



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 01/31/2024

Contract/Agreement Vendor: Candid Color Photography Party Pics/ Tiffany Thomas

Name of Vendor & Contact Person

Tiffany.Thomas@candid.com

Vendor Email Address

Party Pics will provide photography of graduation

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

Graduation BAHS students

Reason/Audience to benefit

February 12, 2024

BOE Date

\$ 0.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Carolyn Harger

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: Christian Welborn

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: _____

Cabinet Team Member: _____

Funding Source: N/A

Fund/Project

N/A

OCAS Coding

☐ **Consent**

☐ **Action**

Party Pics will provide photography for graduating BAHS students at graduation at no cost to the district.

Summary

This area must be complete with full explanation of contract

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.



MEMORANDUM

To: Mr. Chuck Perry

From: Christian Welborn

Date: February 12, 2024

Re: Candid Color Photography

SUBJECT

Discussion, motion and vote on motion to approve or disapprove the agreement between Candid Color Photography and Broken Arrow Public Schools to serve as photographer for graduation at no cost to the district. C. Welborn

ENCLOSURE/ATTACHMENTS

Agreement

SUMMARY

Candid Color Photography will provide photography for graduation in May 2024.

FUNDING

Activity Funds

RECOMMENDATION

Approve



1300 Metropolitan Avenue
Oklahoma City, OK 73108
405-951-7300 800-345-1443
Fax: 405-951-7363
www.candidcolorphotography.com
www.partypics.com



REQUEST FOR GRADUATION PHOTOGRAPHY SERVICE AND AGREEMENT

Broken Arrow High School grants exclusive right to Candid Color Photography, or its assigned, to photograph each of the school's graduates participating in ceremonies in the school year(s): Initial each year you wish to secure Candid Color Photography as your graduation photography company.

✓ 2023/2024
✓ 2024/2025
✓ 2025/2026

CANDID COLOR PHOTOGRAPHY agrees to:

1. Photograph each graduate as he/she receives his/her diploma, post proofs of graduate online and send an email link to each graduate which will take them to their image gallery.
2. Take an additional single photo of graduate before or after the handshake to provide students with a good closeup picture in graduation attire. This is determined based on flow of graduation and space available.
3. Digital proofs will be online within one business day of the graduation for all graduates who have properly completed photo registration.

SCHOOL agrees to:

1. Grant Candid Color Photography permission to photograph each graduate as he/she receive his/her diploma. Grant CCP exclusive rights to take and offer photographs for sale to graduates.
2. Work with CCP to provide an optimum shooting position to capture the best possible photographs of the graduates.
3. Complete **Commencement Ceremony Questionnaire** to ensure ceremony details are covered to your specifications.
4. Aid CCP in collecting accurate contact information by A.) providing contact data directly to CCP via roster (in Excel format). B.) sending out a registration link to students ahead of time through your school email portal. C.) If doing on-site registration, allow CCP one extra hour prior to ceremony to complete any missing registrations. D.) QR Code to be incorporated on all announcer cards used in ceremony.
5. If you would like to schedule us to do your group photo and/or grad fair, Initial here and someone will call you to schedule and go over details. _____.
6. *Any additional information agreed upon by both parties:*
This is a Master Agreement depending on yearly BOE approval.

Ceremony Dates/Times: _____

Commencement Coordinator: _____ Title: _____

Email: _____ Phone: _____

Mailing Address: _____

School Representative

Print Name

Date

Tiffany Thomas
Candid Color Photography Representative

Tiffany Thomas

Print Name

1/25/24

Date