



Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: 1/25/2022

Contract/Agreement Vendor: Party Pics

Name of Vendor  
Tiffany Thomas 405-243-2600

Contact Person Phone Number  
1300 Metropolitan Ave

Address  
Oklahoma City OK 73108

City State Zip  
Tiffany.Thomas@candid.com

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: Christian Welborn 720  
Name Site

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

Audience/Group to benefit from Contract/Agreement: Graduating Seniors

**Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO Karen Steitz**

Principal and Director or Administrator: Christian Welborn  
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]  
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 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 February 7, 2022 "  
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 Karen Steitz. 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 7, 2022  
Re: Party Pics

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### **SUBJECT**

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

### **ENCLOSURE/ATTACHMENTS**

Agreement

### **SUMMARY**

Party Pics will provide photography for graduation in May 2022.

### **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](http://www.candidcolorphotography.com)  
[www.partypics.com](http://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 secure Candid Color Photography as your graduation photography company.

2020/2021  
X 2021/2022  
2022/2023

**OKLAHOMA PARTY PICS 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.
4. Ship photo orders within 72 hours of receipt of order by Oklahoma party pics.

**SCHOOL agrees to:**

1. Grant Oklahoma Party Pics permission to photograph each graduate as he/she receive his/her diploma. Grant Oklahoma Party Pics exclusive rights to take and offer photographs for sale to graduates.
2. Work with Oklahoma Party Pics 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. B.) sending out a registration link to students ahead of time through your parent portal. C.) Provide names of graduates and allow extra time day of ceremony for registration. The cards will be printed prior to the graduation and scanned during the first photo taken to allow proper photo ID of each graduate. Oklahoma Party Pics will print cards that can be used by the reader to call graduates' names during the ceremony.
5. If you would like to schedule us to do your Senior group photo/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:

Man date 5/17 or 5/18

Ceremony Dates: May 16<sup>th</sup>, 2022

Commencement Coordinator: Christian Lulborn Phone: 918-259-8571

Fax: \_\_\_\_\_ Email: clulborn@baschools.org

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
 School Representative

Tiffany Thomas  
 Candid Color/Photography Representative

\_\_\_\_\_  
 Print Name

Tiffany Thomas  
 Print Name

\_\_\_\_\_  
 Date

1/5/2022  
 Date