

TD2260
1410-548040

CONTRACT: C19-2752-TDD
BOONE OAKLEY
MARKETING, ADVERTISING AND PR FOR TDD
EXPIRES: 11/05/2023

Task Order – Fall Press Trip

Agency Job # - OKTDD-22038

Task order is for the cost of travel, meals and entertainment (Little Adventure’s packs) for five journalists and their five children to be in the destination for four days in October 2022 (subject to change). Two members of the agency will host the journalists while in market and the task order reflects the cost for their travel, meals and accommodations while accompanying over and above the standard per diem.

Press Trip Expense Breakdown	Day 1	Day 2	Day 3	Day 4	Day 5
Dinner	\$500	\$500	\$500	\$500	
Breakfast		\$300	\$300	\$300	\$300
Lunch		\$400	\$400	\$400	
Adventure		\$5,000	\$5,000	\$5,000	
Tips	\$40	\$200	\$200	\$200	\$40
Ground Transportation	\$375	\$200	\$200	\$200	\$375
Airfare	\$7,000				\$7,000
Promotional Items	\$750				
TOTAL (Agency travel below \$8,700)	\$8,665	\$6,600	\$6,600	\$6,600	\$7,715
GRAND TOTAL	\$44,880				

Agency Travel	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast	\$60	\$60	\$60	\$60	\$60
Lunch	\$80	\$80	\$80	\$80	\$80
Dinner	\$100	\$100	\$100	\$100	
Adventure			\$1,000	\$1,000	
Airfare	\$1,200				
Car Rental	\$400				
Accommodations	\$1,000	\$1,000	\$1,000	\$1,000	
	\$2,840	\$1,240	\$2,240	\$2,240	\$140
TOTAL	\$8,700				

Total not to exceed \$44,880

All travel and entertainment-related expenses shall be in accordance with the County’s purchasing manual and travel policy.

Payment Schedule:

Airfare (\$15,200) to be invoiced upon Task Order signature and as travel booked.

Balance of expenses not exceeding task order total of \$44,880 based on actuals to be invoiced upon conclusion of trip to include receipts and travel settlement vouchers.

Offered by:



Katy Spiecha, Boone Oakley

Accepted by:

Jennifer Adams
Digitally signed by Jennifer Adams
Date: 2022.08.15
06:34:46 -05'00'

Jennifer Adams, TDD Director

Jeffrey A Hyde
Digitally signed by Jeffrey A Hyde
Date: 2022.08.15
09:04:52 -05'00'

Jeff Hyde, Purchasing Manager

Faye Douglas
Digitally signed by Faye Douglas
Date: 2022.08.15
12:27:09 -05'00'

Faye Douglas, OMB Director