



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: Legal Review and Approval Request - Service Agreement - ICAs
(e.g., contract review, policy matter, etc.)

Date of request: 3/19/2025 Due Date: 3/24/2025 3 to 5 business days)

Background information/Detail: Service Agreements - Independent Contractor Agreements (ICA) - Various Services – Alliance Fire Protection Services, Inc., BaseSix Systems, LLC, City Demolition and Abatement, Darling Ingredients, Inc., Electronic Maintenance Associates, Inc., Johnson Controls Fire Protection, Overhead Door Company of Atlanta, Section 10, Inc., Strategic Environmental Solutions, LLC – Not to Exceed \$820,000.00.

PROCUREMENT DETAILS (if applicable)

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

SUPPORTING DOCUMENTATION

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

Description of supporting documentation, if any _____

REQUIRED AUTHORIZATION

Requested by: Darlene Y. Hughes, Esq

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

Department: Operations Division

Cabinet Member authorizing the request: Erick Hofstetter

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: _____

Handwritten signature/initials

