



**Department of Recreation, Parks & Cultural Affairs**

Chuck O. Ellis  
Director

**Chief Executive Officer**  
Michael Thurmond

**Board of Commissioners**  
District 1  
Robert Patrick

District 2  
Michelle Long Spears

District 3  
Larry Johnson

District 4  
Stephen Bradshaw

District 5  
Mereda Davis Johnson

District 6  
Edward "Ted" Terry

District 7  
Lorraine Cochran-Johnson

**TO:** DeKalb County Board of Commissioners  
District 1 Robert Patrick  
District 2 Michelle Long Spears,  
District 3 Larry Johnson  
District 4 Stephen Bradshaw  
District 5 Mereda Davis Johnson  
District 6 Edward "Ted" Terry  
District 7 Lorraine Cochran-Johnson

**FROM:** Chuck O. Ellis, Recreation, Parks and Cultural Affairs  
Director

**SUBJECT:** Exemption – Advisory Consultant Services: CPA 1266207

**DATE:** September 5, 2023

RA – Ratification to Contract Purchase Agreement 1266207, Advisory Consultant Services for Recreation, Parks and Cultural Affairs (RPCA). Consists of providing continued advisory consulting on project coordination, acquisitions, implementation of the CAPRA regulations to maintain the accreditation which RPCA was awarded in 2019, and to manage to completion six recent grant awards which were executed in 2023 in the amount of \$10,263,914.65.

Awarded to: R.M. Richards LLC Consulting Amount Not to Exceed \$140,250.00

Awarded through an Exemption on September 9, 2021, the first renewal was approved on September 30, 2022, for an amount not to exceed \$93,500. This contract consists of providing continued advisory consulting on project coordination, acquisitions, implementation of the CAPRA regulations to maintain the accreditation which RPCA was awarded in 2019, and to manage to completion six recent grant awards which were executed in 2023 in the amount of \$10,263,914.65. This request is to extend and increase the contract for an additional year to continue services through September 30, 2024, to provide advisory services, to expand on the strategic plan which were created during the CAPRA Certification process, and to assist in managing the six awarded grants to completion.

**NOTES:**

1. Commission District(s):
2. Contract Effective Date:
3. Contract Expiration Date:
4. Amount Spent to Date:
5. Funding:

**Attachments: (3)**

- Agenda Notes
- UD Request Memo
- Resume

**AGENDA NOTES**

<b>Solicitation Name and Number</b>	Advisory Consultant Services CPA 126607
<b>Vendor(s) agree to renew under the same prices, terms and conditions</b>	Yes
<b>Solicitation Name, Number and Contract Number of expiring/expired contract (If no previous contract, please indicate N/A)</b>	Advisory Consultant Services CPA 126607 RM Richards LLC
<b>Previous Contract Number, Contractor Name and Award Amount (Include increases and Total Award Amount)</b>	<b>\$93,500.00</b>
<b>Previous Amount Spent on Expiring/Expired Contract (If multiple award, List Amount Spent per Contract and include Total Amount Spent)</b>	<b>\$187,000.00</b>
<b>Prime Contractor Information and LSBE – Subcontractor (Prime: Company Name, Owner Name and Title, Number years in business and Number of Years doing business with DeKalb County) (LSBE: LSBE Type (DeKalb or MSA, Participation Percentage, Company Name, Owner Name and Title, Address, Type of Work Provided and Number of years in business)</b>	<b><u>R. M. Richards LLC</u></b> Angela Stewart DeLorme, P.C, Registered Agent Years in Business: 5 Years Doing Business with DeKalb: 2
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• UD Request Memo</li> <li>• Resume</li> </ul>



R M Richards LLC  
Consulting  
Special Project  
Management

# RENEE RICHARDS

R. M. Richards LLC Consulting

## INFO

Innovative and highly organized professional consultant with over 30 years of experience in county and municipal governing agencies. Possessing project management and conservation management background, achieving optimal results with competent planning and organization.

## CONTACT

PHONE:  
Office: 706-632-2186  
Cell: 954-895-6478  
Rmrichardsllc@gmail.com

## CERTIFICATES/MEMBERSHIPS

National Recreation and Parks Association (NRPA) member \* Florida Recreation and Parks Association (FRPA) member. \* Grants Professionals Association (GPA) Broward County Chapter President 1/1/2011- 1/1/2013 \* Grant Professionals Association (GPA) National Member \* Grant Professional Certified (GPC)

## SKILLS

- High Level Knowledge in grants, Government Operations and Finances
- 20+ years of Grants, Special Projects, and Land Conservation Management Experience
- Budget and Financial Analysis
- Parks and Recreation Industry Trend Tracking

## EDUCATION

**Nova Southeastern University**  
Completed Master's Degree Public Administration  
**Florida Atlantic University**  
Completed dual Bachelor's Degree Management and Marketing

## WORK EXPERIENCE

### R. M Richards LLC Consulting, Owner Feb 2020–Present

- Assisted DeKalb County GA Department of Recreation, Parks and Cultural Affairs to write and successfully be awarded over \$10M grant funding through the State of Georgia OPB for 2024-2026. I continue to work with the Department on the management and reporting for these grants.
- Assisted the City of Hollywood, Florida Parks and Recreation Department's successful 2022 National CAPRA Re-Accreditation.
- Assisted in the coordination of 2020 National CAPRA Accreditation efforts for the successful first time accrediting of the DeKalb County GA Department of Recreation, Parks and Cultural Affairs.
- Performed 5-year budget analysis for DeKalb County GA Department of Recreation, Parks and Cultural Affairs which was utilized to successfully negotiate additional funds for multiple new full-time positions.
- The above projects have provided the firm with intricate knowledge of how the department functions, what its strengths and weaknesses are and moreover a working relationship with staff and responsibilities.

### City of Hollywood, Acting Assistant Director, Department of Parks, Recreation and Cultural Arts.

#### Jan 2018–Aug 2019

- Management of 150 staff and contract management for the Parks Department.
- Produce annual \$13M budget and Capital projects requests.
- Produced re-organization program for department and implemented efficiencies department wide.
- Work closely with the elected officials to promote the departments programs, policies, and future plans for park development.

### City of Hollywood, Grants and Special Projects Manager 2001–2018

- Produced and manage the Department's annual budget, Capital Improvement Plan Funding, Parks Master Plan, Marine Waterway Master Plan, and contract tracking/renewals/compliance.
- Coordinating community outreach, volunteer coordination, and conservation land stewardship management, education, and reporting.
- City-wide grant liaison for all twelve Departments, assisting with Foundation, Federal, State, local and corporate grant submissions, and post award management.
- Schedule and conduct continuous grant trainings for staff.



DeKalb County  
G E O R G I A

Department of Purchasing and Contracting  
Memorandum

TO: Cathryn G. Horner, CPPB, Chief Procurement Officer  
FROM: Jennifer Schofield, Procurement Agent, Team C *Jennifer Schofield*  
THROUGH: Delois Robinson, MBA, CPPO, Procurement Manager, Team C *Delois Robinson*  
Delois Robinson (Aug 24, 2022 22:40 EDT)  
SUBJECT: Exemption – Advisory Consultant Services: CPA 1266207  
DATE: August 24, 2022

CO – Change Order No. 1 to Contract Purchase Agreement 1266207, Advisory Consultant Services for Recreation, Parks and Cultural Affairs (RPCA). Consists of providing advisory consulting on staffing, project coordination and budget analysis needed to implement the CAPRA regulations and maintain the certification. Awarded to: R.M. Richards LLC Consulting Amount Not To Exceed 93,500.00.

Awarded through an Exemption on September 9, 2021, for an amount not to exceed \$93,500.00. This contract consists of providing advisory consulting on staffing, project coordination and budget analysis needed to implement the CAPRA regulations and maintain the certification. This request is to extend the contract for an additional year to continue to provide advisory services and to expand on the strategic plans which were created during the CAPRA Certification process.

NOTES:

- |                              |                            |
|------------------------------|----------------------------|
| 1. Commission District(s):   | ALL                        |
| 2. Contract Effective Date:  | September 9, 2021          |
| 3. Contract Expiration Date: | September 30, 2022         |
| 4. Amount Spent To Date:     | \$93,500.00                |
| 5. Funding:                  | General – Operating (PRCA) |

Approved:

*Cathryn Horner*

Cathryn G. Horner, MBA, CPPO  
Chief Procurement Officer

Attachments: (1)

- Agenda Notes
- UD Request Memo

**AGENDA NOTES**

<b>Solicitation Name and Number</b>	Advisory Consultant Services CPA 126607
<b>Senior Procurement Agent</b>	Jennifer Schofield
<b>Vendor(s) agree to renew under the same prices, terms and conditions</b>	Yes
<b>Solicitation Name, Number and Contract Number of expiring/expired contract (If no previous contract, please indicate N/A)</b>	Advisory Consultant Services CPA 126607 RM Richards LLC
<b>Previous Contract Number, Contractor Name and Award Amount (Include increases and Total Award Amount)</b>	\$93,500.00
<b>Previous Amount Spent on Expiring/Expired Contract (If multiple award, List Amount Spent per Contract and include Total Amount Spent)</b>	\$93,500.00
<b>Prime Contractor Information and LSBE – Subcontractor (Prime: Company Name, Owner Name and Title, Number years in business and Number of Years doing business with DeKalb County) (LSBE: LSBE Type (DeKalb or MSA, Participation Percentage, Company Name, Owner Name and Title, Address, Type of Work Provided and Number of years in business)</b>	<u><b>R. M. Richards LLC</b></u> Angela Stewart DeLorme, P.C, Registered Agent Years in Business: 2 Years Doing Business with DeKalb: 1
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• UD Request Memo</li> </ul>



**Department of Recreation, Parks & Cultural Affairs**

Chuck O. Ellis  
Director

Chief Executive Officer  
Michael Thurmond

Board of Commissioners  
District 1  
Robert Patrick

**INTEROFFICE MEMORANDUM  
MEMO NO: RPCA-22-0513-0342**

District 2  
Jeff Rader

District 3  
Larry Johnson

District 4  
Stephen Bradshaw

District 5  
Merida Davis Johnson

District 6  
Edward "Ted" Terry

District 7  
Lorraine Cochran Johnson

**DATE:** July 1<sup>st</sup>, 2022  
**TO:** Cathryn Homer, Director, Purchasing and Contracting  
**FROM:** Chuck O. Ellis, Director, Recreation, Parks and Cultural Affairs  
**SUBJECT:** R.M. Richards LLC Consulting - RPCA

**Background:** Since August of 2021, R.M. Consulting, LLC has assisted DeKalb County Recreation, Parks and Cultural Affairs with advisory consulting. RPCA received accreditation by CAPRA in 2019 and R.M. Richards Consulting, LLC was essential in reviewing and providing advice to the department in preparing the strategic components necessary during the accreditation process. Ms. Richards was instrumental in assisting RPCA in achieving our goal of accreditation and has continued to assist RPCA throughout 2021.

**Explanation:** RPCA's needs within the Department where Ms. Richard's services would be essential are continuing into 2022 and 2023. The advisory services provided by Ms. Richards expands on the strategic plans which were created to address staffing, project coordination, and budget analysis within each of the divisions of RPCA.

**Recommendation:** RPCA recommends renewing R.M. Richards LLC Consulting at a rate of \$50 per hour for an additional one-year term.

# Historical Information: Approval of Award

**From:** [Robinson, Delois](#)  
**To:** [Awonusi, Omolola](#)  
**Subject:** FW: Recommendation: Advisory Consultant Services for RPCA  
**Date:** Tuesday, September 14, 2021 1:17:38 PM  
**Attachments:** [Image004.png](#)

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Fyi -

**\*\*Working Remote – Please contact via Email and/or Cellular\*\***

**Delois M. Robinson, MBA, CPPO | Procurement Manager – Team C**

DeKalb County Government | Purchasing & Contracting Department

1300 Commerce Drive, 2<sup>nd</sup> Floor | Decatur, GA | 30030

Office: (404) 371-2395 | Cell: (404) 427-1319

[d robinson@dekalbcountyga.gov](mailto:d robinson@dekalbcountyga.gov) | [www.dekalbcountyga.gov](http://www.dekalbcountyga.gov)

Productivity, Accountability, Customer Service, Teamwork

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**From:** Horner, Cathryn G. <[cghorner@dekalbcountyga.gov](mailto:cghorner@dekalbcountyga.gov)>  
**Sent:** Tuesday, September 14, 2021 12:58 PM  
**To:** Robinson, Delois <[d robinson@dekalbcountyga.gov](mailto:d robinson@dekalbcountyga.gov)>  
**Subject:** RE: Recommendation: Advisory Consultant Services for RPCA

Approve. Have a good afternoon!

**Cathryn G. Horner, CPPB**

*Chief Procurement Officer*

*DeKalb County Department of Purchasing & Contracting*

*Productivity, Accountability, Customer Service, Teamwork*

1300 Commerce Drive, 2<sup>nd</sup> Floor  
Decatur, Georgia 30032  
[cghorner@dekalbcountyga.gov](mailto:cghorner@dekalbcountyga.gov)

Office: 404-371-6334  
Cell: 404-849-1529  
[DeKalbCountyGA.gov](http://DeKalbCountyGA.gov)

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**From:** Robinson, Delois  
<[d robinson@dekalbcountyga.gov](mailto:d robinson@dekalbcountyga.gov)>  
**Sent:** Tuesday, September 14, 2021  
12:55 PM

**To:** Horner, Cathryn G. <[cghorner@dekalbcountyga.gov](mailto:cghorner@dekalbcountyga.gov)>  
**Subject:** FW: Recommendation: Advisory Consultant Services for RPCA

Great Day Cathryn,

Our recommendation is to approve as an exemption ie 'advisory consulting'. Please advise.

Thanks,

**\*\*Working Remote – Please contact via Email and/or Cellular\*\***

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**Delois M. Robinson, MBA, CPPO | Procurement Manager – Team C**

DeKalb County Government | Purchasing & Contracting Department

1300 Commerce Drive, 2<sup>nd</sup> Floor | Decatur, GA | 30030

Office: (404) 371-2395 | Cell: (404) 427-1319

[drobinson@dekalbcountyga.gov](mailto:drobinson@dekalbcountyga.gov) | [www.dekalbcountyga.gov](http://www.dekalbcountyga.gov)

Productivity, Accountability, Customer Service, Teamwork

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**From:** Awonusi, Omolola <[owonusi@dekalbcountyga.gov](mailto:owonusi@dekalbcountyga.gov)>

**Sent:** Thursday, September 9, 2021 2:13 PM

**To:** Robinson, Delois <[drobinson@dekalbcountyga.gov](mailto:drobinson@dekalbcountyga.gov)>

**Subject:** Recommendation: Advisory Consultant Services for RPCA

Delois,

Please see below, as requested:

RPCA was recently awarded the Commission for Accreditation of Park and Recreation Agencies (CAPRA) certification, through the consulting services of R.M. Richards LLC Consulting.

The department is requesting approval to further utilize the vendor for advisory consulting on staffing, project coordination and budget analysis, needed to implement the CAPRA regulations and maintain the certification.

The estimated annual spend is \$93,500.00

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I recommend approval to process this request under exemption K - *"Training, **advisory consulting** and related activities, facilitators for meetings, travel, lodging or meal expenses covered by other County policies and regulations."*

Thanks,



**Lola Awonusi | Procurement Agent**

DeKalb County Government | Purchasing & Contracting Department

1300 Commerce Drive, 2<sup>nd</sup> Floor | Decatur, GA | 30030

Office: (404) 371-6211 {Currently Working Remote. Please utilize email}

[owonusi@dekalbcountyga.gov](mailto:owonusi@dekalbcountyga.gov) | [www.dekalbcountyga.gov](http://www.dekalbcountyga.gov)

Productivity, Accountability, Customer Service, Teamwork

-----Original Message-----

**From:** Robinson, Delois <[drobinson@dekalbcountyga.gov](mailto:drobinson@dekalbcountyga.gov)>

**Sent:** Monday, September 6, 2021 4:56 PM

**To:** Awonusi, Omolola <[owonusi@dekalbcountyga.gov](mailto:owonusi@dekalbcountyga.gov)>

**Subject:** FW: Scanned from a Xerox Multifunction Printer

Lola,



Please assist with this request. I think it may be an exemption - consulting services, but please review and confirm.

Thanks,

-----Original Message-----

From: Horner, Cathryn G. <[cghorner@dekalbcountyga.gov](mailto:cghorner@dekalbcountyga.gov)>  
Sent: Monday, August 30, 2021 11:34 AM  
To: Robinson, Delois <[drobinson@dekalbcountyga.gov](mailto:drobinson@dekalbcountyga.gov)>  
Cc: Ellis, Chuck <[coellis@dekalbcountyga.gov](mailto:coellis@dekalbcountyga.gov)>; Singer, Paige K. <[pksinger@dekalbcountyga.gov](mailto:pksinger@dekalbcountyga.gov)>  
Subject: FW: Scanned from a Xerox Multifunction Printer

Hi, Delois,

Could you please assign someone to assist?

Many thanks and I hope you all have a great Monday!

Cathryn G. Horner, CPPB  
Chief Procurement Officer  
DeKalb County Department of Purchasing & Contracting Productivity, Accountability,  
Customer Service, Teamwork

1300 Commerce Drive, 2nd Floor  
Decatur, Georgia 30032  
[cghorner@dekalbcountyga.gov](mailto:cghorner@dekalbcountyga.gov)  
Office: 404-371-6334  
Cell: 404-849-1529  
[DeKalbCountyGA.gov](http://DeKalbCountyGA.gov)

-----Original Message-----

From: Ellis, Chuck <[coellis@dekalbcountyga.gov](mailto:coellis@dekalbcountyga.gov)>  
Sent: Friday, August 27, 2021 2:36 PM  
To: Horner, Cathryn G. <[cghorner@dekalbcountyga.gov](mailto:cghorner@dekalbcountyga.gov)>  
Cc: Singer, Paige K. <[pksinger@dekalbcountyga.gov](mailto:pksinger@dekalbcountyga.gov)>  
Subject: FW: Scanned from a Xerox Multifunction Printer

Cathryn,

Please see attached memo to bring on consulting services. Please let me know if anything else is needed.

Thanks,  
Chuck

-----Original Message-----

From: DeKalb Xerox Copier <[DeKalbXerox@dekalb.onmicrosoft.com](mailto:DeKalbXerox@dekalb.onmicrosoft.com)>  
Sent: Friday, August 27, 2021 2:34 PM  
To: Ellis, Chuck <[coellis@dekalbcountyga.gov](mailto:coellis@dekalbcountyga.gov)>  
Subject: Scanned from a Xerox Multifunction Printer

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: 1950 W Exchange Place, Rm 400  
Device Name: PK-Xerox-4A

For more information on Xerox products and solutions, please visit

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.xerox.com%2F&data=04%7Co1%7Coawonusi%40dekalbcountyga.gov%7Cf320332699eb41f840d208d97178c56c%7C292d5527abff45ffbc92b1db1037607b%7C1%7Co%7C637665585949461718%7CUnknown%7CTWFpbGZsb3d8eyJWJjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IkhhaWwiLCJXVCI6Mno%3D%7C1000&data=RGCCpuk8oEN%2BITfbIPMNtQehEWbo2SK9Gh4QXvOUNA%3D&reserved=0>









# In-House Exemption Package - Advisory Consulting Services RM Richards LLC-

Final Audit Report

2022-08-29

Created:	2022-08-24
By:	Jennifer Schofield (jjschofield@dekalbcountyga.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAz4PGJF3eYf4kYl_x2TTZPIov_Umc7TB

## "In-House Exemption Package - Advisory Consulting Services R M Richards LLC-" History

-  Document created by Jennifer Schofield (jjschofield@dekalbcountyga.gov)  
2022-08-24 - 7:50:00 PM GMT- IP address: 50.237.148.4
-  Document emailed to Delois Robinson (drobinson@dekalbcountyga.gov) for signature  
2022-08-24 - 7:50:36 PM GMT
-  Email viewed by Delois Robinson (drobinson@dekalbcountyga.gov)  
2022-08-25 - 2:39:36 AM GMT- IP address: 104.47.65.254
-  Document e-signed by Delois Robinson (drobinson@dekalbcountyga.gov)  
Signature Date: 2022-08-25 - 2:40:50 AM GMT - Time Source: server- IP address: 204.120.180.4
-  Document emailed to Cathryn Horner (cghorner@dekalbcountyga.gov) for signature  
2022-08-25 - 2:40:53 AM GMT
-  Email viewed by Cathryn Horner (cghorner@dekalbcountyga.gov)  
2022-08-29 - 6:42:55 PM GMT- IP address: 104.47.65.254
-  Document e-signed by Cathryn Horner (cghorner@dekalbcountyga.gov)  
Signature Date: 2022-08-29 - 6:43:57 PM GMT - Time Source: server- IP address: 50.237.148.4
-  Agreement completed.  
2022-08-29 - 6:43:57 PM GMT