



# BOARD OF REGISTRATION AND ELECTIONS SCHEDULED MEETING

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February 8, 2024

4:30 PM

VRE AB Area

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**1. ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

A. January 11, 2024 Scheduled Meeting (p. 2)

**4. PUBLIC COMMENTS**

**5. ITEMS FOR DISCUSSION**

- A. Director's Report (p. 5)
- B. I Voted Sticker Contest (p. 27)
- C. Qualification Period || Special Election
- D. Contract Signing Authority || Executive Director
- E. Legislative Update

**6. ITEMS FOR DECISION**

- A. Advance Voting Locations and Times (p. 33)
- B. Election Day Managers (p. 34)
- C. GA Soil and Water Conservation Commission || Special Election (p. 39)
- D. Communications RFQ (p. 52)
- E. Purchases
  - 1. Dominion (p. 101)
  - 2. Fort Orange (p. 102)
  - 3. Tattnall (p. 104)

**7. EXECUTIVE SESSION**

**8. BOARD COMMENTS**

**9. ADJOURNMENT**

# **DeKalb County Board of Registration and Elections**

## **Meeting Minutes**

January 11, 2024

Start Time: 4:50 p.m.

End Time: 6:41 p.m.

Board Attendees: Karli Swift, Chair  
Vasu Abhiraman, Vice-Chair  
Nancy Jester  
Anthony Lewis  
Susan Motter

Other Attendees: Keisha Smith, Executive Director  
Terry Phillips, Deputy County Attorney  
Shelley Momo, Senior Assistant County Attorney

### **APPROVAL OF AGENDA**

Chair Swift called the Board of Voter Registration and Elections meeting to order at 4:50 p.m. Ms. Austin read the roll by calling each board member by name. A quorum was met.

Motion to approve the agenda by Ms. Motter and seconded by Vice-Chair Abhiraman. The motion passed unanimously.

### **APPROVAL OF MINUTES**

Motion by Ms. Motter, seconded by Vice-Chair Abhiraman, to approve the minutes of the December 11 scheduled meeting. The motion carried unanimously.

### **PUBLIC COMMENTS**

Ms. Austin read the rules for public comment:

Public comments may be made in person or submitted by sending an email of one printed page or less at a minimum font of 12 to [electionspubliccmnt@dekalbcountyga.gov](mailto:electionspubliccmnt@dekalbcountyga.gov) which must be received between 35 and 5 minutes before the scheduled start of the meeting. The body of your email must include your first and last name. Abusive, profane, or derogatory language will not be permitted. By submitting an email for public comment, you agree to have your name and the email broadcast on the UStream and entered into the record and minutes. The DeKalb Board of Registration and Elections reserves the right, at the DeKalb Board of Registration and Elections' sole discretion, to (1) add your email to the record/minutes without reading any of it into the broadcast or (2) read all or a portion of your email into the record/minutes.

The following citizens provided public comment:

- Judy Sophianopoulos

## **ITEMS FOR DISCUSSION**

### **A) Director's Report**

Director Smith reported on registration, election, warehouse, budget, facilities, and communications activities.

Ms. Motter commented on the impact of redistricting on election activities and encouraged electors to check online to ensure their registration is up to date and for additional information updates.

Ms. Jester asked about the proposed 2024 budget and the stakeholder meeting. She also requested information from the law department regarding grants and the County's membership with the Center for Tech and Civic Life.

Mr. Lewis asked about the Secretary of State's health check on the election equipment. Julietta Henry provided brief details regarding the scheduled inspection.

### **B) VOTE Resolution Proposal**

Mr. Sabiel Rodriguez presented research findings regarding the VOTE Resolution. He stated that after English, the most spoken languages in DeKalb County were Spanish, Amharic, French, Chinese, Yoruba, Bengali, and Vietnamese. Discussion followed regarding several components of the research and proposal.

### **C) Special Election || Call and Qualifying Period**

Ms. Momo stated that the attorneys recommended deferring this agenda item because they were still looking into the details of any special election that might need to occur in 2024 and the call and qualifying period associated with it.

Further discussion ensued. Chair Swift requested a memo on the matter from the law department before the next meeting.

Motion to defer the item to the next meeting By Ms. Motter and seconded by Vice-Chair Abhiraman. The vote passed unanimously.

## **ITEMS FOR DECISION**

### **D) Polling Place Changes**

Ms. Momo stated that the law department needed additional time to review the information. Chair Swift requested an update from the law department prior to the next meeting.

Motion to defer the item to the next meeting by Ms. Jester and seconded by Ms. Motter. The vote passed unanimously.

### **E) Contract Signing Authority || Executive Director**

Chair Swift noted that previous discussion had taken place to give Director Smith limited contract signing authority up to a certain amount. The law department advised for this item to be deferred for further review.

Motion to defer the item to the next meeting by Ms. Jester and seconded by Ms. Motter. The vote passed unanimously.

### **BOARD COMMENTS**

Ms. Jester thanked the staff, the board, the public, and Mr. Rodriguez. She also wished everyone a Happy New Year.

Ms. Motter thanked Director Smith, the department, Mr. Rodriguez, and the law department.

Mr. Lewis wished everyone a Happy New Year.

Vice-Chair Abhiraman thanked the department and Mr. Rodriguez.

Chair Swift wished everyone a Happy New Year and thanked DCTV and the public.

### **ADJOURNMENT**

The motion to adjourn carried unanimously. The meeting was adjourned at 6:41 p.m.



# Director's Report

February 8, 2024

Keisha L. Smith, MPA

Executive Director

Voter Registration and Elections (VRE)

## Topic 1: General Operations Updates

- Registration Updates – January 2024
- Election Activities

Notes:

## Topic 2: Administrative/Finance Updates

- Personnel | Facilities
- Budget Activities and Report

Notes:

## Topic 3: Stakeholder Engagement Updates

- Key Stakeholder Meetings | Activities
- General Communications

Notes:

*Efficiency. Integrity. Excellence.*

Fund 100 - GENERAL FUND	<-Choose Fund		Updated 2/1/2024			# Reg P/Rs Posted:	2	of 2 /month	
Dept 02900 - REGISTRAR	<-Choose Dept		Jan-24			# Monlhly P/Rs Posted:	1		
	Budget Period: Jan 1 - 31, 2024	Budget is Placeholder	Budget is Placeholder	Main		Reg Pay Periods YTD:	2	24.20 left	
Values									
ObjCl: Object	Budget \$	Encumbrance \$	Actual \$	Funds Avail Bal	Exp/Enc%	Unexpended Bal	Exp %	Cur Month \$	
51 - 511101 - SALARIES	965,688	0	113,066	852,622	11.7%	852,622	11.7%	113,066	
511200 - SALARIES - TEMPORARY	0	0	5,760	-5,760	0.0%	-5,760	0.0%	5,760	
511300 - SALARIES - OVERTIME	80,004	0	352	79,652	0.4%	79,652	0.4%	352	
512100 - COUNTY MATCH - GROUP INSURANCE	0	0	16,918	-16,918	0.0%	-16,918	0.0%	16,918	
512101 - COUNTY MATCH - GRP INS - REVER	4,488	0	0	4,488	0.0%	4,488	0.0%	0	
512102 - COUNTY MATCH - GRP INS - ALLOC	216,000	0	0	216,000	0.0%	216,000	0.0%	0	
512200 - COUNTY MATCH - FICA	73,872	0	8,853	65,019	12.0%	65,019	12.0%	8,853	
512400 - COUNTY MATCH - PENSION	0	0	26,202	-26,202	0.0%	-26,202	0.0%	26,202	
512402 - 401(a) EMPLOYER CONTRIBUTION	13,644	0	2,939	10,705	21.5%	10,705	21.5%	2,939	
512700 - WORKERS COMPENSATION	11,915	0	0	11,915	0.0%	11,915	0.0%	0	
512904 - ALLOWANCE - AUTOMOBILE	0	0	750	-750	0.0%	-750	0.0%	750	
51 - Personal Services and Employee Benefits Total	1,365,611	0	174,840	1,190,771	12.8%	1,190,771	12.8%	174,840	
52 - 521101 - BOARD MEMBER SERVICES	12,000	0	800	11,200	6.7%	11,200	6.7%	800	
521104 - TEMPORARY PERSONNEL SERVICES	455,004	288,646	11,354	155,004	65.9%	443,650	2.5%	11,354	
521209 - OTHER PROFESSIONAL SERVICES	800,004	122,815	615	676,573	15.4%	799,389	0.1%	615	
522201 - MAINTENANCE & REPAIR SERVICES	375,000	0	0	375,000	0.0%	375,000	0.0%	0	
522311 - RENTAL OF REAL ESTATE	48,504	0	0	48,504	0.0%	48,504	0.0%	0	
522321 - RENTAL OF EQUIPMENT	24,252	0	865	23,387	3.6%	23,387	3.6%	865	
522322 - LEASE PURCHASE OF EQUIPMENT	50,004	0	0	50,004	0.0%	50,004	0.0%	0	
522329 - OTHER RENTALS	33,948	0	0	33,948	0.0%	33,948	0.0%	0	
523001 - OTHER SERVICES - NON PROFESSIO	0	0	1,812	-1,812	0.0%	-1,812	0.0%	1,812	
523201 - POSTAGE	60,000	0	0	60,000	0.0%	60,000	0.0%	0	
523202 - POSTAGE - CENTRAL SERVICES	14,544	0	0	14,544	0.0%	14,544	0.0%	0	
523203 - TELEPHONE SERVICE	5,340	0	0	5,340	0.0%	5,340	0.0%	0	
523204 - TELEPHONE - LONG DISTANCE	216	0	0	216	0.0%	216	0.0%	0	
523206 - INTERNET SERVICES	4,968	0	0	4,968	0.0%	4,968	0.0%	0	
523207 - TELEPHONE - WIRELESS	201,948	0	0	201,948	0.0%	201,948	0.0%	0	
523301 - ADVERTISING SERVICES	1,476	0	0	1,476	0.0%	1,476	0.0%	0	
523401 - PRINTING SERVICES	20,484	156	0	20,328	0.8%	20,484	0.0%	0	
523501 - MILEAGE - PERSONAL VEHICLE	2,424	0	0	2,424	0.0%	2,424	0.0%	0	
523601 - DUES	0	2,000	0	-2,000	0.0%	0	0.0%	0	
523701 - TRAINING & CONFERENCE FEES - E	15,000	2,000	0	13,000	13.3%	15,000	0.0%	0	
523702 - TRAINING & CONFERENCE FEES - I	480	0	0	480	0.0%	480	0.0%	0	
523906 - ELECTION EXPENSES	3,876	1,235,555	0	-1,231,679	31877.1%	3,876	0.0%	0	
52 - Purchased / Contracted Services Total	2,129,472	1,651,172	15,446	462,854	78.3%	2,114,026	0.7%	15,446	
53 - 531101 - OPERATING SUPPLIES	205,392	19,891	13,256	172,245	16.1%	192,136	6.5%	13,256	
53 - Supplies Total	205,392	19,891	13,256	172,245	16.1%	192,136	6.5%	13,256	
54 - 542201 - COMPUTER EQUIPMENT	39,996	0	0	39,996	0.0%	39,996	0.0%	0	
542202 - COMPUTER SOFTWARE and TECHNOLO	54,996	0	0	54,996	0.0%	54,996	0.0%	0	
54 - Capital Outlays Total	94,992	0	0	94,992	0.0%	94,992	0.0%	0	
55 - 551104 - VEHICLE MAINTENANCE CHARGE	3,364	0	0	3,364	0.0%	3,364	0.0%	0	
551105 - VEHICLE REPLACEMENT CHARGE	3,048	0	0	3,048	0.0%	3,048	0.0%	0	
551107 - VEHICLE INSURANCE CHARGE	500	0	0	500	0.0%	500	0.0%	0	
551141 - VEHICLE MAINT - FUEL	600	0	0	600	0.0%	600	0.0%	0	
551144 - VEHICLE MAINT - OVERHEAD	2,095	0	0	2,095	0.0%	2,095	0.0%	0	
55 - Interfund / Interdepartmental Charges Total	9,607	0	0	9,607	0.0%	9,607	0.0%	0	
70 - 707009 - COUNTY PENSION ALLOCATION	201,172	0	0	201,172	0.0%	201,172	0.0%	0	
70 - Retirement Services Total	201,172	0	0	201,172	0.0%	201,172	0.0%	0	
Grand Total	4,006,246	1,671,063	203,542	2,131,641	46.8%	3,802,704	5.1%	203,542	



DeKalb County  
GEORGIA

# Qualifying Guide 2024

Board of Registration and Elections  
4380 Memorial Drive, Suite 300  
Decatur, Georgia 30032  
Tel | 404.298.4020 Web | [www.dekalbvotes.com](http://www.dekalbvotes.com)

## 2024 Qualifying Information

In accordance with O.C.G.A. § 21-2-131 (a)(1) (A) and (1) (B), the DeKalb County Board of Commissioners set the qualifying fees for offices to be elected by DeKalb County Voters in 2024.

**Qualifying Begins:** 9:00 AM Monday, March 4, 2024

**Qualifying Ends:** 12:00 PM Friday, March 8, 2024

**Qualifying Fees set by the Board of Commissioners are as follows:**

<b>State Court Judge</b>	<b>\$5,514.64</b>
<b>Judge, Probate Court</b>	<b>\$3,914.90</b>
<b>Clerk of Superior Court</b>	<b>\$3,914.90</b>
<b>Sheriff</b>	<b>\$4,080.35</b>
<b>Tax Commissioner</b>	<b>\$3,914.90</b>
<b>Chief Magistrate</b>	<b>\$3,993.20</b>
<b>Solicitor General</b>	<b>\$5,514.64</b>
<b>Chief Executive Officer</b>	<b>\$6,479.71</b>
<b>County Commissioner (Districts 1, 4, 5, &amp; 6)</b>	<b>\$2,072.49</b>
<b>Board of Education (Districts 1, 3, 5, &amp; 7)</b>	<b>\$540.00</b>
<b>Soil &amp; Water Conservation Supervisor</b>	<b>N/A</b>

## 2024 Qualifying Information

### Qualifying Guidelines

#### **NON-PARTISAN, INDEPENDENT & POLITICAL BODY CANDIDATES QUALIFYING LOCATION INFORMATION**

DeKalb County Board of Registration and Elections Office  
4380 Memorial Drive, Ste. 300  
Decatur, Georgia 30032  
404-298-4020  
[voterreg@dekalbcountyga.gov](mailto:voterreg@dekalbcountyga.gov)

#### **PARTISAN CANDIDATES QUALIFYING INFORMATION LOCATION INFORMATION**

##### **DEMOCRATIC PARTY**

4380 Memorial Drive, Suite 300  
Decatur, Georgia 30032

##### **REPUBLICAN PARTY**

4380 Memorial Drive, Suite 300  
Decatur, Georgia 30032

## 2024 Qualifying Information

### Qualifying Guidelines for Partisan Candidates

In accordance with O.C.G.A. § 21-2-153, partisan candidates seeking office for the following races shall file their Declaration of Candidacy and Affidavit with the appropriate county political party, beginning 9:00 am on March 4, 2024, and ending at Noon on March 8, 2024. Qualifying for partisan offices will take place at 4380 Memorial Drive, Ste. 300, Decatur, Georgia 30032.

<b>PARTISAN OFFICES</b>	
<b>Clerk of Superior Court</b>	
<b>Sheriff</b>	
<b>Tax Commissioner</b>	
<b>Chief Magistrate</b>	
<b>Solicitor General</b>	
<b>Chief Executive Officer</b>	
<b>County Commissioner (Districts 1, 4, 5, &amp; 6)</b>	

# Qualifying Guidelines for Partisan Candidates

## Procedures for Qualifying

- Provide valid photo I.D.
- File a Declaration of Candidacy & Affidavit (Documents must be notarized)
  - Candidates seeking office for the following races must submit an additional affidavit:
    - Clerk of Court
    - Probate Judge
    - Sheriff
    - Tax Commissioner
- Pay the qualifying fee for the office being sought or file by Pauper's Affidavit.
  - Cashier's check, money order, or personal check payable to "DeKalb County Democratic or Republican Party"
  - Cash
- File a Declaration of Intention to Accept Campaign Contributions (Form DOI) or,
- File the Affidavit of a Candidate's Intent Not to Exceed \$2,500.00 in Contributions and/or Expenditures

**Additional qualifications for Sheriff can be found in  
O.C.G.A. 15-16-1**

## 2024 Qualifying Information

### Qualifying Guidelines for Nonpartisan Candidates

In accordance with O.C.G.A. § 21-2-132, candidates seeking nonpartisan county offices shall qualify by filing their Notice of Candidacy with a county Qualifying Officer beginning at 9:00 am on March 4, 2024 and ending at Noon on March 8, 2024. Qualifying for nonpartisan offices will take place at 4380 Memorial Drive, Ste. 300, Decatur, Georgia 30032.

<b>NONPARTISAN OFFICES</b>
<b>State Court Judge -Division A (Jacobs)</b>
<b>State Court Judge – Division A (Martinez)</b>
<b>State Court Judge -Division A (Purdom)</b>
<b>Associate Judge of State Court – (Bailey)</b>
<b>Associate Judge of State Court – (Ramsey)</b>
<b>Associate Judge of State Court – (Ross)</b>
<b>Associate Judge of State Court – (Storey)</b>
<b>Judge, Probate Court</b>
<b>Board of Education (Districts 1, 3, 5, &amp; 7)</b>
<b>Soil &amp; Water Conservation Supervisor</b>



# Qualifying Guidelines for Nonpartisan Candidates

## Procedures for Qualifying

- Provide valid photo I.D.
- File a Notice of Candidacy & Affidavit (Documents must be notarized)
  - Candidates seeking office for Local Board of Education must submit an additional affidavit
- Pay the qualifying fee for the office being sought (if applicable), or file by Pauper's Affidavit.
  - Cashier's check, money order, or personal check payable to "DeKalb County"
  - Cash
- File a Declaration of Intention to Accept Campaign Contributions (Form DOI) or,
- File the Affidavit of a Candidate's Intent Not to Exceed \$2,500.00 in Contributions and/or Expenditures

## 2024 Qualifying Information

### Qualifying Guidelines for Independent/Political Body Candidates

In accordance with O.C.G.A. § 21-2-132 (d)(3) and O.C.G.A. § 21-2-170, any person desiring to run as an Independent or Political Body Candidate must qualify with a county qualifying officer beginning at 9:00 am on March 4, 2024 and ending at Noon on March 8, 2024. There is a second qualifying period beginning at 9:00 am on June 24, 2024 and ending at Noon on July 9, 2024. Qualifying will take place at 4380 Memorial Drive, Ste. 300, Decatur, Georgia 30032.

#### Procedures for Qualifying

- Provide a valid photo I.D.
- File the Notice of Candidacy & Affidavit, **AND**
- File a Nomination Petition. The Nomination Petition must be signed by **five percent of the registered voters eligible to vote in the last election held for such office the candidate is seeking**. No nomination petition shall be circulated prior to 180 days before the last day on which such petition may be filed (Noon on July 9, 2024).
- Pay the qualifying fee for the office being sought
  - Cashier's check, money order or personal check payable to "DeKalb County"
  - Cash, **OR**
  - File a Pauper's affidavit. If filing a Pauper's affidavit, the candidate must also file a qualifying petition at the time of qualifying.
- File a Declaration of Intention to Accept Campaign Contributions (Form DOI), or
- File the Affidavit of a Candidate's Intent Not to Exceed \$2,500.00 in Contributions and/or Expenditures

## 2024 Qualifying Information

### Qualifying Guidelines for Independent/Political Body Candidates

#### Independent and Political Body Candidate Qualifying/Filing Schedule

January 11, 2024	Earliest day to circulate nomination petition. O.C.G.A. § 21- 2-170(e)
March 4, 2024 9:00 AM	Earliest day to qualify for the November General Election. O.C.G.A. § 21-2-153(c)(1)(A)
March 8, 2024, 12:00 Noon	Last day to qualify for the November General Election. O.C.G.A. § 21-2-153(c)(1)(A)
June 24, 2024, 9:00 AM	Earliest day for an Independent or a Political Body Candidate to file their Nomination Petition to have his/her name placed on the General election Ballot. O.C.G.A. § 21-2-132(e) <b>**Second Qualifying Period Begins**</b>
July 9, 2024, 12:00 Noon	Last day for an Independent or a Political Body Candidate to file their Nomination Petition to have his/her name placed on the General Election Ballot. O.C.G.A. § 21-2-132(e) <b>**Second Qualifying Period Ends**</b>

**The Nomination Petition must be signed by five percent of the registered voters eligible to vote in the last election held for such office the candidate is seeking. No nomination petition shall be circulated prior to 180 days before the last day on which such petition may be filed, and no signature shall be counted unless it was signed within 180 days of the last day for filing the same.**

## 2024 Qualifying Information

### Qualifying as a Pauper

Candidates may qualify by filing a pauper's affidavit in lieu of paying the required qualifying fee in accordance with O.C.G.A. §21-2-153 (a.1)(1), 21-2-132(g), at the time of qualifying.

#### Procedures for Qualifying

- Provide a valid photo I.D.
- Complete the Notice of Candidacy & Affidavit. Be sure to select the option to file as a pauper on the Notice of Candidacy & Affidavit. **Must be filed at the time of qualifying.**
- Submit a completed a Pauper's Affidavit. **Must be filed at the time of qualifying.**
- Submit at the time of qualifying a Qualifying Petition, signed by **one percent** of the total number of voters eligible to vote in the last election for filing of the office for which the candidate is qualifying. **A qualifying petition must be circulated within 180 days of the last day the qualifying petition may be filed (Noon, March 8, 2024).**
- File a Declaration of Intention to Accept Campaign Contributions (Form DOI) or,
- File the Affidavit of a Candidate's Intent Not to Exceed \$2,500.00 in Contributions and/or Expenditures

## 2024 Qualifying Information

### Number of Signatures Required for Nomination and Qualifying Petitions

<b>Office</b>	<b>Registered Voters at Last Election Held for Elected Office (2020)</b>	<b>Nomination Petition Signatures Required for Independent or Political Body Candidates (5% Of Registered Voters)</b>	<b>Qualifying Petition Signatures Required for a Pauper's Affidavit (1% of Registered Voters)</b>
Clerk of Superior Court	546,711	27,336	5,467
Sheriff	546,711	27,336	5,467
Tax Commissioner	546,711	27,336	5,467
Chief Magistrate	546,711	27,336	5,467
Solicitor General	546,711	27,336	5,467
Chief Executive Officer	546,711	27,336	5,467
County Commissioner District 1	95,704	4,785	957
County Commissioner District 4	106,075	5,304	1,061
County Commissioner District 5	115,510	5,776	1,155

## 2024 Qualifying Information

### Number of Signatures Required for Nomination and Qualifying Petitions

<b>Office</b>	<b>Registered Voters at Last Election Held for Elected Office (2020)</b>	<b>Nomination Petition Signatures Required for Independent or Political Body Candidates (5% Of Registered Voters)</b>	<b>Qualifying Petition Signatures Required for a Pauper's Affidavit (1% of Registered Voters)</b>
County Commissioner District 6	264,089	13,204	2641
Board of Education District 1	71,808	3,590	718
Board of Education District 3	77,062	3,853	771
Board of Education District 5	73,977	3,699	740
Board of Education District 7	67,079	3,354	671
Judge, Probate Court	529,175	26,459	5292
State Court Judge	529,175	26,459	5292
Associate State Court Judge	529,175	26,459	5292

## 2024 Qualifying Information

### **Qualifying as a Write-In Candidate O.C.G.A. § 21-2-133**

No person elected on a write-in vote shall be eligible to hold office unless notice of his or her intention of candidacy was filed and published no earlier than January 1 and no later than the Tuesday after the first Monday in September prior to the election for county, state, and federal elections; no later than seven days after the close of the qualifying period for nonpartisan elections.

In addition to the above requirements, the person or persons giving notice of intention of candidacy for a write-in candidate shall also file, with the appropriate official specified, a copy of the notice as published with an affidavit stating that the notice has been published and including the name of the newspaper and the date of publication, not later than the fifth day after the deadline for filing and publishing such notice.

#### **To become a certified write-in candidate the candidate must:**

1. File the Notice of Intention for Write-In Candidacy with the county Superintendent.
2. Publish a notice of intent in the legal organ of the county (The Champion).
3. Provide a copy of the notice as published with an affidavit stating that the notice has been published including the name of the newspaper and the date of publication.

**No person shall be eligible as a write-in candidate in a special or general primary, a special or general primary runoff, or a special or general election runoff (O.C.G.A. § 21-2-133(c)).**

**No person shall be eligible as a write-in candidate in a general or special election if such person was a candidate for nomination or election to the same office in the immediately preceding primary (O.C.G.A. § 21-2-133(d)).**

## 2024 Qualifying Information

### Qualifying/Filing Schedule for Nonpartisan Write-In Candidates O.C.G.A. § 21-2-133(a)(b)

January 1, 2024	<p>Earliest day to:</p> <ul style="list-style-type: none"> <li>• File Notice of Intention of Write-In Candidacy with county Election Superintendent.</li> <li>• Publish Notice of Intention of Write-In Candidacy in county legal organ (The Champion)</li> <li>• File with the county Election Superintendent a copy of the Notice of Intention of Write-In Candidacy <b><u>as published</u></b> in the county legal organ (The Champion) with an affidavit stating that the notice has been published and including the name of the newspaper and the date of publication.</li> </ul> <p><b>The affidavit may be made by the person giving notice of intention of candidacy or by the publisher of the newspaper in which the notice was published or by an employee of the newspaper designated by the publisher.</b></p>
March 15, 2024	<p>Last day to:</p> <ul style="list-style-type: none"> <li>• File Notice of Intention of Write-In Candidacy with county Election Superintendent.</li> <li>• Publish Notice of Intention of Write-In Candidacy in county legal organ (The Champion)</li> </ul>
March 20, 2024	<p>Last day to:</p> <ul style="list-style-type: none"> <li>• File with the county Election Superintendent a copy of the Notice of Intention of Write-In Candidacy <b><u>as published</u></b> in the county legal organ (The Champion) with an affidavit stating that the notice has been published and including the name of the newspaper and the date of publication.</li> </ul> <p><b>The affidavit may be made by the person giving notice of intention of candidacy or by the publisher of the newspaper in which the notice was published or by an employee of the newspaper designated by the publisher.</b></p>



## 2024 Qualifying Information

### Qualifying/Filing Schedule for Partisan Write-In Candidates O.C.G.A. § 21-2-133(a)(b)

January 1, 2024	<p>Earliest day to:</p> <ul style="list-style-type: none"> <li>• File Notice of Intention of Write-In Candidacy with county Election Superintendent.</li> <li>• Publish Notice of Intention of Write-In Candidacy in county legal organ (The Champion)</li> <li>• File with the county Election Superintendent a copy of the Notice of Intention of Write-In Candidacy <b><u>as published</u></b> in the county legal organ (The Champion) with an affidavit stating that the notice has been published and including the name of the newspaper and the date of publication.</li> </ul> <p><b>The affidavit may be made by the person giving notice of intention of candidacy or by the publisher of the newspaper in which the notice was published or by an employee of the newspaper designated by the publisher.</b></p>
September 3, 2024	<p>Last day to:</p> <ul style="list-style-type: none"> <li>• File Notice of Intention of Write-In Candidacy with the county Election Superintendent.</li> <li>• Publish Notice of Intention of Write-In Candidacy in the county legal organ (The Champion)</li> </ul>
September 9, 2024	<p>Last day to:</p> <ul style="list-style-type: none"> <li>• File with the county Election Superintendent a copy of the Notice of Intention of Write-In Candidacy <b><u>as published</u></b> in the county legal organ (The Champion) with an affidavit stating that the notice has been published and including the name of the newspaper and the date of publication.</li> </ul> <p><b>The affidavit may be made by the person giving notice of intention of candidacy or by the publisher of the newspaper in which the notice was published or by an employee of the newspaper designated by the publisher.</b></p>

## 2024 Qualifying Information

### **Ballot Name: How a Candidate's Name Shall Appear on the Ballot**

Upon qualifying for candidacy, each candidate must submit a Notice of Candidacy Affidavit or a Declaration of Candidacy and Affidavit. This affidavit requires each candidate to include his or her name as the candidate wishes it to appear on the ballot. Many may ask, “What’s in a name”? Not only is it very often the first piece of information offered to someone, it is a key component in identifying a person. For some candidates, using a nickname or title on the ballot may improve their recognition among voters or even garner a few extra votes if the nickname or title is catchy. The name chosen to appear on the ballot may reflect how friends and people of the community know a candidate and because name recognition plays a significant role in gaining votes; people are inclined to vote for the candidate whose name they know. So, is the use of a nickname or a title permissible on the ballot? This section will give a detailed explanation of how a candidate’s name will appear on the ballot in accordance with S.E.B. rule 183-1-11-.02.

#### **SEB RULE 183-1-11-.02 Appearance of Candidate’s Name on Ballot**

(1) A candidate’s name on the ballot shall include the candidate’s last name shown on the candidate’s voter registration records and at least one of the following:

- the first name shown on the candidate’s voter registration records or corresponding initial,
- the middle name shown on the candidate’s voter registration records or corresponding initial,
- an abbreviated name by which the candidate is commonly known in the community, or
- a nickname by which the candidate is commonly known in the community. Any nickname is subject to Section (2) of this rule.

## 2024 Qualifying Information

### **Ballot Name: How a Candidate's Name Shall Appear on the Ballot (Continued)**

(2) A candidate's name may include a nickname by which the candidate is commonly known in the community but shall not contain any spurious phrases, title or degree designating the business, fraternal, religious, or professional affiliation of the candidate, or political slogan or message. A title or degree includes, but is not limited to, military or professional title or rank, or references such as "Dr.", "Rev.", "Judge", "Mr.", "Ms.", or "Miss". A determination as to whether a nickname violates this Rule lies within the sound discretion of the Secretary of State or election superintendent, as appropriate.

(3) The total number of spaces, inclusive of letters, spaces, and punctuation, which may be utilized on the ballot for a candidate's name and, if any, nickname, shall be twenty-five (25). Notwithstanding the listing of the candidate's name on the filing papers, spaces, periods, quotation marks, and commas necessary for the proper punctuation shall be added by the Secretary of State or the election superintendent, as appropriate. No candidate's name shall exceed twenty-five (25) spaces. The Secretary of State or the election superintendent, as appropriate, shall determine the correct listing for any candidate whose name exceeds twenty-five (25) spaces to conform to this requirement.

(4) A determination as to whether the candidate's requested name on the ballot complies with this Rule shall be within the discretion of the Secretary of the State or election superintendent, as appropriate. Upon a determination that the requested name does not comply with this Rule, the Secretary of State or election superintendent, as appropriate shall modify the candidate's name on the ballot so that it complies with this Rule.

## 2024 Qualifying Information

### **General Qualifications to Hold Public Office** **Ga. Const. Article II Section II Paragraph II**

No person who is not a registered voter; who has been convicted of a felony involving moral turpitude, unless that person's civil rights have been restored and at least ten years have elapsed from the date of the completion of the sentence without a subsequent conviction of another felony involving moral turpitude; who is a defaulter for any federal, state, county, municipal, or school system taxes required of such officeholder or candidate if such person has been finally adjudicated by a court of competent jurisdiction to owe those taxes, but such ineligibility may be removed at any time by full payment thereof, or by making payments to the tax authority pursuant to a payment plan, or under such other conditions as the General Assembly may provide by general law; or who is the holder of public funds illegally shall be eligible to hold any office or appointment of honor or trust in this state. Additional conditions of eligibility to hold office for persons elected on a write-in vote and for persons holding offices or appointments of honor or trust other than elected offices created by the Constitution or provided by law.

Various offices have different requirements for those who wish to run. It is the applicant's responsibility to determine what the qualifications are and that they are met.

For Qualifications and Disqualifications for Holding State or County Elective Office in Georgia, visit:

[https://sos.ga.gov/sites/default/files/2022-01/qualifications\\_and\\_disqualifications\\_2013.pdf](https://sos.ga.gov/sites/default/files/2022-01/qualifications_and_disqualifications_2013.pdf).

County offices may have additional requirements. If so, these requirements can be found in the DeKalb County Code at [https://library.municode.com/ga/dekalb\\_county](https://library.municode.com/ga/dekalb_county).

## 2024 Qualifying Information

### Web Resources

TOPICS	WEB OR EMAIL LINKS
<b>Absentee Ballot Applications</b>	<a href="http://www.sos.ga.gov">www.sos.ga.gov</a> also: <a href="http://www.dekalbvotes.com">www.dekalbvotes.com</a>
<b>Candidate Information</b>	<a href="https://mvp.sos.ga.gov/s/qualifying-candidate-information">https://mvp.sos.ga.gov/s/qualifying-candidate-information</a>
<b>Candidate Resources</b>	<a href="https://sos.ga.gov/candidate-qualifying-elected-office">https://sos.ga.gov/candidate-qualifying-elected-office</a>
<b>DeKalb County GIS Department (Precinct Boundary Maps)</b>	<a href="http://www.dekalbcountyga.gov/gis/gis-department">www.dekalbcountyga.gov/gis/gis-department</a>
<b>DeKalb County Voter Registration and Elections Home Page</b>	<a href="http://www.dekalbvotes.com">www.dekalbvotes.com</a>
<b>Georgia Government Transparency and Campaign Finance Commission (Ethics Commission)</b>	<a href="http://www.ethics.ga.gov">www.ethics.ga.gov</a>
<b>Official Code of Georgia</b>	<a href="http://www.sos.ga.gov">www.sos.ga.gov</a>
<b>Online Poll Worker Application</b>	<a href="http://www.dekalbvotes.com">www.dekalbvotes.com</a>
<b>Poll Locator</b>	<a href="http://www.dekalbvotes.com">www.dekalbvotes.com</a>
<b>Sample Ballots</b>	<a href="http://www.dekalbvotes.com">www.dekalbvotes.com</a>
<b>Secretary of State</b>	<a href="http://www.sos.ga.gov">www.sos.ga.gov</a>
<b>State Election Board Rules</b>	<a href="http://www.sos.ga.gov">www.sos.ga.gov</a>
<b>Verify Voter Registration Status and Precinct Location, Register to Vote, Make Change of Address, etc.</b>	<a href="http://www.mvp.sos.ga.gov">www.mvp.sos.ga.gov</a>
<b>Voter List Requests (must be submitted by email)</b>	<a href="mailto:voterreg@dekalbcountyga.gov">voterreg@dekalbcountyga.gov</a>

## 2024 Qualifying Information

### Key Election Dates

<b>Election</b>	<b>Election Date</b>	<b>Advance Voting Dates</b>	<b>Registration Deadline</b>
Presidential Preference Primary (PPP)	March 12, 2024	February 19 – March 8	February 12, 2024
General Primary/Nonpartisan Election	May 21, 2021	April 29 – May 17	April 22, 2024
General Primary/Nonpartisan Runoff	June 18, 2024	As soon as possible, but no later than June 10 – June 14	April 22, 2024
General Runoff for Federal Offices	June 18, 2024	As soon as possible, but no later than June 10 – June 14	May 20, 2024
General Election	November 5, 2024	October 15 – November 1	October 7, 2024
General Runoff	December 3, 2024	As soon as possible, but no later than November 25 – November 27	October 7, 2024
General Runoff for Federal Offices	December 3, 2024	As soon as possible, but no later than November 25 – November 27	November 4, 2024

# Official Rules and Terms and Conditions, 2024 “I Voted” Sticker Contest

## RULES

- Entrants must fill out and sign the [submission form](#) (must be signed by a parent or guardian if the entrant is under 18).
- Entries must include a short description of the design, as well as information on the inspiration for the design.

Please read these Official Rules and Terms and Conditions carefully. Any person submitting a sticker design, image, drawing, picture, photograph (“Sticker Design”) to DeKalb County Voter Registration and Elections (the “Department”), for the 2024 “I Voted” Sticker Contest (the “Contest”), agrees to be legally bound by these Terms and Conditions.

## SPONSORSHIP

The Contest is administered by the Department, an agency of DeKalb County (the “County”), located at 4380 Memorial Drive, Suite 300, Decatur, Georgia, 30032. There is no purchase necessary to enter or win.

## ELIGIBILITY

The Contest is open to an individual who during the Submission Period (defined below) is a high school junior or senior attending DeKalb County Schools

## SUBMISSION PERIOD

The submission period begins on February 12, 2024, at 8:00 a.m. Eastern Time (“ET”), and ends on March 15, 2024, at 4:30 p.m. ET (the “Submission Period”). To be eligible for the Contest, ALL ENTRIES MUST BE SUBMITTED DURING THE SUBMISSION PERIOD. The Department may, at its sole discretion, extend the duration of the Contest at any time without prior notice. Entrants’ participation in the Contest during any extended period shall be governed by these Terms and Conditions.

## DESIGN REQUIREMENTS

Entrants must use their artistic skill to design an “I Voted” Sticker Design that is unique, relevant to DeKalb County, and evocative of community and civic engagement. A Sticker Design submission (“Submission”) must adhere to the following design guidelines:

- Must be original artwork and must not include stock photos or borrowed images.
- Must not include copyrighted characters, product logos, trademarked or brand names.
- Must not contain references to any candidates, political parties, or advocate for or against any issue.
- Must not include images or words considered to be obscene, violent, or defamatory.
- Must not include any dates or years.
- Should be unique and relate to DeKalb County.

- Must be designed using the Department's circular design Template.

Templates are available for download at [dekalbvotes.com/stickercontest](http://dekalbvotes.com/stickercontest) or may be picked up from the Department's office at 4380 Memorial Drive in Decatur. Translated text in the Template must not be altered or removed and must remain legible. Entrants are permitted to change the color(s) of the translated text only. Submissions may be created using graphic design software such as Adobe Photoshop, Illustrator, or InDesign. Entrants may not use an AI art generator to create Submissions. Digital files must be submitted as vector files or high-resolution JPEG images. Submissions may be hand-drawn using pencils, pens, crayons, markers, paint, or other mixed media tools. Original Submissions must be maintained by the entrant and must be made available to the Department upon request.

- When designing or drawing an entry, keep in mind the actual sticker size, 2" x 2" — see the template PDF for actual size.
- Ensure digital designs include a 1/8" bleed. For hand-drawn submissions, follow the instructions on [the template](#) and check out [this PDF](#) to ensure bleed requirements are met.
- Artwork can be hand-drawn (using [this template](#)) or created in Adobe PhotoShop, InDesign, or Illustrator:
  - Be actual size of shape or scaled larger (2" x 2")
  - Be 300 dpi resolution or higher
  - Be in CMYK color
  - Be saved so you can later export with crop and bleed marks and color information
  - Have at least a 1/4" bleed
  - Save all links with files or package design files
  - Only include artwork you created or own the rights to
- If using another file software or program, designs must meet same requirements above.
- Download and print the template.
- Fill out and sign the submission form (signed by a parent if under 18)
- Email the signed form; a description of your design and a paragraph about the design's inspiration; and the vector/JPG/PNG/TIFF/PDF design files of your artwork to [ivoted@dekalbvotes.com](mailto:ivoted@dekalbvotes.com) by Friday, March 15. Note: For digital submissions, we may require **you to send** the packaged design files if your design is chosen.

## HOW TO ENTER

Entrants may submit one entry. If you are chosen as a Winner (defined below), you must attest to your ownership and rights to the Submission and be willing to disclose certain information in order to be eligible to receive any Prize (defined below).

All Submissions must be submitted with a Sticker Contest Entry Form (the "Entry Form"). The Entry Form is available for download at [dekalbvotes.com/ivoted](http://dekalbvotes.com/ivoted), or may be picked up from the Department's office at 4380 Memorial Drive in Decatur.

Submissions will be accepted via email, in-person, or by mail.



To enter online: Visit [dekalbvotes.com/ivoted](https://dekalbvotes.com/ivoted), complete the online Entry Form, and email your Entry Form, design inspiration description, and Submission. Hand-drawn or paper Submissions may be scanned and uploaded as PDF files.

To enter by email: Download and complete the Entry Form. Email the completed Entry Form and Submission to [ivoted@dekalbvotes.com](mailto:ivoted@dekalbvotes.com).

To enter in person or by mail: Download and complete the Entry Form. Deliver Entry Form and Submission to DeKalb Voter Registration and Elections, Suite 300, Decatur, GA, 30032. Completed Entry Forms and Submissions may also be mailed to the same address. To be accepted, mailed Submissions must be postmarked on or before March 15, 2024.

## **SUBMISSION GUIDELINES**

All Submissions must be received during the Submission Period as outlined herein. No other methods of entry will be accepted. All Submissions received by the end of the Submission Period that are complete and otherwise qualified will be eligible to win. Submissions will not be acknowledged or returned. The Department is not responsible for incomplete, late, lost, delayed, damaged, misdirected, incomplete, void, corrupted, garbled, illegible, or unintelligible Submissions and such Submissions will be void and and/or not reviewed. All Submissions must be original works of authorship, created by you. You agree to indemnify the Department against any and all claims of infringement from any third party for the Department's use of your Submission.

## **PUBLICITY**

The Department reserves the right, in its sole discretion, to use any Contest participant's name, photograph, and hometown name for the purpose of publicity, advertising, marketing, or promotion without prior notice or compensation.

## **LICENSE**

By submitting a Sticker Design to the Department, you hereby provide an exclusive, irrevocable, perpetual, and worldwide license to the Department to use, copy, reproduce, distribute, prepare derivative works, and display or publish your Sticker Design in any and all media now known or hereafter devised throughout the world, for any purpose whatsoever, including, but not limited to, marketing and promotional purposes without any additional compensation. The Department reserves the right to use any Contest participant's Sticker Design, in whole or in part, including any modifications or amendments thereto. Submission of a Sticker Design in the Contest does not obligate the Department to use such Sticker Design. In the event that the Department's use of the Sticker Design creates trademark, service mark or trade dress rights, County shall have an exclusive and irrevocable right in such trademark, service mark, or trade dress.

## **SELECTION OF WINNERS**

**Contest Winners (“Winners”) will be selected in two steps.**

**STEP ONE:** On or about March 25, 2024, and ending on or about March 29, 2024, the Panel will select five Qualified Submissions based on the following 30-point scale (each, a “Finalist”).

Compliance with Design Requirements: Yes or No;

Artistic Skill and Excellence (up to 10 points);

Uniqueness of Design (up to 10 points);

Design’s Relevance to DeKalb County (up to 10 points);

**NOTE:** In the event of a tie, tying entries will be re-scored, with double weight being given to the Design’s Relevance to DeKalb County category.

**STEP TWO:** The Finalist Submission with the highest number of points will be the Contest grand prize winner (the “Grand Prize Winner”), and the remaining two Finalists will be runners-up Winners. There will be three Contest winners total – one Grand Prize Winner, one first runner-up Winner, and one second runner-up Winner. The Winners will be determined as outlined herein and will be announced on or around April 1, 2024.

## **PRIZES**

**GRAND PRIZE:** The Grand Prize Winner will receive Five Hundred U.S. Dollars (\$500.00).

**RUNNERS-UP:** The first runner-up will receive Two Hundred U.S. Dollars (\$200.00). The second runner-up will receive One Hundred U.S. Dollars (\$100.00) (collectively the “Prizes” and each, a “Prize”).

The decision of the Panel and the Department regarding any Winner of the Contest is final, including, but not limited to, any decision that no Winner will be chosen. Contest Winners will be required to sign and return a W9 Form. Contest Winners will also be required to sign and return a Declaration of Eligibility and Liability/Publicity Release (the “Declaration”) and any other legal documents that the Department or Department’s representative requests within one week of notification (e.g., email or phone call) from the Department of the Winner’s status. Failure to respond timely to the notification may result in forfeiture of the Prize and, in such case, the Department may choose the next highest-scoring Submission from the remaining Submissions to determine a Winner. All expenses, fees, tariffs, and taxes will be responsibility of the Winners. Entrants may not resell, assign, or transfer any of their rights in their Submissions under these Official Rules. No assignment, transfer, or substitution of the Prize is permitted, but the Department reserves the right to substitute a Prize for one of comparable or greater value should the Prize become impracticable to award or unavailable for any reason.

## **OTHER TERMS AND CONDITIONS**

The Department shall not be liable for: (i) phone system, phone or computer hardware, software or other technical or computer malfunctions, lost connections, disconnections, delays, or transmission errors; (ii) data corruption, theft, destruction, unauthorized access to or alteration of Submission or other materials; (iii) any injuries, losses, or damages of any kind, including without limitation, personal injury, death, and property damage, and claims based

on publicity rights, defamation or invasion of privacy caused by the Prize or resulting from acceptance, possession, or use of the Prize, or from participation in this Contest; and (iv) any printing, typographical, administrative, or technological errors in any materials associated with this Contest. The Department disclaims any liability for damage to any computer system resulting from participating in or accessing or downloading information in connection with this Contest. The Department reserves the right, in its sole discretion, to cancel, modify, or suspend this Contest should a virus, bug, computer problem, unauthorized intervention, or other cause beyond the Department's control, corrupt the administration, security, or proper play of this Contest. The Department also reserves the right to cancel or suspend this Contest for any reason at any time, in which case, Submissions will not be returned and may be destroyed. Contest participants shall be bound by such changes, amendments, revisions, supplements, deletions, variations, additions, modifications, cancellations, terminations, or suspensions. Use of automated entry devices or programs is prohibited. Any attempts to illegally access the Department's website, enter this Contest, or increase entries via a bot script, device, or brute-force attack will result in disqualification, including rendering that IP address ineligible for the entire Contest. Caution: Any attempt to deliberately damage or undermine the legitimate operation of this Contest may be in violation of criminal and civil laws and will result in disqualification from participation in this Contest. Should such an attempt be made, the Department reserves the right to seek remedies and damages (including attorney fees) to the fullest extent of the law, including criminal prosecution. By participating in this Contest, you agree to be bound by these Terms and Conditions, which are governed by the laws of the State of Georgia. The Department and all Contest participants irrevocably agree that the courts of the State of Georgia shall have exclusive jurisdiction to settle any dispute which may arise in connection with these Terms and Conditions or the Contest and submit all such disputes to the jurisdiction of the courts in DeKalb County, Georgia.

# DeKalb County Voter Registration & Elections

## "I Voted" Sticker Contest Entry Form

*dekalbvotes.com/ivotedsticker · ivotedsticker@dekalbcountyga.gov · Phone: 404-298-4020*

All design submissions must be received by Friday, March 1, 2024, by 4:30 p.m.  
Each submission must be accompanied by a completed Contest Entry Form.  
(Any design submitted without a Contest Entry Form will not be accepted.)

This contest is open to all high school juniors and seniors attending DeKalb County Schools.

### Entrant Information:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ School Name: \_\_\_\_\_

Grade: \_\_\_\_\_

### Entrant Certification:

- ☐ I have read and agree to the [Official Contest Rules, Terms & Conditions](#).
- ☐ My design was created using the required [Template](#).
- ☐ My design is original artwork and does not include any of the following:
  - Stock photos or borrowed images
  - Anything generated through artificial intelligence (AI)
  - Copyrighted characters, product logos, trademarked, or brand names

School Counselor: Print: \_\_\_\_\_ Sign: \_\_\_\_\_

Entrant Signature: \_\_\_\_\_

To enter by email, send your design and completed Entry Form, in the same email submission, to [ivotedsticker@dekalbcountyga.gov](mailto:ivotedsticker@dekalbcountyga.gov).  
To enter in-person or by mail, drop off your design and Entry Form to the department at 4380 Memorial Drive, Suite 300,  
Decatur, GA 30032.

# 2024 Presidential Preference Primary Special Election

## ADVANCE VOTING

Locations & Drop Boxes

February 19–March 8



DeKalb County  
GEORGIA

*Advance Voting dates for the Presidential Preference Primary Election are:*

**Monday–Friday (Feb. 19–Mar. 8), 7 a.m.–7 p.m.**

**Saturday (Feb. 24 & Mar. 2), 9 a.m.–6 p.m.**

**Sunday (Feb. 25 & Mar. 3), 12 p.m.–5 p.m.**

### **Berean Christian Church**

2201 Young Road, Stone Mountain, GA 30088

### **Bessie Branham Recreation Center**

2051 Delano Drive NE, Atlanta, GA 30317

### **Clarkston Library**

951 N. Indian Creek Drive, Clarkston, GA 30021

### **County Line–Ellenwood Library**

4331 River Road, Ellenwood, GA 30294

### **DeKalb Voter Registration & Elections Office\***

4380 Memorial Drive, Decatur, GA 30032

### **Dunwoody Library\***

5339 Chamblee Dunwoody Road, Dunwoody, GA 30338

### **Emory University**

1599 Clifton Road, Atlanta, GA 30322

### **Lynwood Recreation Center**

3360 Osborne Road, NE Brookhaven, GA 30319

### **Old Chamblee City Hall**

5468 Peachtree Road, Chamblee, GA 30341

### **The Gallery at South DeKalb (South DeKalb Mall)\***

2801 Candler Road, Decatur, GA 30034

### **Stonecrest (Former Sam's Club Building)\***

2994 Turner Hill Road, Lithonia, GA 30038

### **Tucker–Reid H. Cofer Library\***

5234 Lavista Road, Tucker, GA 30084

### **Wesley Chapel–William C. Brown Library**

2861 Wesley Chapel Road, Decatur, GA 30034

*Advance Voting dates for the Presidential Preference Primary Election are:*

**Monday–Friday (Mar 4. –Mar. 8), 7 a.m.–7 p.m.**

### **Beulah Missionary Baptist Church**

2340 Clifton Springs Road, Decatur, GA 30338

### **Salem–Panola Library**

5137 Salem Road, Lithonia, GA 30038

During the designated Advance Voting period, registered voters can vote at any of DeKalb County's Advance Voting locations. For more information, visit [dekalbvotes.com](https://dekalbvotes.com) or call 404-298-4020.

**\* = Drop Box Locations**



## LIST OF ELECTION DAY MANAGERS

Election Day Polling Place	Manager
ALLGOOD ELEM	Camera Pearson
ASHFORD DUNWOODY RD	Gwen Seagle
ASHFORD PARK ELEM	Carl Davis
ASHFORD PARKSIDE	James Branan
AUSTIN	Christopher Bollinger
AUSTIN DRIVE	Karen Wilson
AVONDALE	Gail Ronan
AVONDALE HIGH	Willie Canidate
BETHUNE MIDDLE	Linda Hoyle
BOULDERCREST ROAD/GRESHAM ROAD	Martha Beasley
BOULEVARD	Raenell Soller
BRIAR VISTA ELEM/JOHNSON ESTATES	Marcia Onyeausi
BRIARCLIFF	Craig Schneider
BRIARLAKE ELEM/CORALWOOD	Shara Sanders
BRIARWOOD/MONTCLAIR ELEM	Beverly Sypho
BROCKETT	Tracy Culbreath
BROCKETT ELEM	John Maynor
BROOKHAVEN	John Russell
BROWNS MILL ELEM	Sherrolyn Barnett
BURGESS ELEM	Claudia Callagain-Hill
CANBY LANE ELEM	Dorcas Ford-Jones
CANDLER PARK	Sharon Powell
CANDLER/EAST LAKE	Thomas Merrihew
CANDLER-MURPHEY CANDLER ELEM	Earl Tillman
CEDAR GROVE ELEM	Earlene Tyus
CEDAR GROVE MIDDLE	Oliver Gill
CEDAR GROVE SOUTH	Sharika Davenport
CHAMBLEE/CHAMBLEE 2	Martha Catherwood
CHAPEL HILL ELEM	Ernest Burley
CHESNUT ELEM	Shanaira Byrd
CLAIREMONT EAST	Pamela Woodley
CLAIREMONT WEST	Brooks Mackintosh



Election Day Polling Place	Manager
CLAIRMONT ROAD	Amy Parker
CLARKSTON	Lynn Martineau
CLARKSTON COMMUNITY CENTER	Stephanie Hackett
CLIFTON/MEADOWVIEW	Audrey Amiger
COAN RECREATION CENTER	Jessica Falcone
COLUMBIA DRIVE	Rosalene King
COLUMBIA ELEM	Dwayne Rowell
COLUMBIA MIDDLE	Glenda Hodges
COVINGTON/COVINGTON HWY	Zachery Walters
CROSS KEYS HIGH/WOODWARD	Christian Conte
CROSSROADS	Linda Jones Williams
DECATUR	Alphonza Broadnax
DORAVILLE NORTH/SOUTH	Terry Greenberg
DRESDEN ELEM	Graham Smith
DRUID HILLS HIGH	Edward Asbury
DUNAIRE ELEM/MEMORIAL SOUTH	Arlinda Williams
DUNWOODY 2/TILLY MILL ROAD	Anna Cross
DUNWOODY/DUNWOODY LIBRARY	Sabrina Rahim
EMBRY HILLS	Joyce Stafford
EMORY ROAD	Kim Lawrence
EMORY SOUTH	David Jones
EVANSDALE ELEM	Yvette Cross
FAIRINGTON ELEM	Angel Whittmon
FERNBANK ELEM	Morris Cohen
FLAKES MILL	Dean Willis
FLAT ROCK ELEM	Cynthia Spears
FLAT SHOALS	James Crabb
FLAT SHOALS ELEM	Brittany King
FLAT SHOALS LIBRARY	Judith Williams
FLAT SHOALS PARKWAY	Verlette Green
FREEDOM MIDDLE	Gwennette Poythress
GEORGETOWN SQ	Basirat Lawal
GLENHAVEN	Kimiko Brewer
GLENNWOOD	Walter Henderson
GLENWOOD ROAD	Gwenell Brewer



Election Day Polling Place	Manager
HAMBRICK ELEM	Detria Holland
HARRIS-MARGARET HARRIS ED	Chandra Robinson
HAWTHORNE ELEM	Annette Draughn
HUGH HOWELL	Carolisa Coley
HUNTLEY HILLS ELEM	Arianna Horton
IDLEWOOD ELEM	Chad Peltier
INDIAN CREEK	Keethe Moore
JOLLY ELEM	Blake Bradford
KELLEY CHAPEL ROAD	Ernest McLeod
KELLEY LAKE ELEM	Jennifer Durham
KINGSLEY ELEM	Kristin Simons
KITTREDGE ELEM	Mark Bryson
KNOLLWOOD	Raquel Alleyne
LAKESIDE HIGH	Patricia Hepburn
LAVISTA	Megan Scott
LAVISTA ROAD	Chris Henson
LIN-MARY LIN ELEM	Matthew Sandiford
LITHONIA	Debbie Fuller
LITHONIA HIGH	JoAnn Shelling
LIVSEY ELEM	Amy Thompson
MARBUT ELEM	Ellen Morgan
MATHIS-BOB MATHIS ELEM	Tiffany Robinson
MCLENDON	Dorothy Wells
MCNAIR ACADEMY/MCNAIR	Elizabeth McKinney
MCNAIR HIGH	LaKeta Lee
MCWILLIAMS/MILLER GROVE	Ariel Baker
MEDLOCK	Patricia Clark Evans
METROPOLITAN	Shanell Moss
MIDVALE ELEM	Linda Bugg
MIDVALE ROAD/HENDERSON MILL	Anjali Gokarn
MILLER GROVE HIGH/PANOLA ROAD	Brian Bush
MILLER GROVE ROAD	Bahijah Ali
MILLER-ELDRIDGE L MILLER ELEM	Monica Stevenson
MONTGOMERY ELEM	Juliet Cohen
MONTREAL	Danquetta Lester





Election Day Polling Place	Manager
MOUNT VERNON EAST	Irvin Cartwright
MOUNT VERNON WEST	Nicholas Desoutter
NARVIE J HARRIS ELEM	Johnnie Crews
NORTH HAIRSTON/STONE MILL ELEM	Teresa Simmons
NORTH PEACHTREE	Chris Williams
NORTHLAKE	Bobby Jennings
OAK GROVE ELEM	Jaleesa Gray
OAK VIEW ELEM	Sarah Lewis
OAKCLIFF ELEM	William Wallace
OAKHURST	Diantha Reese
PANOLA	Tawfika Harris
PANOLA WAY ELEM	Renee Simmons-Polite
PEACHCREST/MIDWAY	Jerrold Brown
PEACHTREE MIDDLE	Frances Spinelli
PINE LAKE	Alberta Faush
PINEY GROVE/TERRY MILL	Sherri Carr
PLEASANTDALE ROAD	Shondra Cleveland
PONCE DE LEON	Deborah Dykes
PRINCETON ELEM	Lisa LaViolette
RAINBOW ELEM	Trellis Love
REDAN ELEM	Vernest Hayes
REDAN MIDDLE	Chanda Clowers
REDAN ROAD	Judy King
REDAN-TROTTI LIBRARY	Angela Bradford
REHOBOTH	Tayllor Battle
ROCK CHAPEL ELEM	Nygel Willabus
ROCK CHAPEL ROAD	Michael Walker
ROCKBRIDGE ELEM	Breeanna Bellinger
ROCKBRIDGE ROAD	Veronica Bogan
ROWLAND ELEM	Barbara Thomas
ROWLAND ROAD	Veda Tharpe
SAGAMORE HILLS ELEM	Michelle Bennett
SALEM MIDDLE	Patricia Brown
SCOTT/NORTH DECATUR	Dontarius Williams
SHADOW ROCK ELEM	Andrea Porter



Election Day Polling Place	Manager
SHAW-ROBERT SHAW ELEM	Steven Martineau
SILVER LAKE	Jake Riley
SKYLAND	Grace Agnew
SMOKE RISE	Dominique Siler
SNAPFINGER ELEM	Donna Haigood
SNAPFINGER ROAD	Lawanna Carter
SNAPFINGER ROAD N	Jerrold Brantley
SNAPFINGER ROAD S	Jerry Carter
SOUTH DESHON	Terrion Fuller
SOUTH HAIRSTON	Alfreda Scott
STEPHENSON HIGH	Jacinta Adams
STEPHENSON MIDDLE	Parada Wilson
STN MTN MIDDLE	Shanna Teague
STONE MOUNTAIN ELEM	Jami Rowe
STONE MOUNTAIN/STONE MOUNTAIN CHAMPION	Dawn Johnson
STONECREST LIBRARY	Rutha Stanford
STONEVIEW ELEM	Patricia Young
TONEY ELEM	Betty Moss
TUCKER	Beatrice Elam
TUCKER LIBRARY	Sylvia Ogle
VALLEY BROOK/SHAMROCK	Roman Rheingans-Carrion
WADSWORTH	Dorothy Kirk-Brown
WARREN TECH	Madeleine Patrick
WESLEY CHAPEL LIBRARY	Caroline Williams
WHITE OAK	Shana Harkley
WINNONA PARK	Steven Sloan
WINTERS CHAPEL	Matthew Navarrete
WOODRIDGE ELEM	Tanesha Mountain
WOODROW ROAD	Tiffany Kady
WYNBROOKE ELEM	Tiffany Schand
YOUNG ROAD	Yentl Davison



## Georgia Soil and Water Conservation Commission

4310 Lexington Road, Athens Georgia 30605 Phone (706) 552-4470 Fax (706) 552-4486

January 16, 2024

Keisha Smith  
DeKalb County Election Superintendent  
4380 Memorial Dr., Ste. 300  
Decatur, Georgia 30032

Dear Dekalb County Election Superintendent:

The Georgia Soil & Water Conservation Commission, pursuant to O.C.G.A. §§2-6-23, 2-6-27, 2-6-29, 2-6-30, and 2-6-31, and also pursuant to its Rule 600-9, is charged with the responsibility for oversight of elections for Soil and Water Conservation District Supervisors. As the qualified Election Superintendent in your county, the Commission requests your assistance in holding a Soil and Water Conservation District Supervisor election on the **General Ballot on November 5, 2024**.

This election should be conducted, as far as is practicable, in the manner of any other nonpartisan election in accordance with Title 21 of the Georgia Election Code. Since Soil and Water Conservation District Supervisors are considered non-partisan, any candidates for the office will qualify during the non-partisan qualifying period, **March 4-8, 2024**. However, this race should be included in the General Election *only* (it should not be considered part of the Primary/Non-Partisan Election races.)

Enclosed you will find two originals of an agreement which details the responsibilities of the Election Superintendent and the Commission, as specified by the Commission in Rule 600-9.

Due to the current changes in the 2024 state elections timeline, and in order for the Commission to begin work on this election, we are asking that you review, sign, and return one copy of said agreement no later than February 16, 2024.

The Commission genuinely appreciates your assistance in holding Soil and Water Conservation District Supervisor elections, and we are happy to answer any questions you might have. Please contact Karen Bruce at 706-552-4470 or [karen.bruce@gaswcc.ga.gov](mailto:karen.bruce@gaswcc.ga.gov) for additional information.

Sincerely,

Mitch Attaway  
Executive Director

Enclosures

Mitch Attaway  
Executive Director  
Athens, Georgia

Bob Martin  
Chairman  
Ocilla, Georgia

Vikki Consiglio  
Vice Chairman  
McDonough, Georgia

Edwin Nix  
Member  
Cleveland, Georgia

Kerry Van Moore  
Member  
West Green, Georgia

Jason Winters  
Member  
Lyerly, Georgia

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION AGENCY

**FOR THE 2024 GENERAL ELECTION**

**MEMORANDUM OF AGREEMENT  
BETWEEN THE GEORGIA SOIL AND WATER CONSERVATION  
COMMISSION AND THE ELECTION SUPERINTENDENT OF  
\_\_\_\_\_ COUNTY**

THIS AGREEMENT, entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the **Georgia Soil and Water Conservation Commission**, hereinafter referred to as the "Commission", and the **Election Superintendent of \_\_\_\_\_ County, Georgia**, hereinafter referred to as the "Superintendent".

WHEREAS, the Commission, pursuant to O.C.G.A. §§ 2-6-23, 2-6-27, 2-6-29, 2-6-30, and 2-6-31, and also pursuant to its Rule 600-9, has powers and responsibilities regarding the election of Soil and Water Conservation District Supervisors; and

WHEREAS, the Code of Georgia further provides, "Successors to elected supervisors shall be elected *at the general election ...*" O.C.G.A. § 2-6-31(b)(1), and

WHEREAS, the Georgia Election Code provides for election Superintendents with powers and responsibilities in the conduct of elections, O.C.G.A. § 21-2-70 *et al.*

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is agreed as follows:

1. The Election Superintendent will conduct and superintend the election of District Supervisors at the general election and in any runoff required by law, as far as is practicable in the manner of any other nonpartisan election in accordance with Title 21 of the Georgia Election Code.
2. The Commission will be responsible for placing and paying for legal advertising in a newspaper or other publication of general circulation within the appropriate area.
3. The Commission will furnish Nominating Petitions to candidates, and will also provide copies of Nominating Petitions to be placed in the office of the Election Superintendent.


4. Candidates will submit completed Nominating Petitions to the Election Superintendent before the deadline of the general election qualifying period. The Superintendent will examine the Nominating Petitions and request the assistance of the Registrar for this and other purposes where the separate function is provided for by law. If difficulties arise the Superintendent will immediately notify the Commission.
5. The Superintendent or the Registrar will certify that the Nominating Petitions are subscribed by at least twenty-five (25) qualified electors of that county, and that each nominee is a qualified elector of that county. The Superintendent will then notify the Commission, as soon as practicable, of the results of the certification process by means of the Nominating Petition Review Forms, attached hereto Exhibit "A".
6. In elections to fill two positions in one-county Soil & Water Conservation Districts, the two (2) candidates receiving the most votes will be declared the winners.
7. In elections to fill three positions in two-county Soil & Water Conservation Districts, the three (3) candidates receiving the most votes will be declared the winners.
8. In all cases of ties, runoff elections will be held four (4) weeks following the election for the tied candidates only, and only when the number of candidates tied is greater than the number of available positions.
9. Absentee balloting shall be permitted in all district supervisor elections in accordance with Title 21 of the Georgia Election Code.
10. Ballots shall contain the names of candidates, listed alphabetically by their surnames, and the incumbent, if applicable, shall be identified.
11. Write-in candidates shall be permitted in all district supervisor elections in accordance with Title 21 of the Georgia Election Code.
12. The Superintendent shall certify the election results as soon as practicable following the election in the manner for other offices and will complete and return to the Commission the official Election Report form, attached hereto as Exhibit B.
13. The Superintendent will "inspect systematically" the conduct of the elections as provided by O.C.G.A. § 21-2-70(8), handling such problems and grievances

as is ordinary for the election, but formal contests and disputes will be handled as provided by law.

14. The parties are independent contractors performing public functions provided by law, and each will act according to its own responsibility. For the Commission the exclusive remedy for its torts will be the Georgia Tort Claims Act., O.C.G.A. §§ 50-21-20 *et seq.*
15. The term of this Agreement will be for the conduct of the 2024 general election including any runoff.
16. This Agreement is intended to establish a protocol for the conduct of the election of District Supervisors, subject to and in accord with relevant law and rules. It is the entire Agreement and instruction for its purpose outside such law and rules, and therefore any changes in the Agreement must be in writing and agreed to by both parties.

IN WITNESS WHEREOF, the Commission and the Superintendent have executed this Agreement as of the date shown below.

**GA SOIL & WATER CONSERVATION COMMISSION**

BY:  01/08/24  
\_\_\_\_\_  
Mitch Attaway, Executive Director Date

\_\_\_\_\_  
COUNTY, GEORGIA

BY: \_\_\_\_\_  
Election Superintendent Date

**FOR THE 2024 GENERAL ELECTION**

**MEMORANDUM OF AGREEMENT  
BETWEEN THE GEORGIA SOIL AND WATER CONSERVATION  
COMMISSION AND THE ELECTION SUPERINTENDENT OF  
\_\_\_\_\_ COUNTY**

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1. The Election Superintendent will conduct and superintend the election of District Supervisors at the general election and in any runoff required by law, as far as is practicable in the manner of any other nonpartisan election in accordance with Title 21 of the Georgia Election Code.
2. The Commission will be responsible for placing and paying for legal advertising in a newspaper or other publication of general circulation within the appropriate area.
3. The Commission will furnish Nominating Petitions to candidates, and will also provide copies of Nominating Petitions to be placed in the office of the Election Superintendent.



4. Candidates will submit completed Nominating Petitions to the Election Superintendent before the deadline of the general election qualifying period. The Superintendent will examine the Nominating Petitions and request the assistance of the Registrar for this and other purposes where the separate function is provided for by law. If difficulties arise the Superintendent will immediately notify the Commission.
5. The Superintendent or the Registrar will certify that the Nominating Petitions are subscribed by at least twenty-five (25) qualified electors of that county, and that each nominee is a qualified elector of that county. The Superintendent will then notify the Commission, as soon as practicable, of the results of the certification process by means of the Nominating Petition Review Forms, attached hereto Exhibit "A".
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7. In elections to fill three positions in two-county Soil & Water Conservation Districts, the three (3) candidates receiving the most votes will be declared the winners.
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10. Ballots shall contain the names of candidates, listed alphabetically by their surnames, and the incumbent, if applicable, shall be identified.
11. Write-in candidates shall be permitted in all district supervisor elections in accordance with Title 21 of the Georgia Election Code.
12. The Superintendent shall certify the election results as soon as practicable following the election in the manner for other offices and will complete and return to the Commission the official Election Report form, attached hereto as Exhibit B.
13. The Superintendent will "inspect systematically" the conduct of the elections as provided by O.C.G.A. § 21-2-70(8), handling such problems and grievances




as is ordinary for the election, but formal contests and disputes will be handled as provided by law.

14. The parties are independent contractors performing public functions provided by law, and each will act according to its own responsibility. For the Commission the exclusive remedy for its torts will be the Georgia Tort Claims Act., O.C.G.A. §§ 50-21-20 *et seq.*
15. The term of this Agreement will be for the conduct of the 2024 general election including any runoff.
16. This Agreement is intended to establish a protocol for the conduct of the election of District Supervisors, subject to and in accord with relevant law and rules. It is the entire Agreement and instruction for its purpose outside such law and rules, and therefore any changes in the Agreement must be in writing and agreed to by both parties.

IN WITNESS WHEREOF, the Commission and the Superintendent have executed this Agreement as of the date shown below.

**GA SOIL & WATER CONSERVATION COMMISSION**

BY:  01/08/24  
\_\_\_\_\_  
Mitch Attaway, Executive Director Date

\_\_\_\_\_  
COUNTY, GEORGIA

BY: \_\_\_\_\_  
Election Superintendent Date

**SOIL & WATER CONSERVATION DISTRICT SUPERVISOR  
NOMINATING PETITION REVIEW FORM**

County: \_\_\_\_\_

Date of Election: November 8, 2022

Candidate's Name: \_\_\_\_\_

Candidate's Address: \_\_\_\_\_

\_\_\_\_\_

PLEASE CHECK ONE:

☐

I certify that the Nominating Petition of the above candidate has been reviewed and found to be correct and that the above candidate's name is eligible to be placed upon the ballot.

☐

I certify that the Nominating Petition for the above candidate was found to contain the following errors and that the above candidate's name is **NOT** eligible to be placed upon the ballot.

Errors Found: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Election Superintendent  
and/or Registrar of Voters

\_\_\_\_\_  
Title\_\_\_\_\_  
Date**Please return this form to:**

Mitch Attaway, Executive Director  
Georgia Soil & Water  
Conservation Commission  
4310 Lexington Road  
Athens, GA 30605  
or by FAX to 706-552-4486 or email  
karen.bruce@gaswcc.ga.gov

**REPORT OF ELECTIONS SUPERINTENDENT  
SOIL & WATER CONSERVATION DISTRICT SUPERVISOR  
ELECTION**

The following is a true and correct report of the election superintendent for \_\_\_\_\_  
County, Georgia, of the election for the district supervisors of the \_\_\_\_\_ Soil  
and Water Conservation District. I respectfully submit the following report of votes cast for  
qualified candidates:

- |                         |              |
|-------------------------|--------------|
| 1. Votes cast for _____ | Number _____ |
| 2. Votes cast for _____ | Number _____ |
| 3. Votes cast for _____ | Number _____ |
| 4. Votes cast for _____ | Number _____ |
| 5. Votes cast for _____ | Number _____ |
| 6. Votes cast for _____ | Number _____ |

I certify that to the best of my knowledge; the above report is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Elections Superintendent

**Return to: Mitch Attaway  
Executive Director  
Georgia Soil & Water Conservation Commission  
4310 Lexington Road  
Athens, GA 30605**

**or by FAX to 706-552-4486 or email [karen.bruce@gaswcc.ga.gov](mailto:karen.bruce@gaswcc.ga.gov)**

# FOR THE OFFICE OF DISTRICT SUPERVISOR OF SOIL AND WATER CONSERVATION DISTRICT

The undersigned qualified electors of \_\_\_\_\_ County, Georgia do hereby nominate \_\_\_\_\_ (Print name as it appears on your voter registration card)  
 who resides at \_\_\_\_\_, Georgia, in the county of \_\_\_\_\_ as a candidate for the  
 office of Supervisor of the \_\_\_\_\_ Soil and Water Conservation District.  
 Name as it should appear on the ballot \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_

Candidate must be a registered voter of said county.  
A completed petition must contain the signatures of at least 25 qualified electors of the county.

	SIGNATURE	PRINTED NAME	RESIDENCE ADDRESS	DATE OF BIRTH	DATE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					



**Georgia Soil and Water Conservation Commission**

4310 Lexington Road, Athens Georgia 30605 Phone (706) 552-4470 Fax (706) 552-4486

**MEMO**

**TO:** County Election Superintendent/Supervisor  
**FROM:** Karen Bruce, GASWCC Elections Coordinator  
**DATE:** January 8, 2024  
**RE:** Notices of Elections

We at Georgia Soil and Water Conservation Commission appreciate your holding our District Supervisor election this November.

In early February, we will publish Notices of Election in a local newspaper in your county. Please review the attached Notice of Election to make sure your address(es) is correct. (We must have a physical address, since nominating petitions must be physically received by your office.) If they are not correct, please notify me immediately.

Also please find attached the Nominating Petition Review Form to be completed and returned to our office after you have certified that at least twenty-five (25) signatures on any District Supervisor Nominating Petition you receive are those of qualified voters in your county. We will then notify the candidates in writing if their names will or will not be placed upon the November ballot.

Should you have any questions, please do not hesitate to call me at 706-552-4470. Again, thank you for your continued assistance and support.

Enclosure

*Mitch Attaway  
Executive Director  
Athens, Georgia*

*Bob Martin  
Chairman  
Ocilla, Georgia*

*Vikki Consiglio  
Vice Chairman  
McDonough, Georgia*

*Edwin Nix  
Member  
Cleveland, Georgia*

*Kerry Van Moore  
Member  
West Green, Georgia*

*Jason Winters  
Member  
Lyerly, Georgia*

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION AGENCY

NOTICE OF ELECTION OF DEKALB CO.  
SOIL AND WATER CONSERVATION DISTRICT SUPERVISOR  
February 5, 2024

To all qualified voters in Dekalb County:

Notice is hereby given that on November 5, 2024, a non-partisan election will be held to elect 1 supervisor(s) for Dekalb County in the Dekalb Co. Soil and Water Conservation District. District Supervisors serve as unpaid state officials who represent their counties in support of soil and water conservation activities.

March 8, 2024, is the last day on which nominations for candidates for the election will be accepted. The signatures of at least 25 qualified electors of the county are required to nominate a candidate. Candidates must also be qualified electors of the county. Nominating petitions must be received in the office of the Dekalb County Election Superintendent at 4380 Memorial Dr., Ste. 300, Decatur, GA not later than 12:00 noon on March 8, 2024. Petitions may be obtained from the Conservation Commission at the address below, from the Commission's website at [www.gaswcc.org](http://www.gaswcc.org) or from the Election Superintendent of Dekalb County.

GEORGIA SOIL AND WATER CONSERVATION COMMISSION

Mitch Attaway, Executive Director

4310 Lexington Road

Athens, GA 30605

**REPORT OF ELECTIONS SUPERINTENDENT**  
**SOIL & WATER CONSERVATION DISTRICT SUPERVISOR**  
**ELECTION**

The following is a true and correct report of the election superintendent for \_\_\_\_\_  
County, Georgia, of the election for the district supervisors of the \_\_\_\_\_ Soil  
and Water Conservation District. I respectfully submit the following report of votes cast for  
qualified candidates:

- |                         |              |
|-------------------------|--------------|
| 1. Votes cast for _____ | Number _____ |
| 2. Votes cast for _____ | Number _____ |
| 3. Votes cast for _____ | Number _____ |
| 4. Votes cast for _____ | Number _____ |
| 5. Votes cast for _____ | Number _____ |
| 6. Votes cast for _____ | Number _____ |

I certify that to the best of my knowledge; the above report is true and correct.

_____ Date	_____ Elections Superintendent
---------------	-----------------------------------

Return to: **Mitch Attaway**  
**Executive Director**  
**Georgia Soil & Water Conservation Commission**  
**4310 Lexington Road**  
**Athens, GA 30605**

or by FAX to 706-552-4486 or email [karen.bruce@gaswcc.ga.gov](mailto:karen.bruce@gaswcc.ga.gov)

Department of Purchasing & Contracting  
1300 Commerce Drive, 2<sup>nd</sup> Floor  
Decatur, Georgia 30030  
Fax: (404) 371-7006

**Date: January 29, 2024**

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## **Request for Quotation No. 24-3003822**

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### **Consultant Services for Voter Registration & Elections**

**I. Attachments:**

- A. Scope of Work
- B. Quote Form
- C. Bidder Contact Information
- D. Reference Form and Reference Check Release Statement
- E. Bidder Affidavit
- F. Insurance Requirements

**III. Payment Terms:**

Payment by the County for the services will be made only after the services have been performed and an invoice is submitted in a form specified by the County. The invoice should specifically describe the services performed, the name(s) of the personnel performing such services. The County will make payment monthly, thirty (30) days after receipt of the invoice.

**IV. Scope of Work:**

See Attachment A

**V. Federal Work Authorization Program:**

All qualifying contractors and subcontractors performing work with DeKalb County, Georgia must register and participate in the federal work authorization program to verify the work eligibility information of new employees. In order for a Quotation to be considered, it is mandatory that the Quote Form – Attachment B, Reference Form – Attachment D, and Bidders Affidavit E be completed with bidders proposal.



**VI. Due Date:**

**All questions are due to Procurement Manager, Delois Robinson via email at [drobinson@dekalbcountyga.gov](mailto:drobinson@dekalbcountyga.gov) on or before 5:00 p.m. EST on Wednesday, January 31<sup>st</sup>, 2024.**

**Additional Information/Addenda**

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in a written addenda issued prior to the due date. Bidders should not rely on any representations, statements or explanations other than those made in this RFQ or in an addendum to this RFQ. Where there appears to be a conflict between the RFQ and any addenda issued, the last addendum issued will prevail. It is the responsibility of the Bidder to ensure awareness of all addenda issued for this solicitation. Please acknowledge the addenda and submit to the DeKalb County Department of Purchasing and Contracting as requested. Bidders may contact the above listed contact person to verify the number of addenda prior to submission. Addenda issued for this RFQ will be posted on DeKalb County's website, <https://www.dekalbcountyga.ov/informalbids>. Bidder should regularly check the County's website for addenda.

**Quotes are due on or before 5:00 p.m. EST on Monday, February 5, 2024.** Bidder must complete and return their proposal, quote form, references form, bidder affidavit and provide a copy of Bidder's valid business license to DeKalb County by email to the attention of **Procurement Manager, Delois Robinson** or email to [drobinson@dekalbcountyga.gov](mailto:drobinson@dekalbcountyga.gov).

**All quotes are to be provided on Attachment B, Quote Form (page 6).**

Thank you for your interest in doing business with DeKalb County.

Sincerely,

---

Procurement Manager  
Department of Purchasing and Contracting

## ATTACHMENT A

### SCOPE OF WORK

Support all media relations efforts and coordinate with the Voter Registration and Elections (VRE) Communications and Public Affairs Director for all media-related matters.

1. Support the Voter Registration and Elections Communications and Public Affairs Director with media inquiries and work in collaboration to inform DeKalb residents and voters of key information through earned media channels inclusive of radio, print, broadcast and online news outlets.
2. Support press conferences and media availabilities with Communications and Public Affairs Director.
3. Assist with interview preparation and facilitation for DeKalb VRE leaders and board members.
4. Provide support for any crisis communications issues related to DeKalb VRE.
5. Maintain social media presence across all “DeKalbVotes” pages and handles.

#### **Deliverables**

Under the general direction of the Executive Director, the Consultant shall provide the following:

1. Media coordination including but not limited to assisting the VRE Executive Director and Communications and Public Affairs Director Lead in preparing and disseminating press releases and responses to media inquiries (proactive press engagement, media availability, etc.)
2. Assist with the development of press releases (poll worker recruitment, dates to remember, warnings, etc.)
3. Assist with the development of the social media editorial calendar and designs across Facebook, Instagram, Twitter, and web banners at multiple sizes.

#### **REFERENCES:**

DeKalb County requires respondent to respond on Attachment D. Reference Form a list of at least three (3) references where like services have been completed. Include the name/description of the project, company, address, email address, telephone number, direct client contact and the contract period (beginning date and actual completion date).

**PROPOSAL REQUIREMENTS/SUBMITTALS:**

All proposals shall demonstrate the consultant(s) experience in performing a project of this scale and complexity. For the County representatives to accurately evaluate whether the respondent meets "Minimum Qualifications for All Respondent" and the "Scope of Work" proposals shall Include:

***(Less than five (5) typewritten pages)***

- Brief summary of:
  - a. Recent projects.
  - b. Projects you have experience in that are similar to the project described in this solicitation.
  - c. Projects that show experience or ability to engage in value engineering to complete a project within budget.
- Brief general statement of qualifications that responds to the project introduction and description provided above
- List of at least the last three (3) projects the firm has completed

**AWARD OF CONTRACT:**

The County reserves the right to award a contract for named project to a respondent(s) on the basis of "best value". Best value will be determined based on cost, experience, qualifications, and references.

**End of Specifications**

**ATTACHMENT B**  
**Quote Form**

ITEM NO.	ITEM DESCRIPTION	Unit	TOTAL
1	Consultant Services for Voter Registration and Elections  (February 2024-December 2024)	Lump Sum	

---

(State the amount in writing on this line above)

## **ATTACHMENT C**

### **BIDDER CONTACT INFORMATION**

1. Are you a DeKalb County Firm? Yes ☐ No ☐
2. Has your firm been in Chapter 7 during the last ten (10) years? Yes ☐ No ☐

Signed, sealed, and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Name of Business

By: \_\_\_\_\_  
(Signature of Business Representative)

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Responder's Mailing Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail Address

## **Attachment D**

### **Reference Form and Reference Check Release Statement**

List below at least three (3) references, including company name, contract period, contact name, email address, telephone numbers and project name of individuals who can verify your experience and ability to perform the type of service listed in the solicitation.

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Description	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Description	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Description	

### **REFERENCE CHECK RELEASE STATEMENT**

You are authorized to contact the references provided above for purposes of this RFQ.

Signed \_\_\_\_\_ Title \_\_\_\_\_  
(Authorized Signature of Proposer)

Company Name \_\_\_\_\_ Date \_\_\_\_\_

## Attachment E

### CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the bidder submitting a bid, contractor, firm or corporation which is contracting with DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the COUNTY, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91, as amended, on the Subcontractor Affidavit form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the COUNTY, within five (5) days from when the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Federal Work Authorization  
Identification Number

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
Enrollment Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Bidder

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Company Address (do not include a post office box)

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

# **ATTACHMENT F**

## **INSURANCE REQUIREMENTS**

### **IMPORTANT NOTICE**

**IMPORTANT – PLEASE READ CAREFULLY & FOLLOW INSTRUCTIONS LISTED HEREIN**

---

**Insurance must meet the County's requirements and will be furnished by the successful Bidder(s) upon award.**

1. Successful Bidder(s) will advise their insurance agent of the County's requirements as listed below and that they may not proceed with any work until insurance is provided that is in compliance with these requirements.
2. Contractor's insurance company or agent must mail, email, or bring an Original certificate of insurance and applicable declarations or endorsements to the DeKalb County address listed within this Insurance provision. Insurance must be from companies able to do business in Georgia and acceptable to the County as follows:
  - a. Certificates must cover:
    - i. Statutory Workers Compensation
    - ii. Employer's liability insurance by accident, each accident **\$1,000,000**
    - iii. Employer's liability insurance by disease, policy limit **\$1,000,000**
    - iv. Employer's liability insurance by disease, each employee **\$1,000,000**
    - v. Business Auto Liability Insurance with a minimum \$500,000 Combined Single Limit/Each Occurrence (Including operation of non-owned, owned, and hired automobiles).
    - vi. Commercial General Liability Insurance
      1. Each Occurrence - \$1,000,000
      2. Fire Damage - \$250,000
      3. Medical Expense - \$10,000
      4. Personal & Advertising Injury - \$1,000,000
      5. General Aggregate - \$2,000,000
      6. Products & Completed Operations - \$1,500,000
      7. Contractual Liability where applicable
  - b. DeKalb County, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of DeKalb County, Georgia. Such additional insured coverage shall be endorsed to Contractor's policy by attachment of ISO Additional Insured Endorsement forms CG 20 10 10 01 (ongoing operations) and CG 20 37 10 01 (products- completed operations), or form(s) providing equivalent coverage.
  - c. This insurance for the County as the additional insured shall be as broad as the coverage provided for the named-insured Contractor. It shall apply as primary insurance before any other insurance or self-insurance, including any deductible,



- d. Contractor agrees to waive all rights of subrogation and other rights of recovery against the County and its elected officials, officers, employees or agents, and shall cause each Subcontractor to waive all rights of subrogation for all coverages.
- e. Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to the County.
- f. Contractor understands and agrees that the purchase of insurance in no way limits the liability of the Contractor.
- g. The insurance carrier must have a minimum A.M. Best's rating of not less than "A" (Excellent) with a Financial Size Category of VII or better.
- h. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
- i. Certificates to contain the location and operations to which the insurance applies.
- j. Certificates to contain successful contractor's protective coverage for any subcontractor's operations. If this coverage is included in General Liability, please indicate on the Certificate of Insurance.
- k. Certificates to contain successful contractor's contractual insurance coverage. If this coverage is included in the General Liability, please indicate this on the Certificate of Insurance.
- l. Certificates shall be issued and delivered to the County and must identify the "Certificate Holder" as follows:
- m. The successful contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.

**DeKalb County, Georgia  
Director of Purchasing & Contracting  
The Maloof Center, 2nd Floor  
1300 Commerce Drive  
Decatur, Georgia 30030**

RFQ No. 24-3003822

RFQ Name: Consultant Services for VRE

	<b>Company:</b>	<b>Hope Beckham Espinosa</b>	<b>Project Reach back Consultants</b>	<b>Profile Marketing</b>	<b>Robinson Republic</b>
	Attachment B- Quote Form	\$66,000.00	\$16,895.00	\$137,500.00	\$82,500.00
	Attachment C: Bidder Contact Information	yes	yes	yes	yes
	Attachment D: Reference Form	yes (3)	yes	yes	yes
	Attachment E: Contractor Affidavit	yes	yes	yes	yes
	Bio Included	yes	yes	yes	yes
	**Quote above is for 11 months (February - December 2024)				



**February  
2024**

# COMMUNICATIONS PROPOSAL

Response to RFQ No. 24-3003822

**PRESENTED TO:**

**Delois Robinson**

Procurement Manager  
Dept. of Purchasing and Contracting  
DeKalb County Georgia  
[drobinson@dekalbcountyga.gov](mailto:drobinson@dekalbcountyga.gov)

# INTRODUCTION

HBE is pleased to present our response to DeKalb County for RFQ No. 24-3003822 – Consultant Services for Voter Registration & Elections. You'll find in our proposal a succinct overview of our qualifications and relevant projects, as requested. We thank you for your consideration.

## STATEMENT OF QUALIFICATIONS

Hope Beckham Espinosa, also known as HBE, is led by CEO Gina Espinosa and Chairman Bob Hope. HBE will soon be certified as a Georgia Minority Enterprise (MBE), Women-Owned Small Business (WOSB) and Women's Business Enterprise (WBE), and it is Atlanta's only top 20 public relations agency whose services include a dedicated practice in Hispanic communications. Since 1994, HBE has been serving the PR needs of clients ranging in size and industry. While our specialty areas are media relations, event marketing, and community programs, our capabilities extend throughout the full range of public relations, communications and marketing services. HBE is headquartered in Atlanta and operates remote offices in Texas and Florida. Learn more about us at [www.hopebeckham.com](http://www.hopebeckham.com).

### HIGHLIGHTS:

**Our agency is well-regarded within DeKalb County** and among notable individuals such as DeKalb County CEO Michael Thurmond, Decatur Mayor Patti Garrett, and former Decatur Mayor Bill Floyd. HBE's founder and chairman, Bob Hope, has himself been a prominent citizen of DeKalb County for over 40 years.

**In addition to our connections, our 30-year work history includes numerous DeKalb-based clients and projects, and we are well-versed in the County's demographics, politics, attributes, and issues.** For example, we represented Blackhall Studios in the controversial land swap with the DeKalb County Board of Commissioners, and represented Integral Group in the DeKalb County Tax Allocation District (TAD) project known as Assembly. More recently, we managed community relations for the DeKalb County Board of Health's vaccination initiative for Hispanic residents. Other DeKalb-based clients we have worked with include Emory University, MAP International, Wellroot Family Services, and Caliber Living, among many others.

**Media relations is the foundation of HBE's business, and we consider it to be among our greatest strengths.** Our success comes from a combination of our ability to craft and write a compelling pitch, and our excellent media relationships maintained with both general market and minority media throughout metro Atlanta and across the state. Our leadership team includes former members of the press – CEO Gina Espinosa (the BBC, CNN, and Mundo Hispanico) and Executive Vice President Mark Meltzer (executive editor of the Atlanta Business Chronicle for 20 years). Mark



is also a member of the Executive Committee of the Atlanta Press Club and is a former club president. Basic media relations functions – developing media lists, pitching, and writing/distributing press releases – are second nature to our staff, and we are skilled in serving as an extension of our clients' communications teams. Finally, we have orchestrated and supported numerous press conferences and are equipped to do so for future clients such as DeKalb County.

**Our inhouse Hispanic division, led by Mexico native Gina Espinosa, caters to the unique cultural aspects of marketing to Spanish speaking and bilingual individuals.** We also have insight into the issues facing this group, such as low voter registration numbers. We have expertise in creating and implementing Hispanic community programs, and we would be equipped to develop a program aimed at increasing voter registrations, and thus election participation, among eligible Hispanic residents in DeKalb County.

**HBE can offer inhouse media training** for the Communications and Public Affairs Director, or any other County individual who seeks to sharpen their interviewing skills. We have conducted full-scale media training programs for numerous executives, spokespersons, and other individuals, and we can provide high-quality crisis, interview, and general media training strategies for creating and delivering accurate, clear and timely messages for different communications mediums.

**When necessary, HBE is experienced in handling crisis projects.** We have a long history of serving the crisis needs of clients including Southern Company, Aaron's Inc., Chick-fil-A, and The Coca-Cola Company. Our strategy is built around 1) our exceptional relationships with the media – editors and reporters will take our calls, will listen to what we have to say, and will work with us to defuse a client crisis situation to the best of their ability; 2) excellent writing and storytelling abilities – this proves useful in writing statements and crafting messages that resonate with key audiences; and 3) our experience working with legal teams – often in a crisis situation, client attorneys and PR teams do not align in their objectives. HBE knows how to work with attorneys to balance expectations and achieve communication objectives that do not compromise legal efforts.

**We have social media specialists on staff** and are available to assist as outlined in the RFQ with all "DeKalbVotes" pages and handles, plus content development and follower initiatives as requested.

**HBE will not limit the involvement of leadership, CEO Gina Espinosa and Chairman Bob Hope, on this account. Both are highly influential across metro Atlanta.** Gina was honored by Atlanta Magazine in its recently published Atlanta 500 list of top leaders. Last year she was recognized as one of the Atlanta Business Chronicle's 2023 Women of Influence and in 2022, the Georgia Hispanic Chamber of Commerce named Gina one of the 50 Most Influential Latinos in Georgia. Bob has been named as Most Admired CEO and 100 Most Influential Atlantans by the Atlanta Business Chronicle and is an Atlanta Magazine "Legend" on the Atlanta 500 list.

# PROJECTS

## SIMILAR PROJECTS

### **Client: The Carter Center**

### **Project: Election Observation**

### **Relevance: Elections**

As a 15-year member of The Carter Center Board of Councilors, HBE's Bob Hope has accrued extensive experience participating in the election process as a nonpartisan election observer both here in Atlanta and internationally. Most recently, he represented the Carter Center in the local elections for multiple counties, including DeKalb. Last year, he traveled to Zimbabwe to enforce a free fair election process and has done the same in Nepal on two separate occasions. An election observer's responsibilities include demonstrating the community's interest and support for elections that are credible, transparent, accessible to all voters, and that represent a true democratic process; reinforcing the efforts of civil society and voting rights groups in the electoral process and increasing the credibility of their work; and systematically collecting data and publicly reporting on adherence to election law during absentee voting, in-person voting, and vote tabulation.

### **Client: The 100 Black Men of Atlanta**

### **Project: Anti-Gun Violence Media Campaign**

### **Relevance: Media Relations**

HBE launched a media relations campaign aimed to generate visibility, awareness, and support for The 100 Black Men of Atlanta's crusade to abolish gun violence, particularly in the black community. To date, numerous organic placements have been secured across all mediums – print, broadcast (radio and TV) and online, totaling millions in impressions. All four Atlanta television networks have covered the program, and the Atlanta Voice ran a print article. Subsequently, FOX 5 Atlanta ran a series on the program's unique features, the Atlanta-Journal Constitution ran a Sunday feature article on the program, its strategies and its achievements in the community, and the Atlanta NPR affiliate WABE featured an interview with the spokesperson on its popular "A Closer Look with Rose Scott" program. After saturating the local market, a major national placement was secured on the CBS Evening News "Eye on America" segment. Other national coverage followed, including MSN, the Washington Post, Sports Illustrated, Sports Business Journal, Yahoo! News, and Newsy. HBE also secured a story with the popular website How Stuff Works that highlighted program attributes. As the news continues to spread, additional opportunities arise weekly. For example, HBE is currently coordinating interviews with a TIME journalist who is authoring a book on gun violence.

**Client: DeKalb County Board of Health**

**Project: Hispanic Vaccination Outreach Program**

**Relevance: DeKalb County Community Relations**

In the summer of 2022, HBE worked as the community relations arm of an agency partnership that was engaged in a short-term project to address COVID-19 vaccination hesitancy among DeKalb County's Hispanic population. The County deployed a mobile vaccination unit, and HBE's responsibility was to secure locations in high Hispanic traffic areas and get the word out via traditional and social media. We arranged clinic stops for popular centers including Plaza Fiesta on Buford Highway, Chinatown, and Historic Scottish Rite. To further maximize the limited budget, HBE utilized its relationships to orchestrate a partnership with Freddy Hernández of HISPATLANTA, who posted about the vaccination clinics weekly across social media channels, reaching an audience of 50,000+ each week.

## RECENT PROJECTS

**Client: Georgia Casino Initiative**

**Project: Georgia Casino Advocacy**

**Date: Current**

HBE is currently representing the Georgia Casino Initiative, which comprises casino corporations including Bally's, Hard Rock and Wynn Resorts. On behalf of this collective, we are building awareness, advocating, and influencing Georgia decision makers (business leaders, legislators, politicians, etc.) on the economic benefits of legalizing casino gambling in the state. This effort includes media, such as this [recent article by the Atlanta Business Chronicle](#) that detailed the Initiative's latest presentation to a group of Georgia business leaders.

**Client: AssuranceAmerica**

**Project: "Seguros al Volante"**

**Date: January to June 2023**

Insurance company AssuranceAmerica sought to increase policy holders in the Hispanic market and hired HBE to assist. With a limited budget that primarily included staff time with little allocated for out-of-pocket expenses, HBE devised a community outreach program that would educate Hispanic residents, many of whom were immigrants from Latin America, on the rules and regulations of driving in America. The program, called "Seguros al Volante" or "Safe at the Wheel", entailed a series of educational seminars via partnerships created by HBE with community organizations and events with a built-in Hispanic audience. Each seminar was hosted by AssuranceAmerica. Thus, these events were low-cost, drew a crowd, raised awareness of Assurance to the intended audience, and provided drivers with knowledge that could decrease traffic violations. At the completion of the campaign, a successful, scalable program had been implemented. Notable results included: 1) 19 events executed in markets including Atlanta, Sandy Springs, Forest Park, Brookhaven, Lilburn,

Dalton, and Gainesville; 2) Media coverage including Univision Atlanta, El Nuevo Georgia, and local Hispanic media in markets including Dalton, and 3) Relationships forged between AssuranceAmerica and all partner organizations, which included The Latin American Association, The Consulate of Mexico, the Savannah Hispanic Center, and Los Vecinos de Buford Highway. This project was recognized in November 2023 by the Public Relations Society of America with a Phoenix Award for multicultural marketing.

**Client: Google**

**Project: COVID-19 Vaccination Rallies**

**Date: September 2021**

HBI assisted its client Google in addressing COVID-19 vaccine hesitancy among its primarily African American employee base in metro Atlanta. To establish trust, dispel miscommunications, and provide important information and education on the vaccine and its safety, HBI worked with Google to plan and execute a two-day, two-location onsite vaccination rally for all employees. To encourage attendance, high-quality prize giveaways and local popular food vendors were secured. The event agenda included celebrity appearances and a panel discussion comprised of well-respected minority leaders in public health and government, including Ambassador Andrew Young, Dr. Michelle Nichols, the Associate Dean for Clinical Affairs for Morehouse School of Medicine and the Medical Director for Morehouse Healthcare; Dr. Felipe Lobelo, who is the Director for Epidemiology and Public Health at Kaiser Permanente of Georgia and also an Associate Professor of Global Health at Emory University; and Dr. Jayne Morgan, the Head of Piedmont Healthcare's COVID Unit. The panel addressed common concerns and misconceptions, assuring the vaccine's safety and efficacy. Onsite vaccination clinics were also arranged for the event. More than 700 employees attended the events and participated with enthusiasm. Over 145 vaccines were administered at the onsite vaccination clinics alone, improving the number of vaccinated employees by 20%. Following, additional employees sought vaccines at offsite locations motivated by the knowledge and information gleaned from the events.

## **LAST THREE PROJECTS COMPLETED:**

1. The 100 Black Men of Atlanta Stakeholders Luncheon, featuring keynote speaker Gov. Brian Kemp (November 2023) Category: Media Relations
2. Ser Familia Inc.'s Saborea Gala (October 2023) Category: Events and Media Relations
3. Atlanta Braves Hall of Famer Dale Murphy Joins Georgia Oak Partners as Managing Director (September 2023) Category: Media Relations



**ATTACHMENT B**  
**Quote Form**

ITEM NO.	ITEM DESCRIPTION	Unit	TOTAL
1	Consultant Services for Voter Registration and Elections  (February 2024-December 2024)	Lump Sum	\$66,000 (Billed \$6,000 monthly for 11 months)

\$66,000 (Billed \$6,000 monthly for 11 months)

(State the amount in writing on this line above)

## **ATTACHMENT C**

### **BIDDER CONTACT INFORMATION**

1. Are you a DeKalb County Firm? Yes ☐ No ☒
2. Has your firm been in Chapter 7 during the last ten (10) years? Yes ☐ No ☒

Signed, sealed, and dated this 5th day of February, 2024

Hope Beckham Espinosa

Name of Business

By: 

(Signature of Business Representative)

Bob Hope

Name (Typed or Printed)

Founder and Chairman

Title

3343 Peachtree Rd Suite 120 Atlanta, GA 30326

Responder's Mailing Address

404-636-8200

Phone Number

Fax Number

bhope@hopebeckham.com

E-Mail Address

## **Attachment D**

### **Reference Form and Reference Check Release Statement**

List below at least three (3) references, including company name, contract period, contact name, email address, telephone numbers and project name of individuals who can verify your experience and ability to perform the type of service listed in the solicitation.

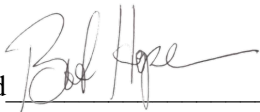
Company Name Google	Contract Period 2021 - present
Contact Person Name and Title Reginald B. McKnight, Global Head of Social Impact	Telephone Number (include area code) 864.238.2522
Email Address reggiemcknight@google.com	
Project Description Employee COVID-19 vaccination rally series; ongoing communications efforts	

Company Name MAP International	Contract Period 2015 - present
Contact Person Name and Title Steve Stirling, President and CEO	Telephone Number (include area code) 912.280.6605
Email Address SStirling@map.org	
Project Description Bill Foege Global Health Awards; capital campaign; additional communications efforts	

Company Name Christian City	Contract Period 2019 - present
Contact Person Name and Title LaVann Pearson Landrum, Chief Development Officer	Telephone Number (include area code) 770.703.2632
Email Address llandrum@christiancity.org	
Project Description Awareness for programs; crisis communications; event support for annual fundraising event	

### **REFERENCE CHECK RELEASE STATEMENT**

You are authorized to contact the references provided above for purposes of this RFQ.

Signed  Title Founder and Chairman  
(Authorized Signature of Proposer)

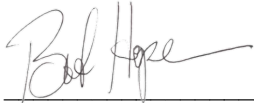
Company Name Hope Beckham Espinosa Date 2/5/2024

## Attachment E

### CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the bidder submitting a bid, contractor, firm or corporation which is contracting with DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the COUNTY, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91, as amended, on the Subcontractor Affidavit form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the COUNTY, within five (5) days from when the subcontractor(s) is retained to perform such service.



BY: Authorized Officer or Agent

745174

Federal Work Authorization  
Identification Number

Hope Beckham Espinosa  
(Company Name)

Chairman

1/14/2014

Enrollment Date

Founder and Chairman

Title of Authorized Officer or Agent of Bidder

Bob Hope

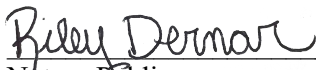
Printed Name of Authorized Officer or Agent

3343 Peachtree Rd Suite 120 Atlanta, GA 30326

Company Address (do not include a post office box)

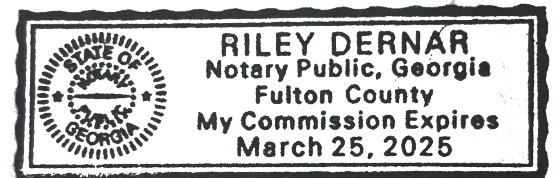
SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

5th DAY OF February, 2024



Notary Public

My Commission Expires: 3/25/2025





**CITY OF ATLANTA**  
55 Trinity Avenue SW  
Suite 1350  
Atlanta GA 30303

**OCCUPATION TAX REGISTRATION CERTIFICATE**  
**VALID ONLY WHEN OCCUPATION REGISTRATION TAX**  
**REQUIREMENTS ARE PAID**

**Business Name:** Hope-Beckham Inc.  
**Business Location:** 3343 Peachtree RD NE Suite 120  
Atlanta, GA 30326  
**Owner:**  
**License Number:** GBL-0521-03349  
**Issued Date:** 2/17/2023  
**Expiration Date:** 12/31/2023

**Business Type(s):** 541820 Public Relations Agencies  
**Mailing Address:** 3343 Peachtree RD NE  
Atlanta, GA 30326  
**License Type:** General Business License  
**Classification:** Other Services except Public Administration

*Mohamed Balla*

Mohamed Balla, Chief Financial Officer

DISPLAY THIS CERTIFICATE IN A CONSPICUOUS PLACE AT BUSINESS LOCATION. NOT VALID IF BUSINESS LOCATION DOES NOT COMPLY TO CITY ZONING REQUIREMENTS. NOT VALID UNLESS ACCOMPANIED BY STATE OF GEORGIA LICENSE(S) IS REQUIRED. CERTIFICATE NOT TRANSFERABLE IF BUSINESS TERMINATES OR CHANGES OWNERSHIP DURING CERTIFICATE PERIOD. CALL THE BUSINESS LICENSE OFFICE AT 404-330-6270 THIS CERTIFICATE IS SUBJECT TO ALL APPLICABLE ORDINANCES AND LAWS.

**TO BE POSTED IN A CONSPICUOUS PLACE**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/04/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Berger & O'Neal Insurance Group PO Box 724728  Atlanta GA 31139	<b>CONTACT NAME:</b> Kathy Grant <b>PHONE (A/C, No, Ext):</b> (770) 442-0770 <b>E-MAIL ADDRESS:</b> kathy.grant@bergeroneal.com <b>FAX (A/C, No):</b> (770) 442-0774
<b>INSURED</b> Hope Beckham Inc 3343 Peachtree Rd NE Ste 120 Atlanta GA 30326-1022	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Travelers Casualty/Surety Illn <b>INSURER B:</b> Travelers Indemnity of Illinois <b>INSURER C:</b> Travelers Casualty & Surety <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
	<b>NAIC #</b> 19046 25674 19038

**COVERAGES****CERTIFICATE NUMBER:** CL238454904**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6801C163497	08/01/2023	08/01/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA3N115578	08/01/2023	08/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 5,000			CUP1C18738A	08/01/2023	08/01/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	UB3J701783	08/01/2023	08/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**Aaron's  
400 Galleria Pkwy SE Ste 300

Atlanta

GA 30339

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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FEBRUARY 5, 2024

# REQUEST FOR QUOTATION NO. 24- 3003822

## Consultant Services for Voter Registration & Elections

### **Presented to:**

DeKalb County, Georgia  
Department of Purchasing &  
Contracting  
Attention: Delois Robinson  
Procurement Manager  
1300 Commerce Drive, 2nd Floor  
Decatur, Georgia 30030

### **Presented by:**

Project Reach Back  
Consultants dba PRBC  
Jessica D. Lawrence  
Founder and Chief Executive Officer  
1624 Emerald Ave SW  
Atlanta, GA 30310  
Email: [info@prbellc.com](mailto:info@prbellc.com)

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Dear Delois,

I am writing to express our enthusiastic interest in responding to the Request for Quotation (RFQ) issued by DeKalb County for the scope of work related to media relations support and coordination with the Voter Registration and Elections (VRE) Communications and Public Affairs Director. Project Reach Back Consultants is eager to collaborate with DeKalb County to enhance public engagement, transparency, and communication within the community.

At Project Reach Back Consultants, we understand the critical importance of effective media relations in fostering civic engagement and voter education. We have a strong commitment to delivering impactful and innovative solutions to support DeKalb County's goals and objectives. As outlined in the RFQ, our team is well-prepared to fulfill the responsibilities and deliverables required for this project, including:

- **Media Coordination:** Our experienced team is ready to work closely with the VRE Executive Director and Communications and Public Affairs Director Lead to prepare and disseminate press releases, ensuring timely and accurate responses to media inquiries, proactive press engagement, and media availability.
- **Press Release Development:** We have a proven track record in crafting compelling and informative press releases on various topics.
- **Social Media Management:** Our expertise in social media management spans across multiple platforms, including Facebook, Instagram, Twitter, and web banners. We are well-equipped to develop a comprehensive social media editorial calendar and create eye-catching designs to engage the DeKalb community effectively.
- **Event Support:** We are adept at assisting in organizing and facilitating press conferences and media availabilities, ensuring that these events run smoothly and deliver key messages to the public.
- **Crisis Communications:** Our team is trained to handle crisis communications effectively, providing support in managing and mitigating any issues related to DeKalb VRE, safeguarding the organization's reputation.
- **Interview Preparation:** We bring expertise in interview preparation and facilitation, helping DeKalb VRE leaders and board members effectively communicate their messages to the media and the public.

Project Reach Back Consultants is driven by a deep commitment to public service and community empowerment. We are excited about the opportunity to collaborate with DeKalb County to inform, engage, and empower DeKalb residents and voters. Our team's passion for civic participation aligns perfectly with your objectives, and we are dedicated to contributing to the success of this important initiative.

We look forward to the opportunity to submit our detailed response and discuss how our experience and capabilities align with the specific needs and vision of DeKalb County. If you require any additional information or have any questions, please feel free to contact me at (678) 670-8434 or [info@prbcllc.com](mailto:info@prbcllc.com)

Thank you for considering our interest, and we anticipate the opportunity to work together for the betterment of DeKalb County and its residents.

Sincerely,

Jessica D. Lawrence

## **Project Reach Back Consultants: Empowering Communication, Delivering Excellence**

At Project Reach Back Consultants, we pride ourselves on our extensive experience and unwavering commitment to excellence in media, communication, and government support. With a track record of successfully collaborating with federal agencies, private sector clients, and organizations of all sizes, we bring a wealth of knowledge and expertise to each project we undertake.

### **Our Core Competencies:**

- ***Strategic Communication:*** Our team excels in crafting clear, concise, and effective messaging strategies tailored to diverse audiences and dynamic landscapes.
- ***Media Assistance:*** We have provided critical media assistance during challenging times, including support for federal agencies in navigating the complexities of the COVID-19 pandemic.
- ***Media Training:*** Our comprehensive media training programs empower teams to confidently engage with the media, fostering professionalism and effective communication.
- ***Social Media Management:*** With a keen eye for audience engagement, we excel in managing social media platforms, maximizing brand visibility and community engagement.
- **Government Support:** We've demonstrated our ability to enhance government agency communication and facilitate the dissemination of critical information while staying within budget constraints.

### **Relevant Project Experience:**

- ***COVID-19 Media Assistance for Federal Agencies:*** As a subcontractor for the Lewis Davis Firm, we played a pivotal role in providing COVID-19 media assistance to federal agencies. Our expertise in developing and executing communication strategies ensured accurate and timely information dissemination during the pandemic.
- ***Government Agency Communication Enhancement:*** Collaborating closely with the Office of Policy and Communication within a federal government agency, we strengthened communication strategies, navigating dynamic policy landscapes efficiently while maximizing transparency and effectiveness.
- ***Social Media Management for I Am Studio Event Space:*** Our team managed social media presence within budget constraints for I Am Studio Event Space, fostering brand recognition and driving event attendance through engaging content and strategic planning.

### **Our Commitment:**

We are dedicated to delivering results that meet the unique needs of our clients while ensuring transparency, timeliness, and cost-effectiveness. Our passion for communication excellence drives us to continually optimize strategies and provide solutions that empower our clients to achieve their goals.

Project Reach Back Consultants is poised to bring our expertise to your projects, whether in government support, media training, strategic communication, or social media management. We eagerly anticipate the opportunity to discuss how our experience can contribute to the success of your initiatives.

**Empowerment through Communication, Excellence in Delivery.**

These project descriptions showcase our diverse expertise and commitment to delivering exceptional results across various communication and government support endeavors. We are dedicated to tailoring our services to meet the unique needs of each project and client, and we look forward to discussing how our experience can contribute to the success of your upcoming initiatives.

**COVID-19 Media Assistance for the Lewis Davis Firm (Subcontractor):**

- Project Reach Back Consultants played a critical role as a subcontractor for the Lewis Davis Firm in supporting federal agencies during the COVID-19 pandemic.
- Developed and executed comprehensive communication strategies tailored to each federal agency's unique needs.
- Crafted clear and concise messaging that adapted to the rapidly changing COVID-19 landscape, ensuring accurate and timely information dissemination.
- Actively responded to media inquiries and managed press engagements to maintain transparency in public communication.
- Collaborated closely with the Lewis Davis Firm to navigate the evolving COVID-19 media landscape and address public concerns effectively.

**Office of Policy and Communication for the Lewis Davis Firm (Subcontractor):**

- Collaborated closely with the Lewis Davis Firm to enhance communication strategies for the Office of Policy and Communication within a federal government agency.
- Developed and implemented comprehensive communication plans tailored to the agency's specific needs and objectives.
- Crafted clear and concise messaging strategies adaptable to the dynamic government policy landscape.
- Proactively engaged with media outlets to ensure accurate and timely information reached the public.
- Responded to media inquiries promptly, maintained transparent communication channels, and facilitated press engagements for public outreach.

**Media Training for Pelican Snowball (Franchise Location):**

- Conducted extensive media training sessions for a new Pelican Snowball franchise location in the food industry.
- Comprehensive message development, interview techniques, crisis communication preparedness, and media engagement strategies were covered.
- Provided hands-on training through immersive mock interviews and practical exercises.
- Ensured franchise staff could confidently interact with the media, promote their business effectively, and respond to inquiries with professionalism.
- Empowered franchise staff to handle various media scenarios, strengthening the brand's reputation.

**Social Media Management for I Am Studio Event Space:**

- Managed the social media presence of I Am Studio Event Space across multiple platforms, including Facebook, Instagram, and Twitter.
- Developed and executed a dynamic social media editorial calendar for engaging the target audience and maximizing event attendance.
- Created captivating and informative content, featuring visually appealing designs and compelling copywriting.
- Monitored social media analytics and user engagement data, optimizing strategies for maximum impact.
- Enhanced brand recognition and fostered community engagement through strategic social media management.

**Project Reach Back Consultants: Your Trusted Partner for Effective Media Engagement**

At Project Reach Back Consultants, we are committed to leveraging our expertise to support the DeKalb County Voter Registration and Elections (VRE) Communications and Public Affairs Director in achieving their media-related objectives. Our approach is built on a foundation of strategic communication, collaboration, and dedication to transparency. Here's how we will approach working with the VRE Communications and Public Affairs Director in response to the scope of work:

1. **Collaboration and Coordination:** We recognize the importance of close collaboration with the VRE Communications and Public Affairs Director. Our approach begins with understanding their vision, goals, and specific needs to align our efforts effectively.
2. **Tailored Communication Strategies:** Our experienced team will develop tailored communication strategies that address the unique challenges and opportunities in DeKalb County. We understand the diverse audience and media landscape and will adapt our approach accordingly.
3. **Proactive Media Engagement:** We will proactively engage with media outlets, building strong relationships to ensure accurate and timely information dissemination. Our proactive approach includes press releases, media availabilities, and media inquiries to keep the public well-informed.
4. **Crisis Communication Preparedness:** We are prepared to provide immediate support in handling crisis communication issues related to the VRE. Our team will work diligently to manage any unforeseen challenges and maintain transparency during critical situations.
5. **Social Media Management:** Maintaining an active and engaging social media presence is essential in today's digital age. We will manage the "DeKalbVotes" social media pages and handles, ensuring consistent and informative content across platforms.
6. **Responsive Support:** Our team is dedicated to providing responsive support for all media-related matters. Whether it's assisting with press conferences, interview preparation, or media inquiries, we will be readily available to meet the VRE's needs.
7. **Cost-Efficient Solutions:** We understand the importance of cost-effectiveness. Our approach includes value engineering to optimize resources and deliver impactful results within budget constraints.
8. **Transparency and Accountability:** Transparency is a core principle of our approach. We will maintain clear and open communication channels with the VRE Communications and Public Affairs Director, providing regular updates and progress reports.
9. **Continuous Improvement:** We are committed to continuous improvement. We will regularly assess the effectiveness of our strategies and make necessary adjustments to ensure our efforts align with the evolving media landscape and the VRE's goals.

Project Reach Back Consultants is eager to bring our expertise and dedication to the DeKalb County Voter Registration and Elections (VRE) Communications and Public Affairs Director's team. We are confident that our approach will contribute to informed and engaged DeKalb residents and voters, ensuring successful media-related outcomes.

**ATTACHMENT B**  
**Quote Form**

ITEM NO.	ITEM DESCRIPTION	Unit	TOTAL
1	Consultant Services for Voter Registration and Elections  (February 2024-December 2024)	Lump Sum	

---

(State the amount in writing on this line above)

## **ATTACHMENT C**

### **BIDDER CONTACT INFORMATION**

1. Are you a DeKalb County Firm? Yes ☐ No ☐

2. Has your firm been in Chapter 7 during the last ten (10) years? Yes ☐ No ☐

Signed, sealed, and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Name of Business

By: Jessica D. Lawrence  
Signature of Business Representative

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Responder's Mailing Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail Address

## **Attachment D**

### **Reference Form and Reference Check Release Statement**

List below at least three (3) references, including company name, contract period, contact name, email address, telephone numbers and project name of individuals who can verify your experience and ability to perform the type of service listed in the solicitation.

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Description	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Description	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Description	

### **REFERENCE CHECK RELEASE STATEMENT**

You are authorized to contact the references provided above for purposes of this RFQ.

Signed Jessica D. Lawrence Title \_\_\_\_\_  
(Authorized Signature of Proposer)

Company Name \_\_\_\_\_ Date \_\_\_\_\_



**Attachment E**

**CONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the bidder submitting a bid, contractor, firm or corporation which is contracting with DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the COUNTY, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91, as amended, on the Subcontractor Affidavit form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the COUNTY, within five (5) days from when the subcontractor(s) is retained to perform such service.

Jessica D. Lawrence  
BY: Authorized Officer or Agent

Project Reach Back Consultants  
(Company Name)

751515  
Federal Work Authorization  
Identification Number  
Feb 01, 2014  
Enrollment Date

Founder and Chief Executive Officer

Title of Authorized Officer or Agent of Bidder

Jessica D. Lawrence  
Printed Name of Authorized Officer or Agent

1624 Emerald Ave SW Atlanta, GA 30310  
Company Address (do not include a post office box)

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

2 DAY OF February, 2024  
Spahn

Notary Public  
My Commission Expires: 03/25/25







**CITY OF ATLANTA**

55 Trinity Avenue SW  
Suite 1350  
Atlanta GA 30303

**OCCUPATION TAX REGISTRATION CERTIFICATE**  
**VALID ONLY WHEN OCCUPATION REGISTRATION TAX**  
**REQUIREMENTS ARE PAID**

**Business Name:** Project Reach Back Consultants, LLC  
DBA: PRBC LLC

**Business Location:** 1624 EMERALD Avenue SW  
Atlanta, GA 30310

**Owner:** Jessica Lawrence

**License Number:** GBL-0723-21770

**Issued Date:** 2/2/2024

**Expiration Date:** 12/31/2024

**Business Type(s):** 561499 All Other Business Support Services  
812990 All Other Personal Services  
561990 All Other Support Services

**Mailing Address:** 1624 EMERALD Avenue SW  
Atlanta, GA

**License Type:** General Business License

**Classification:** Professional/Scientific/Technical Services

*Mohamed Balla*

Mohamed Balla, Chief Financial Officer

DISPLAY THIS CERTIFICATE IN A CONSPICUOUS PLACE AT BUSINESS LOCATION. NOT VALID IF BUSINESS LOCATION DOES NOT COMPLY TO CITY ZONING REQUIREMENTS. NOT VALID UNLESS ACCOMPANIED BY STATE OF GEORGIA LICENSE(S), IF REQUIRED. CERTIFICATE NOT TRANSFERABLE IF BUSINESS TERMINATES OR CHANGES OWNERSHIP DURING CERTIFICATE PERIOD. CALL THE BUSINESS LICENSE OFFICE AT 404-330-6270. THIS CERTIFICATE IS SUBJECT TO ALL APPLICABLE ORDINANCES AND LAWS.

**TO BE POSTED IN A CONSPICUOUS PLACE**

# REQUEST FOR QUOTATION

**NO. 24-3003822**

Presented by Profile Marketing  
& Public Relations, LLC

February 5, 2024



## ABOUT PROFILE MARKETING & PUBLIC RELATIONS



Profile Marketing & Public Relations is an award-winning, Atlanta-based integrated communications firm comprised of experienced professionals leading complex communications efforts and engagement strategies. Over the years, Profile team has established a reputation for leading successful integrated marketing efforts for DeKalb County Voter Registration & Elections Office. This accomplishment was honored with the prestigious 2021 PRSA Georgia Chapter Phoenix Award for the “Most Effective Diversity, Equity, and Inclusion Campaign.” Profile has also consulted with Gwinnett County, contributing to initiatives centered around diversity and outreach, ultimately resulting in enhanced voter access and improved education.

Profile utilizes multiple tactics to amplify messages that engage various communities and target groups. By leveraging the PESO model, which evaluates paid, earned, shared, and owned media channels, and coupled with a robust outreach strategy, Profile maximizes touch points, ultimately enhancing awareness of public engagement efforts.

## KEY STRATEGIES INCLUDE:

- ✓ Proactive Media Relations & Crisis Management
- ✓ Media Interview Coordination & Press Conference Support
- ✓ Development of Compelling Press Releases
- ✓ Strategic Social Media Planning & Content Creation

# THE PROFILE EXPERIENCE:

## CASE STUDIES

### ‘ATLANTA VOTES’: AWARENESS + ACTION CAMPAIGN

In 2022, in conjunction with the Office of Mayor Andre Dickens, Profile led an integrated campaign for the Atlanta Votes initiative. From the onset, Profile developed key messages and objectives, fostering synergy among all collaborating organizations, and grounding the overall effort in agreed-upon nonpartisan talking points.

Operating within a \$225,000 advertising budget, Profile efficiently coordinated, managed, and executed a high-visibility campaign with distinctive touch points and signature activations. The campaign successfully secured placements with prominent news outlets, including CNN, MSNBC, NBC, ABC, CBS, AJC, and various other local and national news channels. A dedicated micro-site was created, serving as a comprehensive hub for voter information for city residents in Fulton and DeKalb counties. These efforts culminated in a nearly double-digit increase in voter participation among key demographics during the 2022 election cycle.



### ‘COUNT ON DEKALB’: TAKING CENTER STAGE ON THE NATIONAL STAGE



The unprecedented 2020 U.S. presidential election and the events that followed, placed Georgia and counties within metro Atlanta under intense scrutiny. Profile managed an integrated marketing communications strategy that projected confidence in the election process through education, engagement, and the award-winning “Count on DeKalb” branding campaign. Across the span of just five months, Profile created 400 pieces of dynamic collateral, managed 350 press inquiries from local, national and international media, garnered 1.2 million impressions across social media and led the translation of multiple election-related materials in Korean and Spanish—making DeKalb County one of the first to do so outside of federal requirements.



# THE PROFILE EXPERIENCE:

## CASE STUDIES

### ‘MOBILITY FOR ALL’: TRANSFORMING GWINNETT’S TRANSIT FORECAST

In 2023, Profile led integrated communications efforts for a projected \$14 billion countywide transit plan in Gwinnett. Profile’s efforts included maximizing Gwinnett’s existing communications channels to efficiently engineer a comprehensive educational campaign.

Profile’s strategic efforts in the Gwinnett Transit Development Plan led to unprecedented survey participation from residents and stakeholders. The campaign established multiple touch points for residents, reaching diverse populations through translated collateral, website updates, digital toolkits, and other outreach initiatives. Employing the PESO model, Profile maximized message penetration to effectively reach Gwinnett’s nearly 1 million residents.

The overwhelming support for the transit development plan yielded favorable results from stakeholders and the Gwinnett County Board of Commissioners. Subsequently, county voters will now have a historic opportunity to officially adopt this transformative transit plan on the November ballot.



## SCOPE OF WORK

1. Support the DeKalb Voter Registration & Elections (DeKalb VRE) Communications and Public Affairs Director with media inquiries and work in collaboration to inform DeKalb residents and voters of key information through earned media channels inclusive of radio, print, broadcast and online news outlets.
2. Support press conferences and media availabilities with Communications and Public Affairs Director.
3. Assist with interview preparation and facilitation for DeKalb VRE leaders and board members.
4. Provide support for any crisis communications issues related to DeKalb VRE.
5. Maintain social media presence across all “DeKalbVotes”<sup>88</sup> pages and handles.

# DELIVERABLES & COST

Under the general direction of the Executive Director, the Consultant shall provide the following:

1. Media coordination including but not limited to assisting the VRE Executive Director and Communications and Public Affairs Director Lead in preparing and disseminating press releases and responses to media inquiries (proactive press engagement, media availability, etc.).
2. Assist with the development of press releases (poll worker recruitment, dates to remember, warnings, etc.).
3. Assist with the development of the social media editorial calendar and designs across Facebook, Instagram, Twitter, and web banners at multiple sizes.

Profile's proposed costs to adequately perform, execute and support the outlined scope of work and deliverables will be \$12,500 per month. The fee includes on-site support, 24/7 on-call availability during the election day, any needed runoff election support, ongoing social media monitoring, internal coordination and ideation related to poll worker recruitment efforts.

## CONTACTS

On behalf of the Profile team, we thank you for an opportunity respond to this request for services. Please feel free to contact us if you have any additional questions.

**Joye Burton**  
Chief Operating Officer  
[joye@profilegrouppllc.com](mailto:joye@profilegrouppllc.com) | 404-809-6408

**Erik Burton**  
President  
[erik@profilegrouppllc.com](mailto:erik@profilegrouppllc.com) | 770-294-8475



**ATTACHMENT B**  
**Quote Form**

ITEM NO.	ITEM DESCRIPTION	Unit	TOTAL
1	Consultant Services for Voter Registration and Elections  (February 2024-December 2024)	\$12,500/mo	\$137,500

A monthly retainer fee of \$12,500 will be applicable from February 2024 to December 2024, resulting in a total of \$137,500 for the specified period.

(State the amount in writing on this line above)

## ATTACHMENT C

### BIDDER CONTACT INFORMATION

1. Are you a DeKalb County Firm? Yes ☐ No ☒
2. Has your firm been in Chapter 7 during the last ten (10) years? Yes ☐ No ☒

Signed, sealed, and dated this 5th day of February, 2024

Profile Marketing & Public Relations, LLC

Name of Business

By: Joye Burton  
(Signature of Business Representative)

Joye Burton

Name (Typed or Printed)

Chief Operating Officer

Title

5107 Bentwater Ln SW, Lilburn, GA 30047

Responder's Mailing Address

404-809-6408

Phone Number

404-935-0991

Fax Number

joye@profilegroupllc.com

E-Mail Address

## Attachment D

### Reference Form and Reference Check Release Statement

List below at least three (3) references, including company name, contract period, contact name, email address, telephone numbers and project name of individuals who can verify your experience and ability to perform the type of service listed in the solicitation.

Company Name <b>Gwinnett County Government</b>	Contract Period <b>Jan. 2022 - Nov. 2023</b>
Contact Person Name and Title <b>China Thomas, Transit Capital Program Director</b>	Telephone Number (include area code) <b>770-822-7420</b>
Email Address <b>china.thomas@gwinnettcountry.com</b>	
Project Description <b>Led integrated communications efforts for Gwinnett County Transit Development Plan inclusive of press releases, social media efforts and other outreach tactics.</b>	

Company Name <b>DeKalb Voter Registration &amp; Elections</b>	Contract Period <b>2020 through various election cycles</b>
Contact Person Name and Title <b>Dele Lowman, former DeKalb VRE Board Chair</b>	Telephone Number (include area code) <b>404-516-6025</b>
Email Address <b>delelowman@gmail.com</b>	
Project Description <b>Managed integrated marketing communications efforts including press releases, media relations, collateral creation, and social media management.</b>	

Company Name <b>Atlanta Public Schools</b>	Contract Period <b>May 2023 - Jan. 2024</b>
Contact Person Name and Title <b>Dorna Werdelin, Chief Communications Officer</b>	Telephone Number (include area code) <b>678-429-5992</b>
Email Address <b>dorna.werdelin@atlanta.k12.ga.us</b>	
Project Description <b>Led media training and provided ongoing strategic communications support for the school district.</b>	

### REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFQ.

Signed *Joye Burton* Title Chief Operating Officer  
(Authorized Signature of Proposer)

Company Name Profile Marketing & Public Relations Date 2/5/24



## Attachment E

### CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the bidder submitting a bid, contractor, firm or corporation which is contracting with DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the COUNTY, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91, as amended, on the Subcontractor Affidavit form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the COUNTY, within five (5) days from when the subcontractor(s) is retained to perform such service.

Joye Burton

BY: Authorized Officer or Agent

1575202

Federal Work Authorization  
Identification Number

Profile Marketing & Public Relations

(Company Name)

8/9/20

Enrollment Date

Chief Operating Officer

Title of Authorized Officer or Agent of Bidder

Joye Burton

Printed Name of Authorized Officer or Agent

5107 Bentwater Lane SW, Lilburn, GA 30047

Company Address (do not include a post office box)

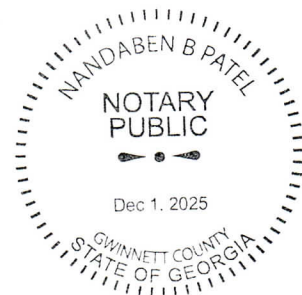
SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

5<sup>th</sup> DAY OF February, 2024

Nandaben B Patel

Notary Public

My Commission Expires: 12/01/2025



# Robinson Republic qualifications for DeKalb bid No. 24-3003822

Robinson Republic LLC, a Brookhaven-based public affairs communications firm owned by one of metro Atlanta's best known communicators, would provide DeKalb County with an expert in message development and amplification, a quarter century of communications experience at the highest levels of Georgia's public sector and a public relations professional among the most deeply networked with metro Atlanta media.

Brian Robinson served as the communications director for Gov. Nathan Deal from the 2010 campaign through the first year of the second term, handling the communications strategy and execution for every major development or crisis that occurred during those five years. Since 2015, Robinson has operated Robinson Republic, with a client list that has included some of Atlanta's top companies, the Metro Atlanta Chamber, the Georgia Chamber of Commerce, multiple local governments, the Georgia Port Authority, issue advocacy groups and industry coalitions and statewide elected officials including Attorney General Chris Carr and Secretary of State Brad Raffensperger, former Lt. Gov. Geoff Duncan and the majority caucuses of both the House and Senate and others. As part of this bid relates to preparing staff for media interviews, Robinson Republic is extensively experienced in that. Brian Robinson worked every day in the governor's office preparing then-Gov. Deal for the most pressing media issues of the day and in private practice has done media training for a host of Georgia statewide office holders, the Gwinnett County Commission, a DeKalb commissioner, Georgia Power and Metro Atlanta Chamber officials. Additionally, Robinson will host a training session for the University of Georgia Grady College's seminar on crisis communications for corporate executives and performs an annual training session for the Buckley Institute at Yale University. As a result of his status in Atlanta PR community, UGA's Grady College had him serve as an adjunct professor of public affairs communications for a semester.

It's difficult to narrow examples of communications projects that Robinson Republic has successfully completed down to 3, but I'll focus on some efforts done in coordination with public sector entities.

- In 2022, Robinson Republic worked with all 15 Fulton County cities to create a public affairs campaign to educate Fulton voters on the importance of Local Option Sales Tax revenues to city budgets and in preventing local property tax increases, as the Fulton County Commission negotiated to take a significantly higher share of the LOST dollars. Working with the cities, we created and placed opeds and news releases, planned and drove attendance at town halls, hosted news conferences and created a grassroots campaign that generated phone calls and emails to county commissioners. The effort brought the commission to the table and the cities were able strike a deal that kept their budgets whole without property tax increases. Robinson Republic carried out the same public affairs campaign with the cities of Tifton and Albany throughout their LOST negotiations. The project required close communications with the 15 mayors, including Mayor Dickens.
- As a communications consultant for the Georgia Office of Secretary of State since the summer of 2020, I have advised my client through one of the toughest cases of crisis communications in our nation's history. Though I cannot go into detail about what I advised through those days, I consulted near daily through the crisis with senior staff, and I pushed internally for the office to do daily news conferences during the months after the 2020 election to give media content so



that it wasn't only those claiming voter fraud who got a message out. Together, we filled that vacuum (and in the process turned Gabe Sterling into an internationally known figure.) I played a role in booking national media, prepping the secretary for interviews and crafting opeds for a state and national audience. While I can't take credit for the courageous decisions made by the secretary and his staff, the fast-moving strategy we put in place created a brand that led to the biggest electoral vote margin in Georgia in 2022. This experience has also given Robinson Republic more know-how on elections and voter registration than can be found in other firms.

- Robinson Republic handled media relations for the Metro Atlanta Chamber's Georgia Prospers project in 2015 and 2016, coordinating a grasstops coalition of Georgia businesses to oppose the religious exemption bill then under consideration. Prospers was able to attract hundreds of Georgia businesses to sign its pledge, and Robinson Republic used that as a starting to drive the message that the bill – which many saw as a "license to discriminate" against LGBTQ people – would greatly harm economic development, cause the loss of major events and make it more difficult to attract young professionals to the state. Robinson Republic proactively found news hooks to pitch these stories and served as a go-to for Atlanta media to get the business sector's view on the issue whenever the bill appeared in the news. These messages penetrated and gave cover to Gov. Deal who later vetoed the legislation – which led to an immediate run of huge economic development victories.

With Robinson Republic, DeKalb County gets a resident of the county who plans to stay and be a part of this community for decades to come, but also one of the most experienced and best networked public affairs communicators in the state of Georgia. Robinson's deep connections with Atlanta have remained strong for years after leaving the governor's office because he's their go-to for political insights. Robinson's constant appearances on all of metro Atlanta's major media platforms keep his connections fresh even in a high-turnover profession. Robinson Republic will provide writing excellence with corporate professionalism but at the speed of politics. We hope to earn the chance to work with the county.



# GEORGIA CORPORATIONS DIVISION

GEORGIA SECRETARY OF STATE  
**BRAD RAFFENSPERGER**

[HOME \(/\)](#)

## BUSINESS SEARCH

### BUSINESS INFORMATION

Business Name:	<b>ROBINSON REPUBLIC, LLC</b>	Control Number:	<b>15077974</b>
Business Type:	<b>Domestic Limited Liability Company</b>	Business Status:	<b>Active/Compliance</b>
NAICS Code:	<b>Any legal purpose</b>	NAICS Sub Code:	
Principal Office Address:	<b>2817 N. Thompson Road NE, Brookhaven, GA, 30319, USA</b>	Date of Formation / Registration Date:	<b>8/12/2015</b>
State of Formation:	<b>Georgia</b>	Last Annual Registration Year:	<b>2025</b>

### REGISTERED AGENT INFORMATION

Registered Agent Name: **BRUCE WANAMAKER, D.**  
Physical Address: **3635 EAST PACES CIRCLE , UNIT 1204, ATLANTA , GA, 30326, USA**  
County: **Fulton**

[Back](#)

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[Name History](#)

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**ATTACHMENT B**  
**Quote Form**

ITEM NO.	ITEM DESCRIPTION	Unit	TOTAL
1	Consultant Services for Voter Registration and Elections  (February 2024-December 2024)	Lump Sum	7,500 / month

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(State the amount in writing on this line above)

## ATTACHMENT C

### BIDDER CONTACT INFORMATION

1. Are you a DeKalb County Firm? Yes ☒ No ☐

2. Has your firm been in Chapter 7 during the last ten (10) years? Yes ☐ No ☒

Signed, sealed, and dated this 31 day of January, 2024

Robinson Republic LLC  
Name of Business

By: Brian Robinson  
(Signature of Business Representative)

Brian Robinson  
Name (Typed or Printed)

President  
Title

2817 N. Thompson Rd. NE Brookhaven, GA 30319  
Responder's Mailing Address

770 533 2617  
Phone Number

470-375-4299  
Fax Number

brian@robinsonrepublic.com  
E-Mail Address



## Attachment D

### Reference Form and Reference Check Release Statement

List below at least three (3) references, including company name, contract period, contact name, email address, telephone numbers and project name of individuals who can verify your experience and ability to perform the type of service listed in the solicitation.

Company Name <u>Georgia Secretary of State Office</u>	Contract Period <u>2020- Present</u>
Contact Person Name and Title <u>Jordan Fuchs, chief of staff</u>	Telephone Number (include area code) <u>678-296-5681</u>
Email Address <u>jordanfuchs212@gmail.com</u>	
Project Description <u>Communications around state elections</u>	

Company Name <u>metro Atlanta Chamber</u>	Contract Period <u>2015- 2023</u>
Contact Person Name and Title <u>Marshall G-vest, vice president</u>	Telephone Number (include area code) <u>404- 379- 6489</u>
Email Address <u>mgvest@macoc.com</u>	
Project Description <u>media campaign for business community</u>	

Company Name <u>John Park for Mayor</u>	Contract Period <u>2023</u>
Contact Person Name and Title <u>John Park</u>	Telephone Number (include area code) <u>404- 822- 7059</u>
Email Address <u>john@electpark.com</u>	
Project Description <u>media training</u>	

### REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFQ.

Signed Bruce Robinson Title President  
(Authorized Signature of Proposer)

Company Name Robinson Republic Date 1-3-24

## Attachment E

### CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the bidder submitting a bid, contractor, firm or corporation which is contracting with DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the COUNTY, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91, as amended, on the Subcontractor Affidavit form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the COUNTY, within five (5) days from when the subcontractor(s) is retained to perform such service.

Brian Robinson  
BY: Authorized Officer or Agent

1446509  
Federal Work Authorization  
Identification Number

Robinson Republic  
(Company Name)

2016  
Enrollment Date

Brian Robinson - President  
Title of Authorized Officer or Agent of Bidder

Brian Robinson  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Company Address (do not include a post office box)

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

2 DAY OF February, 2024

Katrina Burnette  
Notary Public  
My Commission Expires: April 19, 2026







DeKalb County, GA

Q00011106

Prepared by:  
Fran Leathers  
fran.leathers@dominionvoting.com

Budgetary Quote

Product/Service	Description	Part Number	Qty	Unit Price	Extension
In-Person Voting: Polling Location Hardware					
ImageCast X Prime Privacy Filter - 21.5" - Avalue		192-000035	2,236	\$85.80	\$191,848.80
Sub-Total					\$191,848.80
Purchase Sub-Total					\$191,848.80
Purchase Total					\$191,848.80

Terms and Conditions

This quote is valid for 90 days and subject to change for scope and configuration updates.  
All Shipping costs to be invoiced separately to customer. All pricing is subject to standard terms and conditions.  
Amounts due in years 2 and thereafter are subject to annual increases reflective of inflation.  
Annual warranties are optional. Consumable items are available for return 30 days from delivery.

Signatures

Customer Name (printed)	Title		Signature	Date (MM/DD/YYYY)



December 27, 2023

Director Keisha L. Smith  
DeKalb County Board of Voter Registration and Elections  
4380 Memorial Drive, Ste. 300  
Decatur, GA 30032

Dear Director Smith:

Fort Orange Press is pleased to provide the DeKalb County Board of Voter Registration and Elections with the following proposal for your **2024 General Primary/Nonpartisan Election Absentee Vote by Mail Packets**.

Election	Description	Ballot Size	Single or Double Sided	Loose or Stitched	Quantity	Unit Price	Extended Price
May Primary	Price for Absentee Vote by Mail Packet includes 3 Envelope Set, 1 Ballot Card, and 1 Instruction Sheet (Postage Not Included)	18" Plus 1" stub	Double	N/A	13,000	\$2.00	\$26,000.00
Total: \$26,000.00							

**Grand Total for Office Use Ballots & Absentee Vote by Mail Packets  
(not including per election set-up fees): \$26,000.00**

- Additional for mail list data file set-up fee per election: \$3,500.00
- **If supplemental file uploads are needed, the County will provide 48 hours' notice.**
- **Absentee Vote by Mail Packet with two ballot cards: \$2.25**
- Postage is not included in pricing and must be prepaid to appropriate mailing account before post office drop.
- Prefilled Test Deck requested.
- Fort Orange Press Tracking & Reporting (General Primary/Nonpartisan Election)
- All Ballots will be produced on Sub 80lb Dominion ImageCast VoteSecure IR security ballot paper.
- Pricing is effective through December 31, 2024 and based on the current paper market price index which is subject to change based on market conditions.

Please do not hesitate to contact me if you have any questions. Thank you for considering Fort Orange Press!

Sincerely,  
Fort Orange Press, Inc.

Kristi Royston, CERA  
Leader – Election Integrity Specialist

Accepted By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_



December 27, 2023

Director Keisha L. Smith  
DeKalb County Board of Voter Registration and Elections  
4380 Memorial Drive, Ste. 300  
Decatur, GA 30032

Dear Director Smith:

Fort Orange Press is pleased to provide the DeKalb County Board of Voter Registration and Elections with the following proposal for your **2024 General Election Absentee Vote by Mail Packets**.

Election	Description	Ballot Size	Single or Double Sided	Loose or Stitched	Quantity	Unit Price	Extended Price
November General Election	Price for Absentee Vote by Mail Packet includes 3 Envelope Set, 1 Ballot, and 1 Instruction Sheet (Postage Not Included)	18" Plus 1" stub	Double	N/A	34,000	\$2.00	\$68,000.00
							<b>Total: \$68,000.00</b>

**Grand Total for Office Use Ballots & Absentee Vote by Mail Packets  
(not including per election set-up fees): \$68,000.00**

- Additional for mail list data file set-up fee per election: \$3,500.00
- **If supplemental file uploads are needed, the County will provide 48 hours' notice.**
- **Absentee Vote by Mail Packet with two ballot cards: \$2.25**
- Postage is not included in pricing and must be prepaid to appropriate mailing account before post office drop.
- Prefilled Test Deck requested.
- Fort Orange Press Tracking & Reporting (General Election)
- All Ballots will be produced on Sub 80lb Dominion ImageCast VoteSecure IR security ballot paper.
- Pricing is effective through December 31, 2024 and based on the current paper market price index which is subject to change based on market conditions

Please do not hesitate to contact me if you have any questions. Thank you for considering Fort Orange Press!

Sincerely,  
Fort Orange Press, Inc.

Kristi Royston, CERA  
Leader – Election Integrity Specialist

Accepted By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

Tuesday, January 23, 2024

Dekalb County Voter Registration and Elections  
4380 Memorial Dr. Suite 300  
Decatur, GA 30032

**2024 Dekalb County Election Ballot Printing Bid**

Thank you for reaching out to us for printing your Provisional and Emergency ballots for 2024. We have enjoyed working with all of you the past four years.

The pricing for Dekalb will be **\$0.29** per ballot regardless of size for the 2024 election year.

Below is the pricing and specifications breakdown:

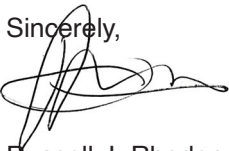
- **\$250** one time setup fee per election (no additional setup fees for reorders)
- **\$0.29** per ballot regardless of size using Rolland Vote Secure paper (11", 14", 18" including stub or without)
- **\$0.29** per ballot for test deck regardless of size using Rolland Vote Secure paper
- Ballots will be printed in alphabetical order and strapped by precinct
- Test Decks will be printed as soon as files are received from the State and delivered the next day for L&A testing
- Party, Ballot Style number, Card number and Precinct will be printed on the top right hand corner of each ballot
- All ballots will be delivered using our trucks and vans with **no delivery fee**
- We will be on standby during each Election Day if a precinct cannot use their equipment due to power outages or technical issues and has to revert to Emergency ballots. Our response time for delivery once order is placed is 4-5 hours.
- Additionally for absentees, we can supply ballots on demand each day, and ship or deliver to your office for mail preparation. We would need your orders by 3:30 p.m. to ship UPS and arrive the next day.

Estimated printing for 2024 for five elections:

<b>Election</b>	<b>Emergency</b>	<b>Provisional</b>
PPP	51,000	14,325
General Primary	51,000	25,462
General Primary Runoff	51,000	15,000
General Election	51,000	17,925
General Runoff	51,000	15,000

We look forward to working with you in 2024. If you have any questions or concerns, please give me a call on my cell at 912-237-5900.

Sincerely,



Russell J. Rhoden, CEO  
Tattnall Printing  
Tattnall Ballot Solutions  
PO Box 278  
114 B. North Main St.  
Reidsville, GA 30453