Mississippi Library Commission- Contract Request - FY25 (July 1, 2024 - June 30, 2025)

All initial contract requests and renewals or amendments to contracts must have this form completed.

Date of Request: Wednesday, December 4, 2024

Description of Contract:

Contract is for one (1) 45-minute to 1-hour long presentation delivered in a recorded webinar on the topic of Planning a Summer Library Program for Teens and Middle-Graders.

Initial Request/Renewing/Amending:

(•) Awarding ( ) Renewing ( ) Amending

Contractor Name: Brianna Newsome

Contractor Address:
Brianna Newsome
302 Spring Street Apt 2F
Starkville, MS 39759

Total Contract Award: $150.00

Period of Services

Start: Friday, February 14, 2025 to End: Friday, February 28, 2025

Purpose (attach a detailed scope of work if initial request; if renewal or amending include justification and any cost increases or changes to original scope of work):

Scope of work attached.

Analysis Describing Award, Renewal, or Amendment of Contract (include specifications, quotes, and/or scoring criteria if applicable)

Brianna Newsome is currently the Children's Services Assistant at the Starkville Public Library. She conducted a similar workshop and webinar in the past that was extremely successful, and has proven knowledgeable on this topic.

Type of Contract:

( ) Sole Source ( ) Emergency ( ) Competitive (•) Other

If selecting "other," provide detailed explanation:

Less than $5,000

Requested by: Sharon Davis, Library Development Director Sharon Davis

Deputy Director Approval: Jennifer Rene

Administrative Services Approval:

Executive Director Approval (if applicable):

Contracts over $10,000 require Executive Director's Signature

Approval of this agreement is only the initial step in the contract process. In order to establish a valid contract, a formal agreement will be developed by Business Services and the agreement will be signed by the Contractor and the Mississippi Library Commission.