

Contract Committee Review Request  
 MUST BE COMPLETED IN FULL

Date: 9/27/2024

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**

Contracted services for Discovery Lab educator. One day a week, for 4-5 weeks, to focus on STEM activities will boost student engagement by offering hands-on learning experiences, sparking curiosity, and improving problem-solving skills. This actively is part of ORMS plan to help reduce chronic absenteeism by making learning more relevant and engaging and improve problem-solving skills. Cost will not exceed \$4,800 and is being paid for from the School Improvement grant/515 funds.

**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.*



## Outreach Agreement

To confirm your outreach program with Discovery Lab (Vendor), please sign at the bottom of this agreement, and return a copy to the Education Registrar (via email or mail). By signing this document, you and your group (Customer) acknowledge that your reservation is complete and accurate, and that you will adhere to the following policies:

1. **PAYMENT:** Discovery Lab accepts PO, cash, check, and credit card. The payment must be made within 90 days of the final outreach class.
2. **CANCELLATIONS:** If you cannot make your reserved date, please cancel or reschedule at least 14 days in advance.
3. **SAFETY:** Discovery Lab takes the safety of its employees seriously. When an employee of Discovery Lab comes to your program, if they feel that they cannot perform the outreach content in a safe manner, they reserve the right to leave at any point within the event time. Depending on the situation, the Education Register will connect with the group representative discuss options on how to rectify the pending outreach.
4. **Background Checks and Criminal History Investigations:** Vendor shall not permit any of its employees or subcontractor who have been convicted of a felony, are a registered sex offender, or registered violent offender under Marry Rippy's Violent Offender Act in the State of Oklahoma or another state to perform any work or service on school premises at any time. It shall be the Successful bidder's responsibility to verify compliance of this requirement for all of its employees as well as its subcontractors. The Vendor shall provide annually a signed and notarized Felony Compliance Affidavit. No Contractor of the District shall permit any of its employees to provide services on school District property if the said employee has been convicted of a felony within the past ten years or is a registered sex offender or violent offender in the State of Oklahoma or another state.
5. **GROUP REPRESENTATIVE:** As the group representative, it is your responsibility to make sure that the correct outreach program is reserved. It is your responsibility to ensure all parties involved in your event are informed of your outreach reservations' unique schedule. You are responsible for informing Discovery Lab if you are unable to keep the original reservation schedule. If the outreach's location has changed, call Discovery Lab no later than 48 hours prior to the original program. Contact numbers are 918-574-2205 or 918-295-8144.
6. **CHAPERONES:** Discovery Lab requires at least one teacher to be present and participatory for the duration of all outreach programs. Some programs may require additional chaperones, depending on the class size. If consecutive classes are reserved, please allow up to 10 minutes of transition between scheduled classes. Chaperones are responsible for students' behavior.
7. **OUTREACH CLASS/STEAM SERIES:** To ensure high quality programming, classes may serve up to 30 students. Groups larger than 30 students will require an additional educator at \$50 per class. If consecutive classes are reserved, please allow up to 10 minutes of transition between scheduled classes.
8. **Indemnification: Acts or Omissions:** Vendor shall indemnify and hold harmless Broken Arrow Public Schools and its School Board Members or employees, from any and all liability, including costs, expenses and attorney fees, for actions, claims, demands and suits arising out of, or resulting from any action or claim for bodily injury, death, or property damage brought against any of the Indemnified parties to the extent arising from any negligent act or omission or willful misconduct of the Vendor or its agents, employees, or

subcontractors in the execution or performance of the Contract.

To the extent Vendor is found liable for loss, damage, or destruction of any property of Broke Arrow Public Schools due to negligence, misconduct, wrongful act, or omission on the part of the Vendor, its employees, agents, representatives, or subcontractors, the Vendor and Customer shall use best efforts to mutually negotiate an equitable settlement amount to repair or replace the property unless such loss, damage or destruction is of such a magnitude that repair or replacement is not a reasonable option. Such amount shall be invoiced by the Customer and is payable by Vendor sixty (60) calendar days after the date of the Vendor's receipt of an invoice for the negotiated settlement amount.

Customer Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Representative Name (Print): \_\_\_\_\_

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

Vendor Representative Signature: Amelia - U Date: 9/26/24

Vendor Representative Name (Print): Lynsey Childress - Wimp

Vendor Name: Discovery Lab

Discovery Lab  
3123 Riverside Drive  
Tulsa, OK 74105  
P | 918.295.8144  
discoverylab.org