

CONTRACT: C19-2752-TDD
Boone Oakley
Marketing, Advertising, & PR for TDD
EXPIRES:09/30/2025

TD2572 1410-548040

Task Order – 2025 May Press Trip

Agency Job # -OKTDD-25015

Task order is for the cost of travel, meals, and activities for journalists and their children not to exceed a total of 10.

Two members of the agency, plus up to 3 county staff (inclusive of a driver) will host the journalists in market. One member of the agency team will arrive a day in advance and depart a day later. The task order reflects the cost for their travel, meals, activities, and accommodations while accompanying over and above the standard per diem.

	WEDNESDAY 5/14/2025	THURSDAY 5/15/2025	FRIDAY 5/16/2025	SATURDAY 5/17/2025	SUNDAY 5/18/2025	MONDAY 5/19/2025
Activity / Meal						
Breakfast			\$390	\$390	\$390	
Lunch		\$520	\$600	\$600	\$480	
Dinner		\$560	\$700	\$700		
Adventure			\$6,500	\$6,500		
Tips			\$200	\$200		
Ground Transportation		\$200			\$200	
Airfare		\$7,500				
Accommodations		\$2,250	\$2,250	\$2,250	\$2,250	
Promotional Items	\$1,250					
Miscellaneous Items (sunscreen, snacks, water, etc.)	\$1,000					
Agency Travel (see breakdown below)	\$6,264					
TOTAL	\$8,514	\$11,030	\$10,640	\$10,640	\$3,320	\$0
GRAND TOTAL	\$44,144					
Agency Travel						
Breakfast	\$22	\$22				\$22
Lunch	\$23					\$23
Dinner	\$36				\$36	
Adventure						
Airfare	\$800	\$800				

Car Rental	\$600					
Ground Transportation	\$40	\$100			\$100	\$40
Accommodations	\$450	\$900	\$900	\$900	\$450	
	\$1,971	\$1,822	\$900	\$900	\$586	\$85
TOTAL	\$6,264					

Total not to exceed \$44,144.

Payment Schedule:

Airfare \$9,100 to be invoiced upon Task Order signature and as travel booked.

Balance of expenses not exceeding task order total of \$44,144 based on actuals to be invoiced upon conclusion of trip to include receipts and one travel voucher for all journalists and children and individual travel vouchers for each agency member.

Offered by:

Katy Spiecha

 Katy Spiecha, Boone Oakley

Accepted by:

Jennifer Adams
 Digitally signed by Jennifer Adams
 Date: 2025.03.03 06:17:16 -06'00'

 Jennifer Adams, TDD Director

Charlotte
 Durham
Digitally signed by Charlotte Durham
 Date: 2025.03.03 10:24:11 -06'00'

DeRita Mason
 Digitally signed by DeRita Mason
 Date: 2025.03.04 06:46:45 -06'00'

DeRita Mason, Purchasing Manager

Faye Douglas
 Digitally signed by Faye Douglas
 Date: 2025.03.04 10:04:57 -06'00'

Faye Douglas, OMB Director