



April 25, 2022

Sent Via Email: justin.acord@cogentinfo.com

Cogent Infotech
1425 Greenway Drive, Suite 340
Irving, Texas 75038

ATTN: Justin Acord, Executive Vice President- Sales

Reference: RFQ 22-534, Temporary Staffing Services

Dear Mr. Acord:

As a result of the excellent service provided by **Cogent Infotech**, 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 Cogent Infotech, dated **November 19, 2021**. The purpose of this letter is to obtain **Cogent Infotech**, 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 **November 19, 2022 through November 18, 2023**. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates **Cogent Infotech**, 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

Cogent Infotech, 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 **November 18, 2023** **Cogent Infotech** understands that this acceptance is subject to the approval of the DeKalb County Board of Education.



Authorized Signatory
Justin Acord

Name (Typed or Printed)

6/8/22

Date
Executive Vice President

Title of Authorized Signatory