

Task Order – Annual Meeting

Agency Job # OKTDD-24012

TDa2467	1410-548011	\$10,725
TDb2467	1410-548002	\$5,940
TDc2467	1410-548005	\$1,560

Task order covers agency time (65 hours x \$165/hour) for developing slides, creation or production of content, practicing the presentation and attending the meeting, as well as costs for six members of the BooneOakley team to attend the annual meeting scheduled for 2/8/24.

Payment Schedule:

Agency Time	\$10,725	To be invoiced monthly based on actual hours worked
Travel	<u>\$7,500</u>	To be invoiced 50% upon task order approval and remaining balance invoiced based on reconciliation of actuals upon completion of meeting in accordance with County travel policy
	\$18,225	

The agency will reconcile actual costs and balance bill based on actuals for travel. Any savings or project underruns will accrue to the County and be reflected in invoicing.

The date of the annual meeting is subject to change, but the overall cost will not exceed \$18,225 unless mutually agreed upon in writing by both parties.

Offered by:

Katy Spiecha

Katy Spiecha, BooneOakley

Accepted by:

Jennifer Adams

Digitally signed by Jennifer Adams
Date: 2024.01.09 11:05:40 -06'00'

Charlotte
Danworth

Jennifer Adams, TDD Director

DeRita Mason

Digitally signed by DeRita Mason
Date: 2024.01.10 06:30:02 -06'00'

DeRita Mason, Purchasing Manager

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