

Donation

Version 1.9 released on 8/3/21

Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



CITY COUNCIL USE ONLY

Date Received: _____
 Committee Date: _____
 1st Agenda Date: _____

Tracking #: _____

Committee: _____
 Hearing Date: _____
 2nd Agenda Date: _____

CITY CLERK USE ONLY

☐ Scanned

Date: 10.19.2022

☐ Posted

Item #: 2210.02361

All department items requiring Council approval must be submitted through the Mayor's Office.

Primary Details

Board Approval

Other Board Name

City Council Approval

☒ Yes ☐ No

Department
 Mayors Office

Contact Name
 Leticia Calvillo

Email
 lcalvillo@cityoftulsa.org

Phone
 918-576-5071

Bid/Project Number

Project Title
 2022 Skilled Immigrant
 Integration Convening

Donator
 World Education Services
 (WES)

Type of Donation
 Travel

Travel Event Title
 2022 Skilled Immigrant
 Integration Convening

Traveler's Name
 Leticia Calvillo

Event Date
 10/24/22

Donation Amount/Value
 \$1,638.00

City Council requires a dollar value

Budget

Funding Source(s)

TOTAL:

Enter the funding source(s) using the appropriate Munis funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount (144104.AbstTitle5413102.6001-4043122-541102-\$30,000.04)

Approvals

Department: _____

Legal: _____

Board: _____

Mayor: _____

Other: _____

Date: 10.12.22

Date: _____

Date: _____

Date: OCT 19 2022

Date: _____

Policy Statement

Background Information

World Education Services (WES) is hosting the Skilled Immigrant Integration Program (SIIP) Convening October 24-25 in Washington, D.C. The Convening, the first in-person gathering since 2019, will be a space for the nearly forty state and local communities that make up the SIIP Network to gather, discuss, and engage with state and local practitioners, researchers, and policymakers. The City of Tulsa became part SIIP network when we received a technical assistance grant from World Education Services in 2020. During the grant period, we launched Flourish Tulsa, a program to support internationally trained immigrants in our community. This past summer, City of Tulsa received second technical assistance grant from WES to continue to support our internationally trained immigrants. WES will be sponsoring at least one individual per community to attend the event. Sponsorship will include: 1) travel stipend 2) hotel accommodation for two nights and 3) five meals over the two-day period.

Provide background information on the requested action.

Summation of the Requested Action

This request is for approval to accept a donation to cover the cost of all accommodations, travel, and meals for the City's Immigrant Affairs Manager to attend the 2022 SIIP Convening in DC. The value of the trip is \$1638 which includes \$550 travel stipend, \$498 for meals and \$590 for hotel (\$295 per night + taxes). This estimate does not include taxes. WES will provide the City of Tulsa a \$550 travel stipend. WES will cover the costs of meals and hotel directly.

Summarize the pertinent details of the requested action

Other Pertinent Details

Provide any additional information that should be considered when considering approval of this contract document

Processing Information for City Clerk's Office

Post Execution Processing

- ☐ Mail vendor copy (addtl signature copies attached)
- ☐ Must be filed with other governmental entity
- ☐ Addtl governmental entity approval(s) required

Additional Routing and Processing Details

PLEASE READ: SIIP Convening Sponsorship Form

Trevor Shealy <tshealy@wes.org>

Fri 8/5/2022 8:29 AM

Dear SIIP Colleague,

You are receiving this email because you have RSVP'd to the 2022 SIIP Convening on October 24-25 and have requested WES sponsorship for your travel costs. As a reminder, WES will cover your transportation to Washington D.C. up to \$550. If you believe the price of your ticket will be greater than this amount, please respond to this email to inform us.

In order for WES to grant you the travel stipend, you must fill out the attached Electronic Fund Transfer Form and **email it back to me**. Please note that where "Vendor Information" is written, you will enter your own information, or the information of your organization if it is paying for your travel, and where it says, "Financial Institution Information," you will enter the information for wherever the money should be transferred.

Our Finance Department requires 1-2 weeks to transfer the money to your designated account, so please return this form at your earliest convenience.

If you have any questions on this form or the travel stipend, please do not hesitate to reach out.

Kind regards,
Trevor



Trevor Shealy

Program and Administrative Coordinator, Global Talent Bridge
World Education Services

E tshealy@wes.org | W [wes.org](https://www.wes.org) | W [wes.org/gtb](https://www.wes.org/gtb)



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RE: WES Convening Hotel Accommodations

Trevor Shealy <tshealy@wes.org>

Wed 9/21/2022 11:09 AM

To: Calvillo, Leticia <LCalvillo@cityoftulsa.org>

Cc: Reyes, Krystal <kreyes@cityoftulsa.org>

Hi Leticia,

Thanks for your email and sorry for the delayed response – we had to double check these costs with the venue and event planner. I'll break down the costs below:

- The total cost of the food is \$498
 - \$209 for breakfast and lunch from the event space on Monday
 - \$80 for the SIIP small group dinner externally
 - \$209 for breakfast and lunch from the event space on Tuesday)
- The total cost of the hotel is around \$590 (\$295 per night + taxes)

In total, everything will be around \$1,088 for food and accommodations, although this doesn't include taxes. Please let me know if you have any additional questions.

Thanks,
Trevor

From: Calvillo, Leticia <LCalvillo@cityoftulsa.org>

Sent: Monday, September 19, 2022 12:24 PM

To: Trevor Shealy <tshealy@wes.org>

Cc: Reyes, Krystal <kreyes@cityoftulsa.org>

Subject: [EXTERNAL EMAIL] Re: WES Convening Hotel Accommodations

WARNING: This email is from an external sender. Please use caution when opening attachments or links, and never give out your user ID and password.

Hello Trevor,

Would you be able to share the cost of the hotel accommodations and food? Our finance department requires that we complete an RFA that includes both the cash and non-cash donations.

Best,
Leticia

From: Calvillo, Leticia <LCalvillo@cityoftulsa.org>

Sent: Friday, September 9, 2022 4:47 PM

To: Trevor Shealy <tshealy@wes.org>

Cc: Reyes, Krystal <kreyes@cityoftulsa.org>

Subject: Re: WES Convening Hotel Accommodations

Just completed the survey. Thanks!