



Finance

April 25, 2022

Sent Via Email: govsolutions@appleone.com

Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services
327 W. Broadway
Glendale, CA 91204
ATTN: Carlton G. Bryant, Executive Vice President

Reference: RFQ 22-534, Temporary Staffing Services

Dear Mr. Bryant:

As a result of the excellent service provided by **Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services**, the DeKalb County School District (“DCSD”) desires to renew the award of **RFQ 22-534, Temporary Staffing Services** for one (1) year on the same terms, conditions and pricing as set forth in the License and Services Agreement between DCSD and Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services, Inc., dated **December 17, 2021**. The purpose of this letter is to obtain **Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services**, acceptance of DCSD’s offer to renew the License and Services Agreement.

The renewal is subject to the DeKalb County Board of Education’s (“Board”) approval and will be effective from **December 17, 2022 through December 16, 2023**. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates **Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services**, consideration of this offer to renew the award of **RFQ 22-534**.

If accepted, please submit a copy of your company’s proof of insurance reflecting the coverage(s) stated within the original solicitation document, sign the acceptance below and email both documents to phyllis_d_jones@dekalbschoolsga.org no later than **Monday, May 2, 2022**. Insurance policy or policies must be maintained throughout the term of this agreement. A copy of the insurance requirements is included. Feel free to also fax the acceptance and your proof of insurance to Ms. Jones at 678-676-0170.

Best regards,

Carla L. Smith

Carla L. Smith
Executive Director of Vendor Services

CLS/lw
c: Charles Burbridge

ACKNOWLEDGMENT

Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services hereby accepts DeKalb County School District's offer to renew the award of **RFQ 22-534, Temporary Staffing Services** as set forth in the License and Services Agreement, until **December 16, 2023**. **Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services** understands that this acceptance is subject to the approval of the DeKalb County Board of

Education

Signature by: Thai Ngo

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Authorized Signatory

Thai Ngo

Name (Typed or Printed)

4/28/2022

Date

Vice President of Finance

Title of Authorized Signatory