

**Board of Commissioners  
Agenda Item Transmittal Form  
Procurement/Contract Transmittal Form**

**RECEIVED**  
OCT 28 2024  
BY: *Purchasing*



<b>Type of contract:</b> 1 year <input type="checkbox"/> Multi-year <input type="checkbox"/> Single Event <input type="checkbox"/>	<b>Contract #:</b> <b>BOC Approval Date:</b>
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<input type="checkbox"/> <b>Submission Information</b>	<input type="checkbox"/> <b>Vendor Information</b>
<b>Contact Name:</b> Michelle Irizarry <b>Department:</b> Finance  <b>Project Title:</b> CJCC-Delegating Signing Authority <b>Signature Authorization Letter</b> <b>Funding Account Number:</b> N/A <i>✓</i>  <b>Contract amount:</b> N/A <b>Contract Type:</b> Goods ( ) Services ( ) Labor ( ) <b>Contract Action:</b> New ( ) Renewal ( ) Change Order (X) <b>Original Contract Number:</b>	<b>Vendor Name:</b> Criminal Justice Coordinating Council  <b>Address:</b> 104 Marietta St. NW #440 <b>Address:</b> Atlanta, GA 30303 <b>Email:</b>  <b>Phone #:</b> <b>Contact:</b> Various  <b>Term of contract:</b> N/A

<b>Finance Director Signature</b>	<b>Procurement Manager Signature</b>
I have reviewed the attached contract, and the amount is approved for processing. <i>Michelle Irizarry</i> 10/24/2024 <b>Signature:</b> _____ <b>Date:</b> _____	I have reviewed the attached contract, and it is in compliance with Purchasing Policies of Rockdale County. <i>June Malone</i> 10/28/24 <b>Signature:</b> _____ <b>Date:</b> _____

**Detailed Summary of Contract:**

The Signature Authorization Letter will be used to update the authorized officials for the grants listed below.

- A25-8-019, A25-8-033, A25-8-034, J25-8-040, J25-8-080, J25-8-115, Y25-8-020, T20-8-010 and Q23-8-010
- A25-8-019 – DUI Court
- A25-8-033 – Juvenile Accountability Court - Drug
- A25-8-034 - Juvenile Accountability Court – Mental Health
- J25-8-040 – Adult Drug Court
- J25-8-080 -Adult Resource Court
- J25-8-115 – Family Treatment Court
- Y25-8-020 – Family Therapy
- T20-8-010 – YIELD
- Q23-8-010 - Housing
- Replaces C-2024-160

**Department Head/Elected Official Signature:**

**Date:**

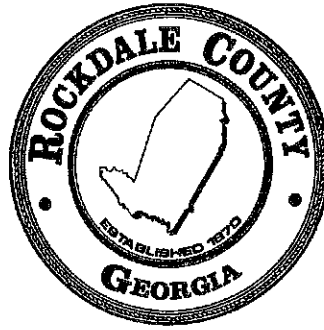
*Michelle Irizarry*

10.24.2024

*2024-557*

BOARD OF COMMISSIONERS

OSBORN NESBITT, SR., CHAIRMAN  
Sherri L. Washington, Esq., Commissioner Post I  
Dr. Doreen Williams, Commissioner Post II



DEPARTMENT OF FINANCE  
MICHELLE IRIZARRY, CFO  
TELEPHONE: 770-278-7555  
FACSIMILE: 770-278-8910

October 21, 2024  
Criminal Justice Coordinating Council  
104 Marietta St NW # 440  
Atlanta, GA 30303

Re: Delegating Signing Authority – Signature Authorization Letter

To Whom it May Concern

I, Osborn Nesbitt, Sr., as the authorized official of Rockdale County, designate Renee Brooks and Michelle Irizarry to sign as the authorized official for the following:

- Subgrant Award
- Special Conditions (initialed by the Project Director)
- Reimbursement Selection Form

I, Osborn Nesbitt, Sr., as the authorized official of Rockdale County, designate Narender Bhardwaj and Renee Brooks to sign as the Financial Officer for the following:

- Subgrant Expenditure Request
- Subgrant Adjustment Request
- Vendor Management Form

The designation applies to the following grant numbers:

	A25-8-019	A25-8-033	A25-8-034
J25-8-040	J25-8-080	J25-8-115	Q23-8-010
Y25-8-020	T20-8-010		

Your attention is appreciated.



Osborn Nesbitt, Sr.  
Chairman, Rockdale County

Date