

**Contract Committee Review Request**  
**MUST BE COMPLETED IN FULL**

Date: 10/21/2024

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**

Accept and approve the NEW agreement with Literati Inc providing fundraising opportunities at Vandever Elementary 2024-2025 school year. Funds collected will be deposited into Vandever Elementary Media Fund. There is no upfront cost.

**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.**



# Literati Book Fairs

**Thank you for inspiring a school-wide love of reading and hosting a Literati Book Fair!**

We look forward to partnering with you to bring your students—and your entire school community—a uniquely wonderful reading experience.

VANDEVER ELEMENTARY SCHOOL

This Memo of Understanding outlines the terms of the partnership between \_\_\_\_\_ ("School") and Literati Book Fairs ("**Literati**"). **School** is scheduled to run a Literati Book Fair: 2024-10-28 - 2024-11-01 .

## FAIR PLANNING

Literati will:	School will:
<ul style="list-style-type: none"> <li>• Provide a Literati Event Coordinator to help you plan your fair from beginning to end.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a Book Fair Coordinator who will be the primary contact between <b>School</b> and <b>Literati</b>. The Book Fair Coordinator will be responsible for recruiting and leading volunteers to assist with the fairs.</li> <li>• Provide access to an electrical outlet and Ethernet or Wi-Fi.</li> </ul>

## FAIR DELIVERY AND PICKUP LOCATION

Literati will:	School will:
<ul style="list-style-type: none"> <li>• Deliver your fair up to three days prior to the start date and pick up no later than three days after the end date.</li> </ul> <p><i>All <b>Literati</b> team members have passed a pre-employment background check and drug screen as a condition of employment.</i></p> <p><i>All <b>Literati</b> vehicles, owned or leased, will be properly insured in accordance with all applicable laws and regulations. All legally required documentation will be present on all vehicles.</i></p>	<ul style="list-style-type: none"> <li>• Provide a location on the first floor of the school building or access to an elevator for upper-level delivery. This is necessary to safely deliver your fair.</li> <li>• Ensure fair location provided has access to an electrical outlet.</li> </ul>

## MARKETING

Literati will:	School will:
<ul style="list-style-type: none"> <li>• Provide creative and fun marketing materials to publicize and promote your fair.</li> <li>• Provide ideas and strategies to build excitement and involvement at your fair to generate a successful and engaging literacy event.</li> </ul>	<ul style="list-style-type: none"> <li>• Agree to promote the book fair through various communication channels (social media, school webpage, newsletters, provided print marketing, etc.).</li> </ul>

## PRODUCT

### Literati will:

- Partner with **School** to provide a fair that is appropriate to your enrollment, grade span, reading levels, and interests, with tabletop display selections that best fit your school community.
- Provide cases and pre-merchandised displays that will be simple to set up and display in your chosen location.

### School will:

- Agree that **Literati** will be the sole provider of books being sold during the scheduled fair date.
- Set up the fair upon delivery and repack upon completion.
- Return all unsold items.
- Provide the **Literati** cash registers access to a live Ethernet port or secure Wi-Fi network connection.
- **Acknowledge the Literati Book Fair is not tax-exempt. Tax will need to be collected at time of purchase.**

## FINANCIAL PROCESS AND WRAP-UP

### Literati will:

- Provide a Point-of-Sale System (POS), which will allow you to easily track sales and take multiple payment forms, including all major credit cards, cash, checks, and **Literati** gift cards.
- Walk you through all financial paperwork and assist **School** with choosing the best rewards.

### School will:

- **Collect sales tax if required by state law.**
- Verify Literati as an approved vendor in advance of conducting your book fair.
- Complete fair closeout and remit payment within 10 business days of the fair.
- Complete a feedback survey providing **Literati** with a recap of improvement opportunities.

## CUSTOMER REWARDS

### Literati will:

- Provide **School** with the easiest fair setup, saving you time to dedicate to your students. **Literati** will provide expertly curated stories and artistic displays to spark imaginations, strengthen literacy skills, and inspire a school-wide passion for reading that will last well beyond your Book Fair week.
- Help you determine the best profit and rewards options based on the specific needs of your students. Speak with your Literati Representative for additional details.

*Literati reserves the right to update and modify the rewards program without notice. For the latest information, please talk to your Literati Representative.*

*Changes to this Memo of Understanding may be made at the discretion of **Literati** as business conditions deem appropriate.*

As this is your Book Fair, we would like to schedule time to review your fair to better understand the opportunities to serve you.

Please sign below and return to your Literati Representative to ensure your fair is scheduled. We appreciate the opportunity to be your partner on this literacy journey.

X \_\_\_\_\_  
Book Fair Coordinator/School Principal  
VANDEVER ELEMENTARY SCHOOL

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Name

DocuSigned by:  
X Shayla Upshur 6/7/2024 | 3:02  
6F5C341EC7D2475 Literati Representative Date

**This Memo of Understanding will expire 30 days from date sent.**

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest informatoin.

Print or type  
See Specific Instructions on page 3

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Literati, Inc**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ► \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.) See instructions.  
**1145 w 5th Street**

**6** City, state, and ZIP code  
**Austin, TX 78703**

**7** List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Social security number**

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**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

or

**Employer identification number**

8	1	-	3	8	6	3	1	4	7
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## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ►

*Michael Eason*

Date ► 1/16/2024



AGENCY CUSTOMER ID: LITER

LOC #: \_\_\_\_\_



# ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Marsh & McLennan Agency LLC		NAMED INSURED Literati Inc. 1145 W. 5th Street Austin TX 78703	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

### ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

the named insured and the certificate holder that requires such wording.

The General Liability policy contains a blanket waiver of subrogation endorsement that may apply only when there is a written contract between the named insured and the certificate holder that requires such wording.