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: Monday, November 18, 2024

Description of Contract:

Contract is for one (1) 45-minute to 1-hour long presentation delivered ina a recorded webinar on the top of Planning a Summer Library Program for Children K-5th.

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Initial Request/Renewing/Amending:

(•) Awarding ( ) Renewing ( ) Amending

Contractor Name: Brooke Bourgeois

Contractor Address: Brooke Bourgeois
117 Cambridge Drive
Waveland MS 39576

Total Contract Award: 150.00

Period of Services

Start: Wednesday, January 15, 2025 to End: Wednesday, January 22, 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)

Ms. Bourgeois is currently the Youth Services Coordinator of the Bay St. Louis Library. She has conducted similar workshops and webinars for MLC in the past that were very successful, and has proven to be extremely knowledgeable on the 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:

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.