



Fulton County Board of Commissioners  
**Agenda Item Summary**

**# 19-1122**

**BOC Meeting Date**  
**12/18/2019**

**Requesting Agency**

External Affairs

**Commission Districts Affected**

All Districts

**Requested Action** *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval to renew existing contract - External Affairs, RFP #18RFP082918K-DJ, Intergovernmental and Interagency Affairs Services in the amount of \$198,000.00 with Georgia Public Affairs (Atlanta, GA) to provide Intergovernmental and Interagency Affairs Services; and to include an amendment to the contract. This action exercises the first of two renewal options. One renewal option remains. Effective dates: January 1, 2020 - December 31, 2020.

**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:** Provide Intergovernmental and Interagency Affairs services on state and federal issues for Fulton County Government

**Department Recommendation:** Recommend approval of contract renewal.

**Project Implications:** Provide representation on legislative matters that affect Fulton County. Funds for this contract are available in the proposed 2020 budget.

**Community Issues/Concerns:** None.

**Department Issues/Concerns:** Recommend Approval.

**History of BOC Agenda Item:** This is the first renewal.

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	19-0026	1/9/2019	\$180,000.00
1st Renewal			\$198,000.00
Total Revised Amount			\$378,000.00

<b>Contract &amp; Compliance Information</b>	<i>(Provide Contractor and Subcontractor details.)</i>
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**Contract Value:** \$198,000.00  
**Prime Vendor:** Georgia Public Affairs  
**Prime Status:** Non-Minority  
**Location:** Atlanta, GA  
**County:** Fulton County  
**Prime Value:** \$120,600.00 or 67.00%

**Subcontractor:** MWS Global Strategies  
**Subcontractor Status:** Non-Minority  
**Location:** Washington, DC  
**County:** Washington County  
**Contract Value:** \$59,400.00 or 33.00%

**Total Contract Value:** \$198,000.00 or 100.00%  
**Total M/FBE Value:** \$-0-

<b>Solicitation Information</b>	<b>NON-MFBE</b>	<b>MBE</b>	<b>FBE</b>	<b>TOTAL</b>
No. Bid Notices Sent:				
No. Bids Received:				
<b>Total Contract Value</b>	<b>\$198,000.00 or 100.00%</b>			
<b>Total M/FBE Values</b>	<b>\$-0-</b>			
<b>Total Prime Value</b>	<b>\$120,600.00 or 67.00%</b>			
<b>Fiscal Impact / Funding Source</b> <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> 100-130-1305-1160 External Affairs Operating Budget				
<b>Exhibits Attached</b> <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> Exhibit 1: Contract Renewal Evaluation Exhibit 2: Contract Agreement Form Exhibit 3: Contractor Performance Report				
<b>Source of Additional Information</b> <i>(Type Name, Title, Agency and Phone)</i> Jessica Corbitt, Director, External Affairs, 404-612-8303				

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

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

**Procurement****Contract Attached:**  
No**Previous Contracts:**  
Yes**Solicitation Number:**  
#18RFP082918K-DJ**Submitting Agency:**  
External Affairs**Staff Contact:**  
Jessica Corbitt**Contact Phone:**  
404-612-8303**Description:** to provide Intergovernmental and Interagency Affairs Services.**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: \$180,000.00  
 Previous Adjustments: .  
 This Request: \$198,000.00  
 TOTAL: \$378,000.00

**MBE/FBE Participation:**

Amount: . %: .  
 Amount: . %: .  
 Amount: \$-0- 0.00% .  
 Amount: . %: .

**Grant Information Summary:**

Amount Requested: . ☐ Cash  
 Match Required: . ☐ In-Kind  
 Start Date: . ☐ Approval to Award  
 End Date: . ☐ Apply & Accept  
 Match Account \$: .

**Funding Line 1:**

100-130-1305-1160  
 (Pending BOC  
 approval of FY2020  
 budget)

**Funding Line 2:**

.

**Funding Line 3:**

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**Funding Line 4:**

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**KEY CONTRACT TERMS****Start Date:**

1/1/2020

**End Date:**

12/31/2020

**Cost Adjustment:**

\$19,800.00

**Renewal/Extension Terms:**

One renewal option remains

**ROUTING & APPROVALS**

(Do not edit below this line)

X	Originating Department:	Corbitt, Jessica	Date: 11/22/2019
X	County Attorney:	Martinez, Dominique	Date: 12/12/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 12/12/2019
X	Finance/Budget Analyst/Grants Admin:	Jones, Monica	Date: 11/22/2019
.	Grants Management:	.	Date: .
X	County Manager:	Gillespie, Alana	Date: 12/12/2019

## Contract Renewal Evaluation Form

<b>Date:</b>	November 22, 2019
<b>Department:</b>	INTERGOVERNMENTAL AND INTERAGENCY AFFAIRS DIVISION
<b>Contract Number:</b>	#18RFP082918K-DJ□
<b>Contract Title:</b>	INTERGOVERNMENTAL & INTERAGENCY AFFAIRS 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.**

This contract addresses state and federal lobbying services. The scope of this contract is managed through ongoing communication and close coordination with Fulton County staff.

**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:	February 7, 2018
Price found:	\$468,000
Different features / Conditions:	Federal Lobbying Only
Percent difference between internet price and renewal price:	61%

**Explanation / Notes:**

[Click here to enter text.](#)

☐ **Market Survey of other jurisdictions:**

Date contacted:	Internet Search
Jurisdiction Name / Contact name:	DeKalb County
Date of last purchase:	Click here to enter a date.
Price paid:	468000
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?	N/A

**Explanation / Notes:**

**#2 Findings were a result of online research and estimates from local grant writers.**

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

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

180,000

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:	January 9, 2019
Price paid:	180000
Inflation rate:	
Adjusted price:	
Percent difference between past purchase price and renewal price:	

**Explanation / Notes:**

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.

This service is supplemented by work in the Department of External Affairs. We do not have the capacity to provide the full scope of lobbying services.

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

The Departments of External Affairs (IGA) would not have the full capacity to execute our legislative agenda.

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Prepared by

Jessica Corbitt, Director of External Affairs

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Date

November 22, 2019



## DEPARTMENT OF PURCHASING &amp; CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT  
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
1/9/2019	12/10/2019	1/9/2019	12/31/2019
PO Number			PO Date
18RFP082918K-DJ			1/9/2019
Department	<u>External Affairs</u>		
Bid Number	18RFP082918K-DJ		
Service Commodity	INTERGOVERNMENTAL & INTERAGENCY AFFAIRS SERVICES		
Contractor	Georgia Public Affairs		

<b>= Unsatisfactory</b>	<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>
<b>= Poor</b>	<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>
<b>= Satisfactory</b>	<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>
<b>= Good</b>	<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>
<b>= Excellent</b>	<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

**Comments:**

The Contractor provided results related to several Fulton County legislative initiatives in 2019.

## . 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

**Comments:**

Contractor is responsive to inquiries and provides weekly reports during the legislative session.

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

0  
1

**Comments:**



# 19-1122

4

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

Comments:

0

1

2

3

4

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

Comments:

0

1

2

3

4

Overall Performance Rating:

3.2

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

☒ Yes ☐ No

Rating completed by:

Jessica Corbi H

Department Head Name

Department Head Signature

Date

Jessica Corbi H

JCH

12/10/2019



Fulton County, GA

**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**CONTRACT RENEWAL AGREEMENT**

**DEPARTMENT:**

**BID/RFP# NUMBER:** 18RFP082918K-DJ

**BID/RFP# TITLE:** Legislative Liaison for Federal and State Issues

**ORIGINAL APPROVAL DATE:** January 9, 2019

**RENEWAL PERIOD: FROM:** January 1, 2020 **THROUGH:** December 31, 2020

**RENEWAL OPTION #:** 1 OF 2

**NUMBER OF RENEWAL OPTIONS:** 2

**RENEWAL AMOUNT:** \$ 180,000

**COMPANY'S NAME:** Georgia Public Affairs

**ADDRESS:** 311 Peachtree Hill Avenue, Suite 6B

**CITY:** Atlanta

**STATE:** GA

**ZIP:** 30318

This Renewal Agreement No. 1 was approved by the Fulton County Board of Commissioners on BOC DATE: 12/18/19 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:**  
\_\_\_\_\_  
**TONYA GRIER**  
**INTERIM 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**