County
Prime Value: TBD

Total Contract Value: TBD
Total M/FBE Value: TBD or 100.00%

(B)
Contract Value: TBD
Prime Vendor: Strategic Funding Group, Inc.
Prime Status: White Female Business Enterprise-Non-Certified
Location: Atlanta, GA
County: Fulton County
Prime Value: TBD

Total Contract Value: TBD or 100.00%
Total M/FBE Value: TBD or 100.00%

Grand Contact Value: \$100,000.00 or 100.00%
Grand M/FBE Value: \$100,000.00 or 100.00%

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:	5	0	4	9
No. Bids Received:	0	0	2	2
Total Contract Value	\$100,000.00 or 100.00%			
Total M/FBE Values	\$100,000.00 or 100.00%			
Total Prime Value	\$100,000.00 or 100.00%			
Fiscal Impact / Funding Source	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
100-130-1305-1160, General Fund, External Affairs, Professional Services - \$100,000				
Exhibits Attached	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>			
Exhibit 1: Contract Renewal Agreement				
Exhibit 2: Contract Renewal Evaluation Forms				
Exhibit 3: Contractor's Performance Reports				
Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>			
Jessica Corbitt, Director, External Affairs (404) 612-8303				

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone (404) 612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Procurement

Contract Attached: No	Previous Contracts: Yes		
Solicitation Number: . 18RFQ06158K-DJ	Submitting Agency: .Office of External Affairs	Staff Contact: .Jessica Corbitt	Contact Phone: .404-612-8303

Description: External Grant Writing & Support Services.

FINANCIAL SUMMARY

Total Contract Value:	MBE/FBE Participation:
Original Approved Amount: .	Amount: . %: .
Previous Adjustments: .	Amount: . %: .
This Request: \$100,000.00	Amount: . \$100,000.00 or 100.00%
TOTAL: \$100,000.00	Amount: . %: .

Grant Information Summary:

Amount Requested: .	<input type="checkbox"/>	Cash
Match Required: .	<input type="checkbox"/>	In-Kind
Start Date: .	<input type="checkbox"/>	Approval to Award
End Date: .	<input type="checkbox"/>	Apply & Accept
Match Account \$: .		

Funding Line 1: 100-130-1305-1160 Pending BOC approval of the 2019 budget	Funding Line 2: .	Funding Line 3: .	Funding Line 4: .
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KEY CONTRACT TERMS

Start Date: .	End Date: .
Cost Adjustment: .	Renewal/Extension Terms: .

ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Corbitt, Jessica	Date: 10/1/2018
X	County Attorney:	Martinez, Dominique	Date: 12/10/2018
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 12/10/2018
X	Finance/Budget Analyst/Grants Admin:	Jones, Monica	Date: 10/5/2018
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 12/11/2018



Fulton County, GA

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: External Affairs

BID/RFP# NUMBER: 18RFQ06158K-DJ

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

ORIGINAL APPROVAL DATE: September 19, 2018

RENEWAL PERIOD: FROM: January 1, 2019 **THROUGH:** December 31, 2019

RENEWAL OPTION #: 1 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$ 50,000

COMPANY'S NAME: Strategic Funding Group

ADDRESS: 1040 West Marietta Street

CITY: Atlanta

STATE: GA

ZIP: 30318

This Renewal Agreement No. 1 was approved by the Fulton County Board of Commissioners on BOC DATE: BOC NUMBER:

SIGNATURES: SEE NEXT PAGE

SIGNATURES:

Vendor agrees to accept the renewal option and abide by the terms and conditions set forth in the contract and specifications for Bid/RFP# _____

(Person signing must have signature authority for the company/corporation)

NAME: _____ (Print)
(CEO, President, Vice President)

VENDOR'S SIGNATURE: _____ DATE: _____

ATTEST:

NOTARY PUBLIC: _____

TITLE: _____ COUNTY: _____

SEAL (Affix) MY COMMISSION EXPIRES: _____

FULTON COUNTY, GEORGIA

ROBERT L. PITTS
CHAIRMAN **DATE: _____**

ATTEST:

JESSE A. HARRIS
CLERK TO THE COMMISSION **DATE: _____**

SEAL (Affix)

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: Jessica Corbitt-Dominquez (Print)

DEPARTMENT HEAD SIGNATURE: _____ DATE _____

ITEM#: _____ RCS: _____ ITEM#: _____ RM: _____
RECESS MEETING REGULAR MEETING



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Fulton County, GA

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: External Affairs Department

BID/RFP# NUMBER: 18RFQ06158K-DJ

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

ORIGINAL APPROVAL DATE: September 19, 2018

RENEWAL PERIOD: FROM: January 1, 2019 **THROUGH:** December 31, 2019

RENEWAL OPTION #: 1 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$ 50,000

COMPANY'S NAME: Kimberly Sellars-Bates

ADDRESS: 610 Fitzgerald Place

CITY: Atlanta

STATE: GA

ZIP: 30349

This Renewal Agreement No. 1 was approved by the Fulton County Board of

Commissioners on **BOC DATE:** **BOC NUMBER:**

SIGNATURES: SEE NEXT PAGE

SIGNATURES:

Vendor agrees to accept the renewal option and abide by the terms and conditions set forth in the contract and specifications for Bid/RFP# _____

(Person signing must have signature authority for the company/corporation)

NAME: _____ (Print)
(CEO, President, Vice President)

VENDOR'S SIGNATURE: _____ DATE: _____

ATTEST:

NOTARY PUBLIC: _____

TITLE: _____ COUNTY: _____

SEAL (Affix) MY COMMISSION EXPIRES: _____

FULTON COUNTY, GEORGIA

ROBERT L. PITTS
CHAIRMAN **DATE: _____**

ATTEST:

JESSE A. HARRIS
CLERK TO THE COMMISSION **DATE: _____**

SEAL (Affix)

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: Jessica Corbitt-Dominquez (Print)

DEPARTMENT HEAD SIGNATURE: _____ DATE _____

ITEM#: _____ RCS: _____ ITEM#: _____ RM: _____
RECESS MEETING REGULAR MEETING

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
9/19/2018	10/22/2018	9/19/2018	10/31/2018
PO Number			PO Date
Department	External Affairs		
Item Number	18RFQ06158K-DJ		
Service Commodity	Professional Grant Writing Services		
Contractor	Kimberly Sellars-Bates		

= Unsatisfactory	<i>Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.</i>
= Poor	<i>Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.</i>
= Satisfactory	<i>Achieves contract requirements 80% of the time; generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.</i>
= Good	<i>Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied.</i>
= Excellent	<i>Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.</i>

Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

0
 1
 2
 3
 4

Contractor is qualified and provides high quality professional services.

Timeliness of Performance (-Were Milestones Met Per Contract - Response Time (per agreement, if applicable) - Responsiveness to Direction/Change - On Time Completion Per Contract)

0
 1
 2
 3
 4

All products developed by the contractor on submitted on time as grant writing requires meeting strict deadlines for submission. Contractor is highly responsive to direction and has been very flexible to departmental changes in the past.

Business Relations (-Responsiveness to Inquiries - Prompt Problem Notifications)

0
 1

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4

Customer Satisfaction (-Met User Quality Expectations - Met Specification - Within Budget - Proper Invoicing - No Substitutions)

- 0
- 1
- 2
- 3
- 4

Departments served by the contractor have been very satisfied with the professionalism of the contractor and stated that expectations had been met. There have not been in budget overruns or improper billing by the contractor.

Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

- 0
- 1
- 2
- 3
- 4

Contractor is a single-person operator who has more than a decade of experience providing professional grant writing services. Contractor has been available when needed.

Overall Performance Rating:

Would you select/recommend this vendor again?
(check box for Yes. Leave Blank for No)

Yes No

Rating completed by:

Department Head Name	Department Head Signature	Date
		<input type="text" value="10/22/2018"/>



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
9/19/2018	10/22/2018	9/19/2018	12/31/2018
PO Number			PO Date
Department	External Affairs		
Contract Number	18RFQ06158K-DJ		
Service Commodity	Professional Grant Writing Services		
Contractor	Strategic Funding Group - Leah Tennille		

= Unsatisfactory	<i>Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.</i>
= Poor	<i>Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.</i>
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= Excellent	<i>Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.</i>

Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

0
 1
 2
 3
 4

Contractor is a ten-person team of professional grant writers with each more than a decade of successful experience. Contractor provides superior grant writing services and consultation.

Timeliness of Performance (-Were Milestones Met Per Contract - Response Time (per agreement, if applicable) - Responsiveness to Direction/Change - On Time Completion Per Contract)

0
 1
 2
 3
 4

Grants and services are provided in a timely manner with all milestones being met. Contractor is very responsive to change and direction.

Business Relations (-Responsiveness to Inquiries - Prompt Problem Notifications)

0
 1

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4

Customer Satisfaction (-Met User Quality Expectations - Met Specification - Within Budget - Proper Invoicing - No Substitutions)

- 0
- 1
- 2
- 3
- 4

Departmental customers have been very satisfied with the working relationship and services provided by this team.

Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

- 0
- 1
- 2
- 3
- 4

Key personnel for this contractor are highly qualified with appropriate experience for the services rendered.

Overall Performance Rating:

Would you select/recommend this vendor again?
(Check box for Yes. Leave Blank for No)

Yes No

Rating completed by:

Department Head Name	Department Head Signature	Date
		<input type="text" value="10/22/2018"/>



Contract Renewal Evaluation Form

Date:	October 29, 2018
Department: External Affairs Dept.	INTERGOVERNMENTAL AND INTERAGENCY AFFAIRS DIVISION
Contract Number:	18RFQ06158K-DJ
Contract Title:	Professional Grant Writing Services

Instructions:

It is extremely important that every contract be rigidly scrutinized to determine if the contract provides the County with value. Each renewal shall be reviewed and answers provided to determine whether services should be maintained, services/scope reduced, services brought in-house or if the contract should be terminated. Please submit a completed copy of this form with all renewal requests.

1. Describe what efforts were made to reduce the scope and cost of this contract.

Extra scrutiny was given to each grant writing project undertaken to determine whether the opportunity was truly viable, whether the timeline was sufficient to avoid premium cost, and whether sufficient buy-in was secured from department leadership to avoid the expense of lost time. These due diligence actions resulted in cost saving due to a more strategic focus of efforts.

2. Describe the analysis you made to determine if the current prices for this good or service is reflective of the current market. Check all applicable statements and provide documentation:

Internet search of pricing for same product or service:

Date of search:	Click here to enter a date.
Price found:	Click here to enter text.
Different features / Conditions:	Click here to enter text.
Percent difference between internet price and renewal price:	Click here to enter text.

Explanation / Notes:

During the 2017 RFP review of grant writing services, we selected firms that demonstrated capability and capacity, and also had average fees for services. Outliers were not selected. Price comparisons during that period showed a cost savings per grant of \$6,000.

Market Survey of other jurisdictions:

Date contacted:	Click here to enter a date.
Jurisdiction Name / Contact name:	Click here to enter text.
Date of last purchase:	Click here to enter a date.
Price paid:	Click here to enter text.
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.
Percent difference between past purchase price and renewal price:	Click here to enter text.
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Click here to enter text.

Explanation / Notes:

Other jurisdictions were not contacted for this service procurement.

Other (Describe in detail the analysis conducted and the outcome):

Cost analysis was done in conjunction with the GA Center for Nonprofits and comparative online searches via professional grant writing association sites.

3. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?

Strategic Funding Group - \$81,237.50; Kimberly Sellars-Bates aka KSB Enterprises - \$7,000

4. Does the renewal option include an adjustment for inflation? Yes No
(Information can be obtained from CPI index)

Was it part of the initial contract? Yes No

Date of last purchase:	October 29, 2018
Price paid:	8,500
Inflation rate:	NA
Adjusted price:	NA
Percent difference between past purchase price and renewal price:	NA

Explanation / Notes:

Click here to enter text.

5. Is this a seasonal item or service? Yes No

6. Has an analysis been conducted to determine if this service can be performed in-house? Yes
 No If yes, attach the analysis.

Grant Coordinators listed on the attached PDF document participate in developing and writing grant proposals; however, this function is secondary to their official duties. Since this initial assessment was conducted in November of 2016, the findings have not changed, with only two or three departments having dedicated grant writers on staff.

7. What would be the impact on your department if this contract was not approved?

If the contract renewal were not approved, all Fulton County grant-active agencies and departments enterprise-wide could be adversely impacted as they are the clients receiving the direct services.

Fran Phillips-Calhoun

October 29, 2018

Prepared by

Date

Jessica Corbitt-Dominquez

October 29, 2018

Department Head

Date