

MEMORANDUM

To: Dr. Janet Vinson

From: Steve Dunn

Date: July 19, 2021

Re: VIROC, dba Varsity: Consent Agenda

SUBJECT

Accept and approve the RENEWAL agreement between Broken Arrow Public Schools and VIROC, dba Varsity, providing Broken Arrow Cheer with a choreography bundle which includes an OK State routine, UCA routine, Junior Varsity NCA routine and Middle School NCA routine. The cost to the District will be \$10,000.00 and will be paid with Athletic funds. S. Dunn

ENCLOSURES/ATTACHMENTS

Agreement

SUMMARY

The statement of agreement between the District and VIROC to provide choreography for Cheer.

FUNDING

Athletic Fund 11

RECOMMENDATION

Approve

BROKEN ARROW PUBLIC SCHOOLS

Educating Today *Leading Tomorrow*

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: June 30, 2021

Contract/Agreement Vendor: VIROC dba Varsity

Name of Vendor		
<u>Austin Robles</u>		<u>405-513-2738</u>
Contact Person		Phone Number
<u>2517 Redwood Lane</u>		
Address		
<u>Edmond</u>	<u>OK</u>	<u>73013</u>
City	State	Zip
<u>arobles@varsity.com</u>		
Email address -- if vendor wants the agreement returned via email		

IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE :

W9 _____

And _____

Vendor Registration

Person Submitting Contract/Agreement for Review: Steve Dunn Athletic Department
Name Site

Reason for Review: (New Agreement, Renewal...): Renewal Agreement

Audience/Group to benefit from Contract/Agreement: Cheer

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

Principal and Director or Administrator: 
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) Ben Stout, Chief Technology Officer

Leadership Team (formally Cabinet Member): _____
Signature

Funding Source: Athletic Fund 11
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 by Ben Stout, Chief Technology Officer
 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.*

V!ROC CHOREOGRAPHY

EMAIL: AROBLES@VARSITY.COM

CELL: (405)-513-2738

Client: Broken Arrow Public School

Date of Service:

1. Varsity (STATE) - 8/15
2. Varsity (UCA) 10/15
3. Junior Varsity (NCA) 8/16
4. Middle School (NCA) 8/17

Services Rendered: Choreography Bundle

1. OK State Routine
2. UCA Routine 1:30 music portion & 1 minute of cheer (music not included)
3. Junior Varsity NCA Routine 1:30 music portion & 1 minute of cheer (music not included)
4. Middle School NCA Routine 1:30 music portion & 1 min of cheer (music not included)

Services Rendered By: Austin G Robles

*Note: payment of routines will be at due with in 15 days of each choreography camp labeled.

Quoted Amount Due: \$10,000.00

**PLEASE MAKE ALL CHECKS PAYABLE TO
V!ROC CHOREOGRAPHY**