



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 02/10/2022

Contract/Agreement Vendor: Candid Color Photography/Party Pics

Name of Vendor		
<u>Tiffany Thomas</u>	<u>405-243-2600</u>	
Contact Person		Phone Number
<u>1300 Metropolitan Ave</u>		
Address		
<u>Oklahoma City</u>	<u>OK</u>	<u>73108</u>
City	State	Zip
<u>Tiffany.Thomas@candid.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: Christian Welborn 720
 Name Site

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

Audience/Group to benefit from Contract/Agreement: Broken Arrow High School Students

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): John L. Dunn
 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 March 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: March 7, 2022

Re: Party Pics

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 prom at no cost to the district. C. Welborn

ENCLOSURE/ATTACHMENTS

Agreement

SUMMARY

Party Pics will provide photography for prom on April 30, 2022.

FUNDING

Activity Funds

RECOMMENDATION

Approve



Party Pic Now Photography Service Agreement

Organization/Client: Broken Arrow High School

Contact name Christian Welborn Phone: _____

Email: cwelborn@baschools.org

Date of Event: April 30th, 2022 Time of Event: 7pm -10pm

Start Time 7pm End Time 10pm

Event Location: Stoney Creek Convention Center 200 W. Albany Street

Attendees: approximately 1400 Theme: _____

~~This agreement made and entered into by Candid Color Photography/Party Pics and the above mentioned Organization/Client permits Candid Color Photography/ Party Pics to provide the photography services indicated below for the event listed above.~~

Party Pics agrees to provide:

Party Pics

1. Provide Party Pic Photography from 7pm p.m. — 10pm pm
2. Party Pics link to purchase sent directly to cell phones
3. Additional products and prints may be ordered at www.oklahomapartypics.com .
4. Other: _____

Client

1. Allow no other photographers to photograph Party Pics Now style images for resale or display.
2. Inform attendants of photographer's presence and encourage attendees to have their photo(s) taken.
3. Provide logo for branding on Party pics at least week prior to event date, if not already on file with CCP.

Organization/Client Representative

Tiffany Thomas

Party Pics Representative

Date

02/9/2022

Date