



# Fulton County

## Legislation Details (With Text)

**File #:** 23-0200      **Version:** 1      **Name:**  
**Type:** CM Action Item - Health and Human Services      **Status:** Passed  
**File created:** 1/20/2023      **In control:** Board of Commissioners  
**On agenda:** 3/15/2023      **Final action:** 3/15/2023  
**Title:** Request approval to close out a contract - Department of Senior Services, 18RFP11228A-FB, Aging Services Contracts in the amount of \$71,633.06 with Senior Services North Fulton (Alpharetta, GA) to provide Aging Services for Fulton County seniors aged 60 and above. Effective upon BOC approval. (APPROVED)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2nd Qtr-2022 - Senior Services North Fulton - revised, 2. 02. AMENDMENT AGREEMENT FORM - SSNF January 2023

Date	Ver.	Action By	Action	Result
3/15/2023	1	Board of Commissioners	approve	Pass

### Department

Senior Services

### Requested Action

Request approval to close out a contract - Department of Senior Services, 18RFP11228A-FB, Aging Services Contracts in the amount of \$71,633.06 with Senior Services North Fulton (Alpharetta, GA) to provide Aging Services for Fulton County seniors aged 60 and above. Effective upon BOC approval. **(APPROVED)**

### Requirement for Board Action

In accordance with Purchasing Code Section 102-420, contract modifications within the scope of the contract and necessary for contract completion of the contract, in the specifications, services, time of performance or terms and conditions of the contract shall be forwarded to the Board of Commissioners for approval.

### Strategic Priority Area related to this item

Health and Human Services

### Commission Districts Affected

- All Districts
- District 1
- District 2
- District 3
- District 4
- District 5

District 6    

## Is this a purchasing item?

Yes

### Summary & Background

The Board of Commissioners approved agenda item 21-0907 renewing the contract for North Fulton in the amount of \$1,465,431.66. Services provided in 2022 exceed the total authority by \$71,633.06. The Department of Senior Services approved the units of service and agrees that the payment is warranted and outside the initial spending authority approved by the BOC in November 2021. Services were completed in December 2022. Approval of this item allows the Department to process the final 2022 invoices.

Pursuant to Purchasing Code Section 102-416(g), Contract closeout, the purpose of the closeout process is to verify that both parties to the contract have fulfilled their contractual obligations and that there are no responsibilities remaining. A contract is completed when all goods and services have been received and accepted; all reports have been delivered and accepted; all administrative actions have been accomplished; all county furnished equipment and material has been returned; and final payment has been made to the contractor. The contract administrator has the following responsibilities and duties:

- (1) Determine that the contractor has satisfactorily performed all required contractual obligations;
- (2) Determine that all deliverables including reports have been delivered and accepted by the user agency;
- (3) Determine if all county property (if applicable) has been returned;
- (4) Ensure that all issues, if any, have been resolved;
- (5) Determine whether all payments to the contractor have been made;
- (6) Determine whether all administrative actions have been completed;
- (7) Ensure that the official contract file contains all necessary documentation;
- (8) Complete the mandatory closeout contractor performance report; and
- (9) Provide the closeout report with documentation to the department of purchasing and contract compliance before final payment is made and if applicable, retainage is released.

The Department of Senior Services is the County based agency designated to provide Older Americans Act services within Fulton County. The Department is responsible for the planning and coordination of aging services facilitated through the Aging Services contractors. These contracts ensure that the services are managed and implemented at the Neighborhood Senior Centers, Home Delivered Meals are provided, Congregate Meals are served, Case Management services are offered, and Volunteer Services support the programs.

**Scope of Work:** Senior Services North Fulton is responsible for fulfilling the deliverables under the terms of the contract as indicated in the Scope of Work. The contractor employs staff to ensure that the coordination of Case Management, Congregate Meals, Neighborhood Senior Center Management and Programming, Volunteer Services, and Congregate Meals and Home and Community-Based Services are provided to residents of Fulton County aged 60 and above.

**Community Impact:** Services rendered enabled Fulton County seniors to obtain a daily meal

through congregate dining and participate in programs that counter isolation.

**Department Recommendation:** The Department of Senior Services recommends approval.

**Project Implications:** All services were provided and completed in December 2022 and the Department of Senior Services is ready to closeout this project once the final invoice is paid.

**Community Issues/Concerns:** There are no community issues or concerns associated with this agenda item.

**Department Issues/Concerns:** The Department of Senior Services is concerned that if approval is not obtained, then payment cannot be rendered for services previously provided by the contractor.

### Contract Modification

#### (A) - Senior Services North Fulton

Current Contract History	BOC Item	Date	Dollar Amount
Original Award Amount	18-0422	6/20/2018	\$461,730.27
1st Renewal	18-0875	11/14/2018	\$1,493,848.73
Amendment No. 1	19-0439	6/5/2019	\$86,210.00
2 <sup>nd</sup> Renewal	19-0775	10/2/2019	\$1,580,058.72
3 <sup>rd</sup> Renewal	20-0966	12/16/2020	\$1,394,162.00
4 <sup>th</sup> Renewal	21-0907	11/17/2021	\$1,465,431.66
<b>Amendment No. 2 (Close-out)</b>			<b>\$71,633.06</b>
Total Revised Amount			\$6,553,074.44

### Contract & Compliance Information

**Total Contract Value**      **\$71,633.06**

**Prime Contractor:**            **Senior Services North, Inc.**  
**Prime Status:**                **Non-Profit**  
**Location:**                      **Alpharetta, GA**  
**County:**                        **Fulton County**  
**Prime Value:**                 **\$71,633.06**

**Total Contract Value:**      **\$71,633.06 or 100.00%**  
**Total Certified Value:**      **\$Non-Profit**

### Exhibits Attached

- Exhibit 1: Contractor Performance Report
- Exhibit 2: Amendment No.2 - Senior Services North Fulton

### Contact Information

Ladisa Onyiliogwu, Director, Department of Senior Services, 404-281-4042

**Contract Attached**

No

**Previous Contracts**

Yes

**Total Contract Value**

Original Approved Amount: \$461,730.27  
Previous Adjustments: \$6,019,711.11  
This Request: \$71,633.06  
TOTAL: \$6,553,074.44

**Grant Information Summary**

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

**Fiscal Impact / Funding Source**

**Funding Line 1:**

100-183-18NC-1192: General, Senior Services, Aging Grant Supplemental - \$5,523.

**Funding Line 2:**

100-183-183Y-1192: General, Senior Services, Aging Grant Supplemental - \$66,109.76

<b>Key Contract Terms</b>	
<b>Start Date:</b> 1/1/2022	<b>End Date:</b> 12/31/2022
<b>Cost Adjustment:</b>	<b>Renewal/Extension Terms:</b>

**Overall Contractor Performance Rating: 3.0**

**Would you select/recommend this vendor again?**

Yes

**Report Period Start:** 4/1/2022  
**Report Period End:** 6/30/2022