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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 – Board Agenda Item Only  
*(e.g., contract review, policy matter, etc.)*

Date of request: 8/15/2025 Due Date: 8/22/2025 *(Allow 3 to 5 business days)*

**Background information / Contract ~ Renewal ~ Cooperative Agreement ~ Sole Source ~ General Service Administration (GSA) Contract No. 47QTCA21D0098 ~ Rauland-Borg Corporation with Southwestern Communications, Inc. (SWC) as a Sole Source Distributor ~ Parts, Installation, and Repair of Equipment, Instrumentation and Controls Renewal #4 of 4 ~ Not to Exceed \$500,000.00**

**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 Chronology, BAI, Contracts, and all applicable documents

**REQUIRED AUTHORIZATION**

Requested by: Darlene Y. Hughes

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) H. Eric Hilton, Esq.

Comments: \_\_\_\_\_