

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

DATE RECEIVED: _____
MATTER ASSIGNED TO: _____

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

- H. ERIC HILTON
(DISTRICT WIDE, BOARD AGENDA ITEMS & EXCEPTIONAL EDUCATION, CONTRACTS)
- MARISSA KEY (EMPLOYEE RELATIONS, OPEN RECORDS & TITLE IX MATTERS)
- GLINTON DARIEN (RISK MANAGEMENT & WORKERS COMPENSATION MATTERS)
- CHASITY MIDDLEBROOKS-CODY (HUMAN RESOURCES & STUDENT RELATIONS)
- OUTSIDE LEGAL COUNSEL (AS ASSIGNED BY OFFICE OF LEGAL AFFAIRS)

WITH A COPY TO:
 SELYNTHIA WISE, OFFICE SPECIALIST

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

Topic: Board Agenda Item – TIPS Cooperative Agreement
(e.g., contract review, policy matter, etc.)

Action/response required Please review and approve the board agenda item.

Date of request: 11/11/2024 Date by which a response is needed: 11/14/2024
(Allow 3 to 5 business days)

Background information: The use of these agreements with the listed vendors will provide access to musical instruments form a large pool of vendors that can supply the equipment in a timely manner. Pursuant to Board Policy DJE C3(c). Exceptions to Competitive Selection, the Purchasing Department is authorized to make purchases through contracts formally solicited and obtained by the State of Georgia and through "inter-governmental and educational cooperatives, alliances, and consortiums to achieve cost savings and administrative efficiencies based on economies of scale". Use of these contracts increases economies of scale, resulting in efficiencies regarding volume discount pricing as well as administrative oversight. At this time utilizing the TIPS Cooperative Agreement and Choice Partners Cooperative Agreement will result in increased efficiency in obtaining musical equipment.

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

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

Requested by: Stacy Stepney, Chief Academic Officer
Print Name

Stacy E. Stepney 11/19/24
Signature

Email: Stacy e stepney@dekalbschoolsga.org, Jackie_marshall@dekalbschoolsga.org Telephone: (678)676-0731

Department: Curriculum and Instruction

Cabinet Member authorizing the request: Ms. Stacy E. Stepney, Chief Academic Officer

This item is approved as to form? Yes No

By: H. Eric Hilton, Esq. *EH*

Comments: _____

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

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Telephone Conference