

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

Task Order – 2024 May Press Trip

Agency Job # - OKTDD-24020

Task order is for the cost of travel, meals, and activities for up to five journalists and five children to be in the destination for four days in May 2024.

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 5/15/2024	THURSDAY 5/16/2024	FRIDAY 5/17/2024	SATURDAY 5/18/2024	SUNDAY 5/19/2024	MONDAY 5/20/2024
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)	\$6,224					
TOTAL	\$8,474	\$11,030	\$10,640	\$10,640	\$3,320	\$0
GRAND TOTAL	\$44,104					
Agency Travel						
Breakfast	\$16	\$16				\$16
Lunch	\$17					\$17
Dinner	\$31				\$31	
Adventure						
Airfare	\$800	\$800				

Car Rental	\$600					
Ground Transportation	\$40	\$100			\$100	\$40
Accommodations	\$450	\$900	\$900	\$900	\$450	
	\$1,954	\$1,816	\$900	\$900	\$581	\$73
TOTAL	\$6,224					

Total not to exceed \$44,104.

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 \$44,104 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

X

Accepted by:

Jennifer Adams
 Digitally signed by Jennifer Adams
 Date: 2024.04.01 11:30:03 -05'00'

Charlotte
 Dunworth
Digitally signed by Charlotte Dunworth
 Date: 2024.04.01 11:31:41 -05'00'

Jennifer Adams, TDD Director

DeRita Mason
 Digitally signed by DeRita Mason
 Date: 2024.04.02 06:42:40 -05'00'

DeRita Mason, Purchasing Manager

Faye Douglas
 Digitally signed by Faye Douglas
 Date: 2024.04.03 09:31:24 -05'00'

Faye Douglas, OMB Director