



| |
|---------------------------|
| DATE RECEIVED: _____ |
| MATTER ASSIGNED TO: _____ |

Request for Legal Assistance
DCSD Office of Legal Affairs
 ATTORNEY – CLIENT COMMUNICATION

PLEASE SUBMIT COMPLETED REQUEST FORM TO
 DCSD OFFICE OF LEGAL AFFAIRS.

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

DESCRIPTION OF REQUEST

Title of Item/Topic:

Contract Renewal – Centegix CrisisAlert System (Not to exceed \$1,104,000.00)

 (e.g., contract review, policy matter, etc.)

Date of request: 09/17/2024 **Due Date:** _____ (Allow 3 to 5 business days)

Background information/Detail: Contract renewal for the Centegix CrisisAlert System

PROCUREMENT DETAILS (if applicable)

Include details confirming that all applicable DCSD procurement policies and requirements have been
 adhered to: Existing contract renewal

SUPPORTING DOCUMENTATION

Please attach/include any additional supporting documentation that are relevant to your request.

Description of supporting documentation, if any See 7 attachments

REQUIRED AUTHORIZATION

Requested by: Elana R. Frazier

Email: elana_r_frazier@dekalbschoolsga.org **Telephone:** 678.676.0791

Department: Chief of Staff Division

Cabinet Member authorizing the request: Elijah Palmer

LEGAL APPROVAL

Approved as to form by the DCSD Office of Legal Affairs? Yes No

-OR- (check one only)

Approved as to form by Outside Legal Counsel? Yes No

*Referrals to Outside Legal Counsel must be coordinated and approved by the DCSD Legal Dept.

Approving Attorney (and law firm if Outside Counsel)

Comments: _____
