

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: 04.13.2022

☐ Posted

Item #: 2204.00726

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
 Finance

Contact Name
 Steve M Johnson

Email
 smjohnson@cityoftulsa.org

Phone
 918-596-7550

Bid/Project Number

Project Title
 Bloomberg Harvard City
 Leadership Initiative

Donator
 Harvard Kennedy School

Type of Donation
 Travel

Travel Event Title
 Leading City Procurement
 Reform

Traveler's Name
 Steve Johnson

Event Date
 5/9/22

Donation Amount/Value
 \$2,500.00

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-\$30,000.01)

Approvals

Department: _____

Legal: _____

Board: _____

Mayor: _____

Other: _____

Date: 4/8/22

Date: _____

Date: _____

Date: APR 13 2022

Date: _____

Policy Statement

Background Information

On January 6th, the City of Tulsa applied to The Leading City Procurement Reform program hosted by the Harvard Kennedy School of Business Government Performance Lab. The Leading City Procurement Reform Program is a leadership program for select senior city officials designed to equip leaders with the tools, knowledge and networks needed to help lead their city's efforts to innovate, adapt, and drive ever-improving impact as well as help them tackle a procurement priority for their city. The City of Tulsa's application was one of 16 applications accepted and the program will take place May 9th through 12, 2022, at the Harvard Kennedy School of Business in Cambridge Massachusetts. The cost of the program which includes all tuition, accommodations, travel, and meals is fully funded by a gift from Bloomberg Philanthropies.

Provide background information on the requested action.

Summation of the Requested Action

This request is for approval to accept a donation to pay for the cost of all tuition, accommodations, travel and meals for the City's Chief Financial Officer, Legal Contracts Manager, and the Purchasing Director to attend the Leading City Procurement Reform Program at the Harvard Kennedy School of Business in Cambridge Massachusetts.

Summarize the pertinent details of the requested action

Other Pertinent Details

Gov't

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

TRAVEL AND HOTEL INFORMATION

The *Leading City Procurement Reform* program will take place at Harvard Kennedy School in Cambridge, Massachusetts from 3:00 p.m. US EST on Monday, May 9, 2022 through 5:00 p.m. US EST on Thursday, May 12, 2022.

BOOKING TRAVEL

Contact Christian Pardo to book your travel. Christian can be reached at christian@canvasmeetings.com or by phone at 404-512-2847 between the hours of 9:00 a.m. and 6:00 p.m. US EST. You may leave a voicemail so she can return your call. Please reference the Group Name "Bloomberg Harvard." All attendees must land prior to 12:30 p.m. US EST on Monday, May 9, and must depart no earlier than 8:00 p.m. US EST on Thursday, May 12.

NOTE: Roundtrip travel to and from Boston is fully funded. Please be sure to book through Christian Pardo; individually purchased tickets cannot be reimbursed.

HOTEL ACCOMMODATIONS

These have been arranged for you at the Sheraton Commander Hotel, located at 16 Garden Street, Cambridge, MA 02138 (checking in on Monday, May 9 and checking out on Thursday, May 12).

NOTE: If you need to stay at the hotel for additional nights, please let Christian Pardo know and she will confirm the booking. Participants are responsible for covering the cost of additional nights.

TRANSPORTATION TO AND FROM YOUR BOSTON-AREA AIRPORT OR TRAIN STATION

Ground transportation to the Sheraton Commander Hotel upon arrival in Boston and transportation back to the airport or train station at the conclusion of the program will be fully covered through Uber vouchers. We will distribute voucher claiming instructions prior to the start of the program.

ADDITIONAL INFORMATION

All classes will be held at Harvard Kennedy School, located at 79 John F. Kennedy Street, Cambridge, MA 02138, a ten-minute walk from the hotel. A shuttle will be available to transport participants to class and back.

Please note that public officials, including any employee of a government entity, should consult applicable rules and regulations to ensure that their attendance (including the acceptance of related costs) complies with such rules and regulations.

For any questions or more information, contact Kristy Griffith at kristy_griffith@hks.harvard.edu.