



November 21, 2025

VIA EMAIL

emily@dtspade.com

Dudley Thomas Spade SRE, LLC, dba DTSpade

900 Circle 75 Parkway, Suite 1350

Atlanta, GA 30339

ATTN: Emily Masters. Director of Operations & GIS, Data & Analytics

Reference: RFP 22-533, Real Estate Advisory Services – Renewal Request

Dear Ms. Masters:

The DeKalb County School District (“DCSD”) desires to renew the award of RFP 22-533, Real Estate Advisory Services, for one (1) year on the same terms, conditions and pricing as set forth in the Agreement between DCSD and DTSpade as stated in the bid. The purpose of this letter is to obtain DTSpade’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 November 19, 2025, through November 18, 2026. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates DTSpade’s consideration of this offer to renew the award of RFP 22-533.

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 Friday, November 28, 2025, to Latrice Brown at Latrice_Brown@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

DTSpade hereby accepts DeKalb County School District’s offer to renew the award of RFP 22-533, Real Estate Advisory Services, as set forth in the Agreement until November 18, 2026. DTSpade understands that this acceptance is subject to the approval of the DeKalb County Board of Education.

Emily Masters

Authorized Signatory

11/25/2025

Date

Emily Masters

Name (Typed or Printed)

Director of Operations

Title of Authorized Signatory