



Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: 31 October 2021

Contract/Agreement Vendor: MLA Creative

Name of Vendor  
Matthew Adams 918-640-1119  
Contact Person Phone Number  
8264 Solutions Center  
Address  
Tulsa OK 74120  
City State Zip  
Eclectic Disposition <ecog.tulsa@gmail.com>  
Email address  
3 Dec 2022 and TBD May 2023  
Date of services

IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE :  
W9 \_\_\_\_\_  
And  
Vendor Registration \_\_\_\_\_

Person Submitting Contract/Agreement for Review: Walter Gagajewski BAHS  
Name Site

Reason for Review: (New Agreement, Renewal...): New Agreement for 2022-23

Audience/Group to benefit from Contract/Agreement: JROTC

**Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO STACIE CHASE**

Principal and Director or Administrator: *Capital Keel*  
Signature

Does this Contract/Agreement utilize technology? No  Yes   
Has it been reviewed by the Chief Technology Officer? No  Yes

If yes, Approved by: \_\_\_\_\_  
(Signature) Technology Approval

Leadership Team Member: *John L. Dunn*  
Signature

Funding Source: \_\_\_\_\_  
Description OCAS Coding

- Process: PLEASE FOLLOW ALL STEPS
- 1. The Contract/Agreement is reviewed and approved by site Principal/ Director/ Administrator.
  - 2. If Technology related, the Contract/Agreement is reviewed and approved Technology.
  - 3. Prepare Board Agenda Memorandum and attach to Contract/Agreement.
  - 4. Begin the requisition process and place a comment in the Notes section that says, "Please hold req pending board approval on \_\_\_\_\_"  
Date of Board Meeting
  - 5. Attach this form with Contract/Agreement and Board Memo
  - 6. **The appropriate Leadership Team Member will review and submit to the Contract Committee**
  - 7. Keep copy for your records

*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 8:30a.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 Stacie Chase. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.*



## MEMORANDUM

To: To Whom It May Concern

From: BAHS JROTC/SASI

Date: 31 Oct 2022

Re: JROTC Contract Eclectic Disposition (Matthew Adams) DJ Services

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### **SUBJECT**

Discussion, motion and vote on to approve or disapprove a NEW contract between Eclectic Disposition (Matthew Adams) and Broken Arrow Public Schools for JROTC.

### **ENCLOSURES/ATTACHMENTS**

Contract Estimate

### **SUMMARY**

Eclectic Disposition (Matthew Adams) will provide disc jockey services at the two JROTC military balls. The dates are 3 December 2023 and a to be determined date in April or May 2023. Cost for each event is \$450.

### **FUNDING**

JROTC Activity Account

### **RECOMMENDATION**

Approve

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## DJ Contract

DJ ECOG will be providing the musical entertainment and emceeing for Broken Arrows Military ball on December 3rd, 2022.

### Event Information

**Customer Name: Walter Gagajewski / broken Arrow High school**

**Customer number: 9182598591**

**Customer email: wgagajewski@baschools.org**

**Location of event: broken arrow High school**

**Event Date and Time: 12/3/22**

**Type of event: high school ball**

**Size of event/system: 200 s2**

### Payment Information

The total fee for this service is **450** for up to **3** hours of entertainment.

Payment will be due upon completion of the event

Payments may be made via check as previously stated.

### Setup

DJ ECOG will bring the following for setup: **2 speakers, mixer, mic, and lights.**

DJ ECOG will require **Broken Arrow** to provide **power and space.**

### Music

DJ ECOG will play songs from the preselected list as discussed at the consult.

DJ ECOG will take requests from guests of the event, provided that the requested songs are edited and appropriate for school function..

\_\_\_\_\_  
Customer Name

\_\_\_\_\_  
Customer Signature

Date: \_\_\_\_\_

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DJ Name

Date: \_\_\_\_\_

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DJ Signature



## Broken Arrow Public Schools Requisition

(Revised 07-10)

|                      |
|----------------------|
| Date                 |
| 3/6/2018             |
| School or Department |
| BAHS/AFJROTC         |

|   |    |         |        |        |         |         |     |   |                             |  |
|---|----|---------|--------|--------|---------|---------|-----|---|-----------------------------|--|
| Complete Vendor or Employee Name and Address Below                          |    |         |        |        |         |         |     | Employee #<br>if applicable: _____                  | <b>PURCHASING DEPT ONLY</b> |  |
| Ray Garland   |    |         |        |        |         |         |     | DATE RECEIVED                                       |                             |  |
| Ecclectic Disposition DJ  |    |         |        |        |         |         |     | VENDOR NUMBER                                       |                             |  |
| <i>Walter A. Gagajewski</i><br>Signature of Requestor (Please sign legibly) |    |         |        |        |         |         |     | Signature of Principal or Supervisor<br>P.O. NUMBER |                             |  |
| FY  | JN | PROJECT | INCTIC | OBJECT | PROGRAM | SUBJECT | JOB | SITE  |                             |  |
| 16  |    |         |        |        |         |         |     |   |                             |  |

The items listed below are purchased in accordance with the Purchasing and Procurement Policy (12-4)

| QTY   | Model/Stock Number | Name and Description         | Unit Cost | Extension       |
|---|--------------------|------------------------------|-----------|-----------------|
| 1   |                    | DJ Services at Military Ball | \$450.00  | \$450.00        |
| 0   |                    | Hemming                      | \$0.00    | \$0.00          |
|   |                    |                              |           |                 |
|   |                    |                              |           |                 |
|   |                    |                              |           |                 |
|   |                    |                              |           |                 |
|   |                    |                              |           |                 |
|   |                    |                              |           |                 |
|   |                    |                              |           |                 |
|   |                    |                              |           |                 |
|   |                    |                              |           |                 |
| Freight is automatically calculated at 10%. If freight is different than 10%, enter correct amount in the "Unit Cost" field. If no freight charge, enter "0" in the "Unit |                    |                              | \$0.00    | \$0.00          |
| <b>TOTAL COST</b>   |                    |                              |           | <b>\$450.00</b> |

**Approvals as Applicable:**

|                     |      |                         |      |                |      |
|---------------------|------|-------------------------|------|----------------|------|
| Technology Dept.    | Date | Budget Coordinator      | Date | Purchasing Dir | Date |
| Instructional Dept. | Date | Chief Financial Officer | Date | Encumbrance    | Date |

**CONSENT AND DISCLOSURE FOR  
INVESTIGATIVE CRIMINAL REPORT**

Matt Andrew  
Applicant's First Name

16001511111111111111  
Last Name

I understand that Boston Area Public Schools (BAPS) will utilize the services of SELECT FORCE, INC. (SFC) as part of the procedure for processing my application as a vendor for the District. I also understand that if my application as a vendor is granted, BAPS may obtain further information through subsequent investigations by designated agents, so as to update review or status my application as a vendor, to the extent permitted by law.

Records and a consumer reporting agency's investigation may include information regarding convictions covering up to the last ten (10) years, obtaining information regarding civil and court judgments, alien records, and paid tax liens covering up to the last seven (7) years, obtaining information regarding any other government of information covering up to the last seven (7) years, and obtaining information regarding references and education and employment verifications without any time limitations, subject to any limitations or issues that apply under state and federal law. The investigation also may include obtaining information relating to federal, state, and/or county criminal records without any time limitations subject to state law.

In the event an investigative consumer report is conducted, I understand such information may be obtained by personal interviews with my acquaintances or associates or with others whom I am acquainted or whom may have knowledge concerning my character, general reputation, personal characteristics or standard of living. I understand such information may also be obtained through direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge. I further understand that the scope of a consumer report, investigative consumer report may include, but is not limited to, verification of Social Security Number, employment history, references, education obtained, motor vehicle records including traffic citations and registration and any other public records.

I understand that I have the right to receive notice about the nature and scope of the investigative consumer report requested within ten (10) days after BAPS receives the request or the (10) days after the investigative consumer report is requested, whichever is later.

I acknowledge that I have received the attached summary of my rights under the Fair Credit Reporting Act. I also understand that before I am denied employment based in whole or part, on information obtained in the consumer report and/or investigative consumer report, I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act. I understand that if I disagree with the accuracy of any information in the report, I must notify BAPS within the (10) business days of the receipt of the report that I am challenging the accuracy of the information contained in the report with BAPS designated agent and advise BAPS in the absence of my challenge in such event BAPS will proceed on my employment application. I agree not to file or pursue any complaints, claims or legal actions of any kind against designated agents, or providing the information, or to file or pursue any complaints, claims or legal actions against BAPS or any of its employees, representatives, or agents unless such (1) or in any way related to conducting a background investigation.

I am consenting that a photocopy of the authorization be accepted with the same authority as the original and I specifically advise any written notice from any entity which may provide information based on this authorized request. I further consent to this investigation and authorize BAPS to procure a consumer report and/or investigative consumer report on my background as stated above from designated agents in an effort to verify my identity for purposes of the background investigation. I am voluntarily providing my date of birth, social security and the other information on this packet for my own benefit and I do understand that all employment decisions are based on legitimate non-discriminatory reasons.

## CONSENT AND DISCLOSURE FOR INVESTIGATIVE CRIMINAL REPORT

|  |   |
|--|---|
| <input type="text" value="M. J. A. Jones"/><br>First Name                              | <input type="text" value="L. J. A. Smith"/><br>Middle Name or Initial         |
| <input type="text" value="A. P. 1965"/><br>Last Name                                   | <input type="text" value="06/15/1965"/><br>Date of Birth (MM/DD/YYYY)         |
| <input type="text"/><br>Other Name (Optional)  | <input checked="" type="checkbox"/> Male<br><input type="checkbox"/> Female   |
| <input type="text" value="1-9-19-1-27"/><br>Social Security Number                     | <input type="text" value="912-421-1234"/><br>Primary Telephone (no. district) |
| <input type="text" value="1210 N. Lincoln St., Chicago, IL 60602"/><br>Current Address | <input type="text" value="02"/><br>Age  |
| <input type="text" value="1111 N. Lincoln St., Chicago, IL 60602"/><br>City            | <input type="text" value="11111"/><br>8 Digits of D's address                 |
| <input type="text" value="1111 N. Lincoln St., Chicago, IL 60602"/><br>Area's Address  | <input type="text" value="111"/><br>Age                                       |
| <input type="text" value="1111 N. Lincoln St., Chicago, IL 60602"/><br>City            | <input type="text" value="74120"/><br>State      Zip Code                     |
| <input type="text" value="MOX 3076142"/><br>Driver's License Number (no. district)     | <input type="text" value="OK"/><br>License Status                             |
| <input type="text" value="FL 88 ANS RE CO LLC"/><br>E-mail Address                     | <input type="text" value="06307025"/><br>Reservation Date                     |
| <input type="text" value="M. J. A. Jones"/><br>Signature                               | <input type="text" value="60102422"/><br>Cover's Date (MM/DD/YYYY)            |

## CRIMINAL BACKGROUND CHECK FOR VENDORS

In compliance with Oklahoma Statutes (Title 70, Sections 122, 125, 135 and 140) which prohibit public schools from retaining or rehiring an individual with a felony conviction, Broken Arrow Public Schools "BAPS" requires a criminal background check for purposes of making vendor decisions.

I, Matthew Adams, give Broken Arrow Public Schools permission to run a background check to obtain criminal information relating to me (if any) and/or to hire a reporting agency to run a background check to obtain criminal information relating to me (if any) contained in public records. Neither BAPS nor its agent(s) will be violating my right to privacy by conducting the background check, and I hereby release them from all liability whatsoever for actions related to this investigation. I further acknowledge that, if I am to be vendor for BAPS, I will undergo an annual check for criminal history check at the beginning of each fiscal year, and I grant permission for these additional background checks.

Matthew Adams  
Print Name

Matthew Adams  
Signature

12/10/12  
Date



FELONY COMPLIANCE AFFIDAVIT

STATE OF OKLAHOMA
COUNTY OF TULSA

The undersigned, under the penalties of perjury, certifies to the Broken Arrow Public Schools ("School District") as follows:

1. The undersigned \_\_\_\_\_ has a contract with the School District OR \_\_\_\_\_ is the duly authorized representative of a business (entity) having a contract with the School District.

to perform work on School District premises on a full-time or part-time basis.

2. The undersigned hereby certifies that neither the undersigned nor any employee of the undersigned or of the entity, or of any subcontractor of the undersigned or the entity, will perform work on School District premises on a full-time or part-time basis that would otherwise be performed by School District employees if such employee has been convicted in this State, the United States or any other state of any felony offense unless ten (10) years have elapsed since the date of the criminal conviction or the employee has received a pardon for the offense.

3. Neither the undersigned nor any employee of the undersigned, or the entity, or of any subcontractor of the undersigned or the entity, who performs any work on School District property is currently registered under the Oklahoma Sex Offenders Registration Act or the Mary Rippe Violent Crime Offenders Registration Act.

4. The undersigned or the entity \_\_\_\_\_ has or \_\_\_\_\_ has not conducted a felony record search of all employees who will be assigned to work on a full-time or part-time basis on School District property.

5. This Affidavit is made and delivered pursuant to the requirements of Title 70 O.S. § 6-101.6B (Supp. 2006) and Title 68 O.S. § 349 (Supp. 2004) (the "Acts"). The undersigned further certifies to the School District that the undersigned and/or the entity are in full compliance with the requirements of the Acts.

EXECUTED AND DELIVERED this 10th day of October 2022

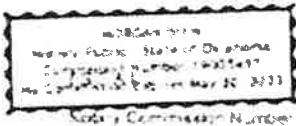
AFFIANT'S SIGNATURE

[Handwritten Signature]

Representing

[Handwritten Name of Entity]

Subscribed and sworn to before me this 12th day of October 2022



[Handwritten Signature]
Notary Public

Notary Commission Number: 19025497

My Comm. Expires 05/20/2023