



DATE RECEIVED: _____
MATTER ASSIGNED TO: _____

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: E-SPLOST- Contract Renewal- RFP#22-752-025-SCERM Program Management Services Contract Renewal
(e.g., contract review, policy matter, etc.)

Date of request: 9.24.2024 Due Date: 9.24.2024 (Allow 3 to 5 business days)

Background information/Detail: It is requested that the DeKalb County Board of Education ("the Board") approve contract renewal #2 for RFP No. 22-752-025 for Program Management Services to ACERM – (AECOM Technical Services, Inc. (AECOM) and Corporate Environmental Risk Management (CERM)) in the amount not to exceed \$2,059,360.03. It is further requested that the DeKalb County Board of Education ("the Board") approve Change Order number 4 modifying the renewal term to run from October 1, 2024 through May 21, 2025.

PROCUREMENT DETAILS (if applicable)

Include details confirming that all applicable DCSD procurement policies and requirements have been adhered to: N/A

SUPPORTING DOCUMENTATION

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

Description of supporting documentation, if any (1) AECOM Contract Extension 2024-2025 (2) RFP 22-752-025 Revised Appendix E - Master Agreement for Prog (3) COI Certificate of Insurance AECOM (4) Change Order Renewal Agreement

REQUIRED AUTHORIZATION

Requested by: Kea Arthur

Email: kea_arthur@dekalbschoolsga.org Telephone: 678.676.1475

Department: Operations

Cabinet Member authorizing the request: _____

LEGAL APPROVAL

Approved as to form by the DCSD Office of Legal Affairs? (HEH) 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 H. Eric Hilton, Esq.

Comments: _____
