



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: Office of Diversity & Civil Rights Compliance

BID/RFP# NUMBER:24ITB144376B-RT

BID/RFP# TITLE: Foreign Language Oral Interpretation & Written Translation

ORIGINAL APPROVAL DATE: November 29, 2025

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

RENEWAL OPTION #: 2 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$50,000.00

COMPANY'S NAME: Ad Astra, Inc

ADDRESS:8701 Georgia Ave. Suite #808

CITY: Silver Spring

STATE: GA

ZIP: 20910

This Renewal Agreement No. 2 was approved by the Fulton County Board of Commissioners on **BOC DATE: November 19, 2025 BOC NUMBER: 25-0855**.

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

Ad Astra

Robert L Pitts

Emily Layher

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

**Emily Layher
Director of Government Sales**

ATTEST:

Tonya R. Grier

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



(Affix County Seal)

AUTHORIZATION OF RENEWAL:

Melissa Cuthrell

**Melissa Cuthrell, Director
Office Of Diversity & Civil Rights
Compliance**

ITEM#: _____ RM: _____ REGULAR MEETING	ITEM#: <u>25-0855</u> 2ND RM: <u>11/19/2025</u> SECOND REGULAR MEETING
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CERTIFICATE OF INSURANCE



Certificate Of Completion

Envelope Id: F0C5286A-FA5E-48DB-99E9-A14C8433EF76

Status: Completed

Subject: Complete with Docusign: Ad Astra Renewal 2 2026.pdf

Parcel ID:

Employee Name:

Source Envelope:

Document Pages: 4

Signatures: 4

Envelope Originator:

Certificate Pages: 5

Initials: 0

Roderic Terrell

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

roderic.terrell@fultoncountyga.gov

IP Address: 74.174.59.4

Record Tracking

Status: Original

Holder: Roderic Terrell

Location: DocuSign

11/20/2025 2:00:39 PM

roderic.terrell@fultoncountyga.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Fulton County Government

Location: Docusign

Signer Events

Signature

Timestamp

Emily Layher

emilylayher@ad-astrainc.com

Director of Government Sales

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

Using IP Address:

2600:1702:7ab0:a3e0:b980:2c7:c41a:ca6c

Sent: 11/20/2025 2:11:32 PM

Resent: 11/25/2025 1:10:26 PM

Viewed: 12/1/2025 12:39:23 PM

Signed: 12/1/2025 12:39:51 PM

Electronic Record and Signature Disclosure:

Accepted: 11/21/2025 10:59:02 AM

ID: a7dd90b5-cd3f-4955-bf83-6582d9718dca

melissa cuthrell

melissa.cuthrell@fultoncountyga.gov

Security Level: Email, Account Authentication (None)

Signature Adoption: Uploaded Signature Image

Using IP Address: 134.231.232.249

Sent: 12/1/2025 12:39:52 PM

Viewed: 12/1/2025 12:40:41 PM

Signed: 12/1/2025 12:41:05 PM

Electronic Record and Signature Disclosure:

Accepted: 12/1/2025 12:40:41 PM

ID: 02fb0835-78ee-4a01-8fdd-63333eb86353

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: 12/1/2025 12:41:06 PM

Viewed: 12/2/2025 3:18:39 PM

Signed: 12/2/2025 3:19:58 PM

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)	 Signature Adoption: Pre-selected Style Using IP Address: 74.174.59.10	Sent: 12/2/2025 3:19:59 PM Viewed: 12/2/2025 5:06:47 PM Signed: 12/2/2025 5:06:56 PM

Electronic Record and Signature Disclosure:
 Accepted: 12/2/2025 5:06:47 PM
 ID: 834516f3-3187-4ba8-b8d5-4c432d25c35d

Tonya Grier Tonya.Grier@fultoncountyga.gov Clerk to the Commission Fulton County Government Security Level: Email, Account Authentication (None)	  Signature Adoption: Uploaded Signature Image Using IP Address: 134.231.232.249	Sent: 12/2/2025 5:06:57 PM Viewed: 12/2/2025 5:17:45 PM Signed: 12/2/2025 5:18:03 PM
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Electronic Record and Signature Disclosure:
 Accepted: 10/27/2025 11:21:47 AM
 ID: 4889b84d-8ea3-4ba9-bf87-bf4c309e21ab

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	11/20/2025 2:11:33 PM
Envelope Updated	Security Checked	11/20/2025 2:12:06 PM
Certified Delivered	Security Checked	12/2/2025 5:17:45 PM
Signing Complete	Security Checked	12/2/2025 5:18:03 PM
Completed	Security Checked	12/2/2025 5:18:03 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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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

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 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..

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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 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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- ii. send us an e-mail to 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

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