

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 05/01/2025

Contract/Agreement Vendor:
Name of Vendor & Contact Person

Vendor Email Address

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.

Reason/Audience to benefit

BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review:

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator:

Does this Contract/Agreement utilize technology? YES/NO ☒ NO
 If yes, Technology Admin:

Cabinet Team Member:

Funding Source:
Fund/Project OCAS Coding

☒ **Consent**

☐ **Action**

Accept and approve NEW agreement between Broken Arrow Public Schools and EMD to provide consultation services for up to two grant submissions. Upon securing a grant, EMD's obligations under this contract will be considered fulfilled. If EMD is not successful in obtaining funding, they will work with their partners to provide BAPS with donated products and services valued at \$7,300.00 or more. The cost to the District will be \$7,000.00 and will be paid from General Funds. D. Blackburn

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.



Grant Application Agreement between Broken Arrow Public Schools and EMD. EMD's services include up to two grant submissions of the same grant. Upon securing a grant, our obligations under this contract will be considered fulfilled. If we are not successful in obtaining funding, we will work with our partners to provide you with donated products and services valued at \$7,300 or more.

Grant Application Services: \$7,300 – Choose payment option below

☒ ACH / eCheck - \$7,000

☐ Credit Card - \$7,300

Once you select a payment method, sign, and return agreement we will send an invoice via QuickBooks due within 15 days of receipt.

Payment 1: \$3500 (To be invoiced after the Onboarding Call)

Payment 2: \$3500 (To be invoiced once the documents are ready for delivery)

EMD Grant Application Commitment

1. Intake Call:
 - a. Schedule: Choose convenient time via link.
 - b. Duration: Up to 1.5 hours for discussing objectives.
 - c. Preparation: Have relevant documents ready.
2. Registration
 - a. Client to register on [SAM.Gov](#) and verify active UEI#.
 - b. Client to register and submit SF 424 and SF LLL on [Grants.gov](#).
 - c. Client to register on JustGrants.
3. Follow-Up Communication:
 - a. Post-call email with unanswered questions and required photos
4. Threat, Vulnerability, and Risk Assessment
 - a. EMD drafts assessment; client reviews and requests revisions.

5. Project & Budget Narrative:
 - a. EMD Develops reports.
 - b. Client certifies reports.
 - c. EMD advises on survey answers.
6. Investment Justification:
 - a. EMD advises on form responses.
 - b. Clients certify the form
7. Application Submission:
 - a. Clients submit applications with EMD support
8. Influencing Timeline:
 - a. Early signup and prompt responses optimize process efficiency.

This outline provides clarity on the roles and support involved in the grant application process. Our commitment is to assist you from the initial stages through to the submission of your grant application diligently and efficiently. However, please note:

Process Assurance: We pledge to facilitate a comprehensive and well-organized application process, offering the necessary guidance and support at each step. We are committed to assisting you with Grant Services until an award is won or you have received donations equal to or more than your initial investment with EMD.

No Guarantee of Funding: While we aim to enhance the quality of your application by following best practices, we cannot guarantee the awarding of grant funding, as the final decision rests with the grant providers.

These terms ensure transparency and set clear expectations for our partnership throughout the grant application journey.

Client Signature Date

 5/1/25

EMD Signature Date