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| 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 – Change Order Request
(e.g., contract review, policy matter, etc.)

Date of request: 5/19/2025 Due Date: 5/22/2025 3 to 5 business days)

Background information/Detail: **Contract ~Renewal~ ITB 22-15 School Nutrition Frozen Temperature Control and Dry Food Products ~ Gordon Food Service, Inc., Renewal #4 of 4 -Not to Exceed \$12,513,927.92~ SY 25-26.**

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: _____