



## Vision

We strive to cultivate an educational foundation that empowers students to realize their full potential, thrive as productive global citizens, ignite positive change, and create a more just and equitable world.

---

### Addendum 2

Date: October 15, 2026

To: All Offerors

From: Dr. Lonita S. Broome  
Chief Financial Officer

RE: Addendum 2 - RFP 27-001 - Legal Services

Thank you for your interest in City Schools of Decatur's Request for Proposal (RFP) No. 27-001 – Legal Services. This addendum provides revisions to the solicitation documents and responses to questions submitted by prospective offerors.

An update regarding the Legal Services RFP was presented to the Board of Education during its October 13, 2026, Pre-Work Session. As a result of the update, the specifications have been revised, and the district intends to award a single firm to provide comprehensive legal services to both the Board and the administration. The changes to the Request for Proposal document are:

- A. Remove all references to awarding the contract to two legal firms, including the following pages: 1, 3, 5, 11, 12, 13, 16, 18, 19, 20, 42, 46, 47 and all other pages that specify separate awards.
- B. Due to the late revisions, the proposal submission deadline has been changed from Tuesday, October 20, 2026 to Tuesday, October 27, 2026. The time and location remain the same. See Revised Pages:

Revised Cover Page

Revised page 11

- C. Two additional copies of the proposals are being requested (one original and six copies)

One (1) original and six (6) printed copies of the complete, signed proposal package, together with one (1) electronic copy provided on a USB flash drive, must be received no later than Tuesday, October 27, 2026, at 1:30 p.m. EDT. Proposals must be submitted in a sealed envelope or container clearly displaying the offeror's name, address, telephone number, RFP number, and solicitation title.

---

**Dr. Carmen Sulton**  
Chair

**Hans Utz**  
Vice Chair

**Tracey Anderson**  
Board Member

**James Herndon**  
Board Member

**Lorraine Irier**  
Board Member

**Zoe Smith**  
Student Representative

D. Revision to the following question in addendum 1:

Q7. Evaluation of Board Counsel. Section VI.B states that an administrative evaluation committee will evaluate proposals for both categories, including Board of Education Legal Counsel. Will Board members serve on, or have input into, the evaluation of Board Counsel proposals? Will CSD identify the positions or titles of committee members before evaluation begins?

**A7. A designated administrative evaluation committee will evaluate all responsive proposals in accordance with the criteria established in Section VI.B of the RFP. ~~Board of Education members will not serve on the evaluation committee.~~ The committee's recommendation will be presented to the Board of Education for final consideration and approval. The identities of evaluation committee members will be disclosed following completion of the evaluation process.**

**A designated evaluation committee will evaluate all responsive proposals in accordance with the evaluation criteria set forth in Section VI.B of the RFP. The committee may include members of the Board of Education and designated District administrative representatives. The final composition of the evaluation committee has not yet been determined.**

**The evaluation committee's recommendation will be presented to the Board of Education for final consideration and approval. The identities of evaluation committee members will be disclosed following completion of the evaluation process.**

E. All other terms and conditions remain the same

**DATE:** September 22, 2026 - **Revised Cover**

**TO:** All Offerors

**FROM:** Dr. Lonita S. Broome - Chief Financial Officer

**RE:** Request for Proposal No. 27-001- Legal Services

City Schools of Decatur (CSD) invites qualified attorneys and law firms to submit proposals to provide comprehensive legal services to the District. CSD intends to establish a flexible legal-services arrangement that supports the Board of Education and the District's administrative operations. ~~CSD may award to one or multiple firms, including separate counsel for Board services and District operational legal services.~~ CSD's intent is to award to one legal firm for comprehensive legal services for both Board services and District operational legal services.

Proposals shall be sealed, marked with the offeror's name and address, and labeled "RFP 27-001 - Legal Services," and delivered to:

**City Schools of Decatur**  
**Elizabeth Wilson School Support Center**  
**Attention: Dr. Lonita S. Broome - Chief Financial Officer**  
**125 Electric Avenue**  
**Decatur, Georgia 30030**

Proposals must be received no later than 1:30 p.m. local time (as per the Purchasing Department time clock) on **Tuesday, October 27, 2026**. Submissions received after the deadline will not be considered. A postmark or delivery to a commercial carrier does not constitute receipt by CSD.

A Pre-Proposal conference will be held at the address above on Tuesday, September 29, 2026 at 10:30 a.m. EDT. Questions regarding this RFP must be submitted in writing no later than 12 noon EDT on Friday, October 2, 2026, to [lbroomer@csdecatur.net](mailto:lbroomer@csdecatur.net). CSD anticipates issuing responses and any addenda on Friday, October 9, 2026.

The written requirements of this RFP may be changed only by a written addendum issued by CSD. CSD reserves the rights stated in this RFP, including the right to reject proposals, waive informalities where permitted, and make award (s) in the best interest of the District.



## **Section IV - Pricing Proposal - See Appendix B) - Revised Page 11**

### **Pricing, Fee, and Term Structure (Submit in Separate Sealed Envelope)**

Provide hourly rates by attorney/paralegal classification, any proposed blended or flat rates, retainers, minimum billing increments, travel charges, reimbursable expenses, litigation-related charges, training rates, and any other fees. Identify any services included without additional charge. Rates should remain firm for the initial contract period unless otherwise stated in the proposal and accepted by CSD.

## **Section V- Solicitation Calendar and Submission Instructions**

### **A. RFP Timetable**

| <b>Milestone</b>             | <b>Date / Time</b>                               |
|------------------------------|--------------------------------------------------|
| RFP Released                 | Tuesday, September 22, 2026                      |
| Pre-Proposal Conference      | Tuesday, September 29, 2026 - 10:30 a.m. EDT     |
| Last Day for Questions       | Friday, October 2, 2026 - 12:00 noon EDT         |
| Addenda / Responses Issued   | Friday, October 9, 2026                          |
| Proposal Submission Deadline | <b>Tuesday, October 27, 2026</b> - 1:30 p.m. EDT |
| Administrative Review        | To Be Determined                                 |
| Evaluation of Proposals      | To Be Determined                                 |
| Interviews, if requested     | To Be Determined                                 |
| Board Award Recommendation   | To Be Determined                                 |
| Anticipated Contract Award   | To Be Determined                                 |

### **B. Proposal Submission**

One original and six printed copies, together with one electronic copy submitted through the CSD-designated electronic procurement platform, of the complete signed proposal package must be received by **Tuesday, October 27, 2026**, at 1:30 p.m. EDT.

Proposals must be submitted in a sealed envelope or container bearing the offeror's name, address, telephone number, RFP number, and title:

**CITY SCHOOLS OF DECATUR**  
**Elizabeth Wilson School Support Center**  
**ATTN: Dr. Lonita S. Broome - Chief Financial Officer**  
**RFP 27-001 - LEGAL SERVICES**  
**125 ELECTRIC AVENUE**  
**DECATUR, GEORGIA 30030**