



Finance

October 23, 2025

VIA EMAIL: james.taylor@roberthalf.com

Robert Half
ATTN: Stephen Tradd, Regional Director
1180 W Peachtree St NW, Suite 400
Atlanta, GA 30309

Reference: RFQ 22-534 Temporary Staffing Services – Renewal Request

Greetings:

The DeKalb County School District (“DCSD”) desires to renew the award of RFQ 22-534, Temporary Staffing Services, for one (1) year on the same terms, conditions, and pricing as set forth in the Agreement dated November 19, 2021, between DCSD and **Robert Half** as stated in the bid. The purpose of this letter is to obtain **Robert Half’s** acceptance of DCSD’s offer to renew the Agreement.

The renewal is subject to the DeKalb County Board of Education’s (“Board”) approval and will be effective from December 16, 2025, through December 15, 2026. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates **Robert Half’s** consideration of this offer to renew the award of RFQ 22-534. The not-to-exceed amount listed in the paragraph immediately following Section 2.3 “Total Obligation” is renewed and shall apply from December 16, 2025 through December 15, 2026.

If accepted, please submit a copy of your company’s proof of insurance reflecting the coverage(s) stated within the original solicitation document, sign the acceptance below, and email both documents no later than Thursday, October 30, 2025, to Sharmaine Greenland at Sharmaine.Greenland@dekalbschoolsga.org. Insurance policy or policies must be maintained throughout the term of this agreement. A copy of the insurance requirements is included.

Best regards,

Carla L. Smith

Carla L. Smith
Executive Director

CLS/smg
c: Mr. Byron Schueneman

ACKNOWLEDGMENT

Robert Half hereby accepts DeKalb County School District’s offer to renew the award of RFQ 22-534, Temporary Staffing Services, as set forth in the Agreement until December 15, 2026. **Robert Half** understands that this acceptance is subject to the approval of the DeKalb County Board of Education.

Signed by:

Stephen Tradd

Authorized Signatory

10/30/2025

Date

