

AGREEMENT FOR COMMUNICATIONS/MEDIA SERVICES BETWEEN

Caroline Grace Media LLC

This Agreement is entered into this ____ day of _____, _____, by and between Caroline Grace Media LLC and Oklahoma County Board of County Commissioners.

WHEREAS, the Board of County Commissioners requires the services of a communications director, media strategist, press relations and public event coordination. All services rendered are limited to those within the scope and authority of the Commissioners.

TERMS AND CONDITIONS OF AGREEMENT:

1. **PURPOSE OF AGREEMENT:**

The Purpose of this agreement is to provide communication/media relations services to Oklahoma County.

2. **DESCRIPTION OF SERVICE:**

Caroline Grace Media LLC will provide the following services: Media management including, but not limited to, press releases, media coordination, social media management, graphic production, and video production. Said media and press coordination shall be limited to topics related to the county or county business and expressly excludes content that relates to campaign activities, private interests of elected officials, promotion of private businesses, persons or interests including nonprofit businesses.

3. **COMPENSATION:**

The Board of County Commissioners will compensate Caroline Grace LLC at a rate of \$30,000 annually to be paid in twelve monthly installments on the last day of each month throughout the twelve-month term of this agreement.

4. **COMMENCEMENT OF AGREEMENT:**

This agreement shall commence on the date on which the Agreement is executed in writing by all parties and will continue, except as otherwise provided, through the end of the current fiscal year.

CANCELLATION:

Either party may cancel this agreement at any time upon 30 days written notice prior to the date of cancellation.

5. **TERMINATION:**

This agreement shall terminate at the conclusion of the fiscal year.

6. **MODIFICATION OR ALTERATION:**

This agreement sets forth the complete understanding of the Parties and supersedes previous negotiations, representations, and oral agreements between the Parties and their agents. This Agreement may only be amended or modified by a written agreement executed by both Parties.

7. **MISCELLANEOUS:**

Pursuant to 74 O.S. 840-8.1, all applicable state and county policies governing social media or social networking will be followed. All content will be maintained on a county server and available as required under the open records act and pursuant to the records retention policy of Oklahoma county.

Any provision of this Agreement found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of this Agreement.

BOARD OF COUNTY COMMISSIONERS OKLAHOMA COUNTY

APPROVED by the Board of County Commissioners this this ____ day of _____, 20__.

BOARD OF COUNTY COMMISSIONER
OKLAHOMA COUNTY

Brian Maughan, Chairman

Carrie Blumert, Member

Myles Davidson, Member

APPROVED as to form and legality this ____ day of _____, 20__.

Assistant District Attorney