



DeKalb County School District

Request for Legal Assistance DCSD Office of Legal Affairs ATTORNEY – CLIENT COMMUNICATION

DATE RECEIVED: _____

MATTER ASSIGNED TO: _____

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:

RFP 26 -735 for Behavior Intervention Services Contract Extensions

(e.g., contract review, policy matter, etc.)

Date of request: 6/15/2026

Due Date: 6/17/2026 (Allow 3 to 5 business days)

Background information/Detail:

RFP 26-735 will allow DCSD to access certified staff with specialized behavior training, access to BCBAs to provide intensive individualized behavior intervention and appropriate classroom support and to provide professional development to special and general education staff to ensure they are aware of the most updated trends and strategies when dealing with students that exhibit intensive behavioral challenges.

PROCUREMENT DETAILS (if applicable)

Include details confirming that all applicable DCSD procurement policies and requirements have been

adhered to: _____

The department of Exceptional Education in collaboration with the Department of Finance followed and completed all requirements associated with open RFP bid solicitations processes.

SUPPORTING DOCUMENTATION

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

1. RFP 26-735 Award Recommendation Letter, 2. RFP 26-735 Final Evaluation Sheet, 3. RFP 26-735 Sourcing Efforts Memo, 4. RFP 26-735 Addendum of Behavior Intervention Services Contracts

Description of supporting documentation, if any Services Contracts

REQUIRED AUTHORIZATION

Requested by: Dr. Erin Broyard Baptiste

Email: erin_broyard-baptiste@c Telephone: 678-481-1630

Department: Exceptional Education

Cabinet Member authorizing the request: Mrs. Kiana King

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) Shunta R. Denson, Esq. - Director of Legal Affairs

Comments: _____