

Request for Legal Assistance

ATTORNEY – CLIENT COMMUNICATION

PLEASE SUBMIT COMPLETED REQUEST FORM TO
DCSD OFFICE OF LEGAL AFFAIRS

DATE RECEIVED: _____
MATTER ASSIGNED TO: _____

*** This request is a confidential communication and should be treated as such ***

Topic: Board Agenda Item Review: AE Services for Group 2 Security Vestibules (SSOE, Inc. – NTE \$896,250.00)
(e.g., contract review, policy matter, etc.)

Action/response required Board Agenda Item Approval

Date of request: 7/3/2024 Date by which a response is needed: 7/10/2024.
(Allow 3 to 5 business days)

Background information: Board Agenda Item – E-SPLOST VI Project: RFQu No. 24-752-030 – AE Services for Group 2 Security Vestibules - SSOE, Inc. – NTE \$896,250.00

Please attach/include any additional information/documents that are relevant to your request.

Attachment(s)? Yes No Description of attachments, if any _____

Requested by: Darlene Y. Hughes Darlene Y. Hughes
Print Name Signature

Email: darlene_hughes@dekalbschoolsga.org Telephone: 678-676-1447

Department: Operations

Cabinet Member authorizing the request: _____

This item is approved as to form? X (HEH) Yes No

By: _____

Comments: _____

Please copy on email: All that are copied on original email.

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Telephone Conference

Was this matter an emergency requiring immediate contact? Yes No

Date Called: _____ Time: _____ Total Time of Conference: _____

Advice Given: _____

Action Taken: _____