

TD2354  
1410-548040

CONTRACT: C19-2752-TDD  
BOONE OAKLEY  
MARKETING, ADVERTISING & PR FOR TDD  
EXPIRES: 09/30/2025

**Task Order – 2023 May Press Trip**

Rev 1- 04/27/2023

Agency Job # - OKTDD-23025

Task order is for the cost of travel, meals, and activities for up to four journalists and their ~~six five journalists and their five~~ children to be in the destination for four days in May 2023. Their accommodations are comp'd.

Three members of the agency, plus 2 county staff will host the journalists in market. The task order reflects the cost for their travel, meals, activities, and accommodations while

Press Trip Expense Breakdown		Day 2	Day 3	Day 4	Day 5
Dinner		\$500	\$500	\$500	
Breakfast			\$300	\$300	\$300
Lunch		\$400	\$400	\$400	
Activities			\$5,000	\$5,000	
Tips			\$200	\$200	
Ground Transportation		\$375	\$200	\$200	\$375
Airfare		\$6,000			\$6,000
Promotional Items		\$750			
Agency Travel (see breakdown below)	\$9,749				
<b>TOTAL</b>		\$8,025	\$6,600	\$6,600	\$6,675
<b>GRAND TOTAL</b>	<b>\$37,649</b>				

  

Agency Travel	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast	\$21	\$180	\$180	\$180	\$180
Lunch	\$36	\$240	\$240	\$240	\$36
Dinner	\$66	\$300	\$300	\$300	
Activities			\$1,000	\$1,000	
Airfare	\$2,000				
Car Rental /Transportation/Fuel	\$1,300				
Accommodations	\$600	\$450	\$450	\$450	
	\$4,023	\$1,170	\$2,170	\$2,170	\$216
<b>TOTAL</b>	<b>\$9,749</b>				

Total not to exceed \$37,649.

**Payment Schedule:**

Airfare \$14,000 to be invoiced upon Task Order signature and as travel booked.

Balance of expenses not exceeding task order total of \$37,649 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*  
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**Katy Spiecha, Boone Oakley**

**Accepted by:**

**Jennifer Adams**  
Digitally signed by Jennifer Adams  
Date: 2023.04.27 09:53:01 -05'00'

Charlotte  
Dunworth  
Digitally signed by Charlotte Dunworth  
Date: 2023.04.27 09:46:00  
-05'00'

**DeRita Mason**  
Digitally signed by DeRita Mason  
Date: 2023.04.28 07:02:34 -05'00'

**DeRita Mason, Purchasing Manager**

**Faye Douglas**  
Digitally signed by Faye Douglas  
Date: 2023.04.28 14:12:24 -05'00'

**Faye Douglas, OMB Director**