

# Donation

Version 1.9 released on 8/3/21

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



<b>CITY COUNCIL USE ONLY</b>		<b>CITY CLERK USE ONLY</b>	
Date Received: _____	Tracking #: _____	<input type="checkbox"/> Scanned	Date: <u>10.12.2022</u>
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: <u>2210-02240</u>
1 <sup>st</sup> Agenda Date: _____	Hearing Date: _____		
	2 <sup>nd</sup> Agenda Date: _____		

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

## Primary Details

<b>Board Approval</b>	<b>Other Board Name</b>	<b>City Council Approval</b> <input type="radio"/> Yes <input type="radio"/> No
<b>Department</b> Police	<b>Contact Name</b> JoAn Del Rio	<b>Phone</b> 918-596-7864
<b>Bid/Project Number</b>	<b>Project Title</b>	<b>Type of Donation</b> Travel
<b>Travel Event Title</b> Spectrum CuE visit	<b>Traveler's Name</b> JoAn Del Rio	<b>Donation Amount/Value</b> \$984.59
	<b>Event Date</b> 10/4/22	<i>City Council requires a dollar value</i>

10/03/2022 - 10/05/2022  
Madison, WI


## 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.AbstrTitle5413102.6001-4043122-541102-\$30,000.01)

## Approvals

<b>Department:</b> <u>See attached</u>	<b>Date:</b> _____
<b>Legal:</b> _____	<b>Date:</b> _____
<b>Board:</b> _____	<b>Date:</b> _____
<b>Mayor:</b> 	<b>Date:</b> _____
<b>Other:</b> _____	<b>Date:</b> _____

## Policy Statement

### Background Information

Requesting approval to travel for an in-person demonstration of the Spectrum CE instrument.

Provide background information on the requested action.

### Summation of the Requested Action

I am requesting approval to travel to attend a demonstration of the new Spectrum CE instrument. It is a new instrument that is under consideration for purchase by the forensic laboratory. This travel would allow the city the chance to have an overview and demonstration of the instrument before committing to purchasing the instrument.

Summarize the pertinent details of the requested action

### Other Pertinent Details

The vendor will pay the airfare and hotel expenses.

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 (add'l signature copies attached)
- Must be filed with other governmental entity
- Add'l governmental entity approval(s) required

### Additional Routing and Processing Details

\_\_\_\_\_

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<b>Department</b> Police	<b>Contact Name</b> JoAn Del Rio	<b>Email</b> jdelrio@cityoftulsa.org
<b>Bid/Project Number</b>	<b>Project Title</b>	<b>Donator</b> Promega
<b>Travel Event Title</b> Spectrum CuE visit	<b>Traveler's Name</b> JoAn Del Rio	<b>Event Date</b> 10/4/22
		<b>Type of Donation</b> Travel
		<b>Donation Amount/Value</b> \$984.59
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## Approvals

<b>Department:</b> _____	<b>Date:</b> 10.6.2022
<b>Legal:</b> _____	<b>Date:</b> _____
<b>Board:</b> _____	<b>Date:</b> _____
<b>Mayor:</b> _____	<b>Date:</b> _____
<b>Other:</b> _____	<b>Date:</b> _____

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\_\_\_\_\_



**INTEROFFICE CORRESPONDENCE  
TRAVEL REQUEST**

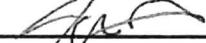
DATE SUBMITTED: 09/19/2022

MSS CLAIM NUMBER (ENTER AFTER TRAVEL APPROVED): 4471

TO: CHIEF FRANKLIN

FROM:

PRINT EMPLOYEE NAME/PAYROLL ID #: JoAn Del Rio/135537

EMPLOYEE SIGNATURE: 

DIVISION: Lab

DESTINATION: Madison, WI

DATES OF TRAVEL: START: 10/03/2022 END: 10/05/2022

EVENT: Training and demonstration of the Spectrum Genetic Analyzer

IS IT MANDATORY IN ORDER TO MAINTAIN A CERTIFICATION? NO

IF SO, WHAT CERTIFICATION? \_\_\_\_\_

IS THIS TRAVEL RELATED TO LAW ENFORCEMENT TRAINING FUNCTIONS?

NO

TRIP JUSTIFICATION:

The forensic laboratory is looking into procuring a second genetic analyzer instrument for DNA analysis. The Spectrum, made by the Promega Corporation, is a newly released genetic analyzer and is one of the instruments the forensic laboratory is considering for purchase. The Promega Corporation is offering two biology section personnel the opportunity to have a hands-on demonstration of the instrument. This demonstration will help the forensic laboratory determine if the instrument is fit for use and benefit the laboratory prior to a commitment to purchase.

The departing flight would be on October 3rd and the return flight would be on October 5th. Promega will pay for the cost of the flights and hotel. The agenda for the event is attached.

ESTIMATED EXPENSES:

FUNDING SOURCE:

ORGANIZATION: 2115  
OBJECT: 532101  
PROJECT: \_\_\_\_\_

IS AN OUTSIDE ENTITY PAYING FOR ANY PORTION OF THIS TRIP? YES

IF YES, NAME OF ORGANIZATION: Promega

IS THIS A GOVERNMENT AGENCY? NO

IF NOT, COMPLETE RFA DONATION FORM HERE

<u>EXPENSES</u>	<u>ESTIMATED COST</u>	<u>PAYMENT SOURCE</u>
PER DIEM (DAYS + RATE):	\$ 128.00	PERSONAL CARD
EVENT REGISTRATION:	\$ 0.00	SELECT
AIRFARE:	\$ 506.59	OTHER _____
HOTEL/LODGING:	\$ 478.00	OTHER _____
TRANSPORTATION:	\$ 0.00	SELECT _____
OTHER:		SELECT _____
OTHER:		SELECT _____
OTHER:		SELECT _____
TOTAL TRIP COST:	\$ 1,112.59	
OUTSIDE ENTITY COST:	\$ 984.59	
TOTAL CITY COST:	\$ 128.00	

APPROVAL:

LIEUTENANT: Cathy W. Worthe

CAPTAIN: Byron C. Smith

MAJOR: [Signature]

DEPUTY CHIEF: [Signature]

CHIEF: \_\_\_\_\_

EMPLOYEE MUST FILL OUT ALL FIELDS, PRINT THIS DOCUMENT, OBTAIN ALL DIVISIONAL SIGNATURES, ATTACH TRAVEL FLYER AND PROOF OF ESTIMATED EXPENSES BEFORE SCANNING AND EMAILING THIS DOCUMENT TO TPDCHIEF@CITYOFTULSA.ORG.

## Worthen, Catharine

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**From:** Judy Wissbaum <judy.wissbaum@promega.com>  
**Sent:** Wednesday, September 14, 2022 3:21 PM  
**To:** Worthen, Catharine  
**Cc:** David Johnson; Travel; Tracy Worzella; Judy Wissbaum  
**Subject:** Spectrum CuE visit to Madison - October 4th

Hello Catherine,

We are looking forward to you joining us to learn more about the Spectrum CE and new 8-color PowerPlex Systems. To help us expedite your travel arrangements, please fill out the information below, paying close attention to use your name as shown on your government issued ID. Promega will be covering the costs of your travel and hotel accommodations. If you are able to stay the night of October 4<sup>th</sup>, we are planning to tour our new Research & Development Center and then finish the evening with a wonderful dinner prepared by our culinary staff. Our Travel Department ([Travel@promega.com](mailto:Travel@promega.com)) will be working with you to book your flights. We have reserved a block of rooms for the group to stay in downtown Madison that is a short walk to our beautiful state capitol and many fun establishments.

Full name as it appears on your  
government issued ID

Email

Cell Number

Company/Institute

Date of Birth

Departure Airport Preference

Departure Time Preference

Dietary Restrictions

Optional:

TSA Pre-Check Information

Frequent Flyer Number

Seat Preferences (Window or  
Aisle)

Below is the tentative agenda for your visit:

9:00am

Arrive at Feynman Center and tour of Feynman Center (Tracy Worzella)

9:30 – 10:15am	Light Breakfast and Introductions (Yasser Daoudi)
10:15 – 10:30am	Group Photo and Break
10:30 – 11:30am	Lab Share and Roundtable Discussion (Ann MacPhetridge)
11:30am – 12:30pm	Promega Presentations <ul style="list-style-type: none"> <li>• Spectrum Overview – 20 minutes (Benjamin Krenke)</li> <li>• GeneMarker HID Overview – 20 minutes (Lisa Misner)</li> <li>• PowerPlex 35GY Overview – 20 minutes (Bob McLaren)</li> </ul>
12:30 – 1:15pm	Lunch
1:15 – 2:05pm	Spectrum CE Demonstration in Feynman Teaching Lab (Jon Drobac, Jessica Seifarth, Lisa Misner)
2:05 – 2:15pm	Break
2:15 – 3:00pm	Meet and Greet with Customer Support Teams in Feynman Oasis <ul style="list-style-type: none"> <li>• Global Validation Services (Jonelle Thompson)</li> <li>• Instrument Program Management (Chris Langbehn)</li> <li>• Instrumentation Service (Antonio Gonzalez)</li> </ul>
3:00 – 3:15pm	Break
3:15 – 3:45pm	Wrap up and Review of the Day
3:45 – 4:00pm	Walk to Kornberg Center
4:00 – 4:45pm	Kornberg Center Tour (Tracy Worzella)
4:45 – 5:00pm	Break
5:00 – 6:00pm	Reception in Kornberg Center
6:00 – 8:00pm	Dinner in Kornberg Center

If you have any questions, please let Tracy or I know.

Best regards,  
Judy & Tracy  
Promega CuE Team

**Judy Wissbaum**  
(she/her)  
Corporate Hospitality Manager  
tel 608 277 2664 cell 608 712 0367  
[judy.wissbaum@promega.com](mailto:judy.wissbaum@promega.com)



Promega Corporation  
2800 Woods Hollow Rd

**Worthen, Catharine**

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**From:** Amy Eisenschink <amy.eisenschink@promega.com>  
**Sent:** Monday, September 19, 2022 10:08 AM  
**To:** Worthen, Catharine  
**Subject:** RE: Spectrum CuE visit to Madison - October 4th

Hi Catharine,

The estimate of the flight would be \$506.59 on American Airlines. (example below) The hotel will be \$239.00 per night (before taxes). Let me know if you have any other questions. 😊

Thank you!  
Amy

**Air / Rail**

**Option 1**

Tulsa > Madison

4h 33m



**Departure**  
Tulsa Intl, Tulsa (TUL) Mon, Oct 03 2022  
at 6:27PM from Terminal N/A

**Arrival**  
Dallas FT Worth Intl Arpt, Dallas (DFW)  
Mon, Oct 03 2022 at 7:46PM at  
Terminal N/A

Cabin Class:Economy (N) Duration:1h 19m Equipment:Boeing 737-800 Operated by:American Baggage Allowance:none Stopovers:none



**Departure**  
Dallas FT Worth Intl Arpt, Dallas (DFW)  
Mon, Oct 03 2022 at 8:47PM from  
Terminal N/A

**Arrival**  
Dane County Regional, Madison (MSN)  
Mon, Oct 03 2022 at 11:00PM at  
Terminal N/A

Cabin Class:Economy (N) Duration:2h 13m Equipment:Airbus Industrie A319 Operated by:American Baggage Allowance:none Stopovers:none

Madison > Tulsa

4h 31m



**Departure**  
Dane County Regional, Madison (MSN)  
Wed, Oct 05 2022 at 7:04AM from  
Terminal N/A

**Arrival**  
Dallas FT Worth Intl Arpt, Dallas (DFW)  
Wed, Oct 05 2022 at 9:30AM at  
Terminal N/A

Cabin Class:Economy (G) Duration:2h 26m Equipment:Airbus Industrie A319 Operated by:American Baggage Allowance:none Stopovers:none



Departure  
 Dallas FT Worth Intl Arpt, Dallas (DFW)  
 Wed, Oct 05 2022 at 10:29AM from  
 Terminal N/A

Arrival  
 Tulsa Intl, Tulsa (TUL) Wed, Oct 05 2022  
 at 11:35AM at Terminal N/A

Cabin Class:Economy (G) Duration:1h 6m Equipment:Boeing 737-800 Operated by:American Baggage  
 Allowance:none Stopovers:none

Total

Price per ADT: 506.59 USD (incl. tax 79.25)

506.59  
 USD

Amy Eisenschink   
 (She/Her/Hers)

[Amy.eisenschink@promega.com](mailto:Amy.eisenschink@promega.com)  
 o: + 1.608.210.6106



Promega Corporation  
 5500 E. Cheryl Parkway  
 Madison, WI 53711-5399  
[www.promega.com](http://www.promega.com)

**From:** Worthen, Catharine <[cworthen@cityoftulsa.org](mailto:cworthen@cityoftulsa.org)>  
**Sent:** Monday, September 19, 2022 9:11 AM  
**To:** Travel <[travel@promega.com](mailto:travel@promega.com)>  
**Subject:** Spectrum CuE visit to Madison - October 4th

**WARNING - External Email:** Email sent from outside Promega. **DO NOT OPEN** attachments unless you know the contents are s

Good morning,

I have been in contact with Ms. Judy Wissbaum about the Spectrum CuE visit to Madison on October 4<sup>th</sup> with my colleague JoAn Del Rio. My organization requires us to have a cost estimate, including all expenses, of the travel before approving the trip and the deadline to get approval is approaching. Would I be able to get an estimate of the flight and hotel? My colleague and I do not want to have the tickets purchased and not be able to attend.

Thank you,  
**Catharine Worthen** DNA Technical Manager  
 Assistant CODIS Administrator  
 City of Tulsa Police Department Forensic Laboratory  
 1111 W 17<sup>th</sup> Street, Building E, 2<sup>nd</sup> Floor Tulsa, OK 74107  
 T: 918-596-9119  
 F: 918-596-1875  
 E: [Cworthen@cityoftulsa.org](mailto:Cworthen@cityoftulsa.org)

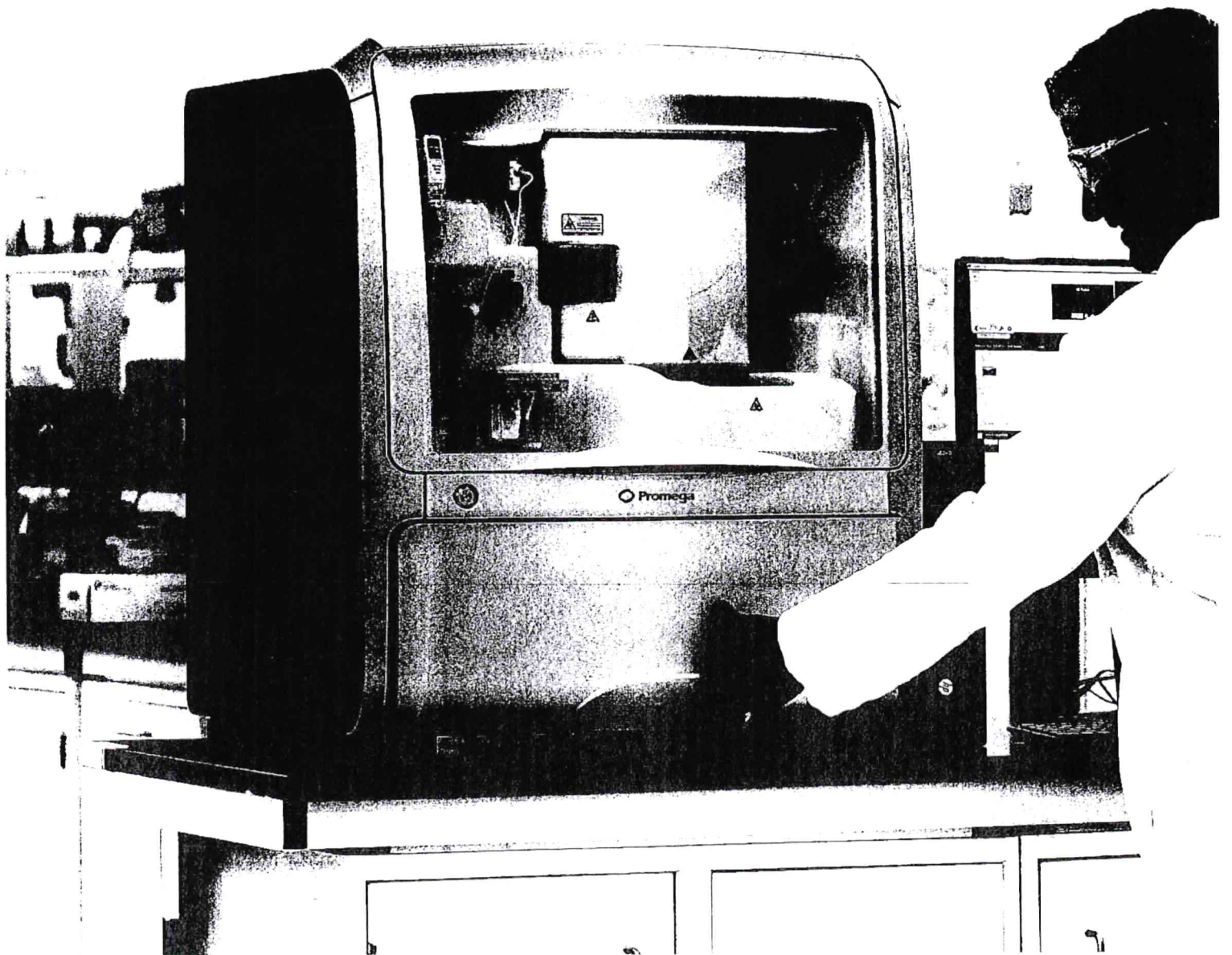
[http://secure-web.cisco.com/1VNbENi7vFqVvL7zBYJm8\\_dBSSf-yXTE\\_yQidEoHmecNysjBVMY-DCPKiE\\_yochtvV6sX8mCYARdKqGvBaXQ-Jt-IXRD3yvAdHmmlTnu9jDmshVFdI9jdOllsSMVHn3bmGKw3t4NxhG\\_LyRPLJSFdcMv-o0JC94QLZJr6jXPYbK6pgXrNg-](http://secure-web.cisco.com/1VNbENi7vFqVvL7zBYJm8_dBSSf-yXTE_yQidEoHmecNysjBVMY-DCPKiE_yochtvV6sX8mCYARdKqGvBaXQ-Jt-IXRD3yvAdHmmlTnu9jDmshVFdI9jdOllsSMVHn3bmGKw3t4NxhG_LyRPLJSFdcMv-o0JC94QLZJr6jXPYbK6pgXrNg-)



  
Promega

# Spectrum

CE SYSTEM





# Spectrum

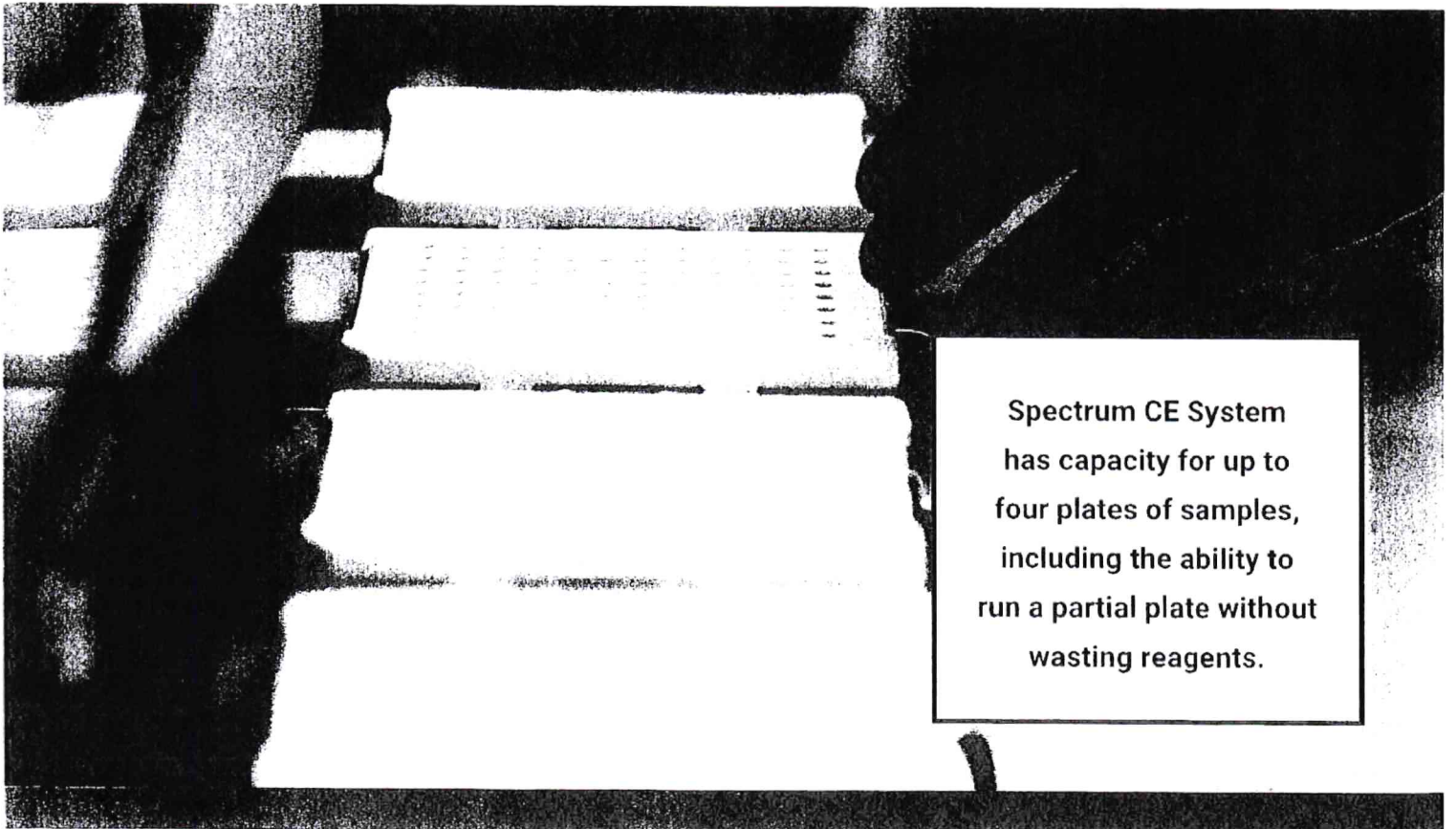
## Discover the CE you've been missing.

Designed for STR analysis, the Spectrum CE System is built to streamline and support your forensic and paternity workflow needs. Spectrum CE System combines state-of-the-art STR analysis functionality with increased run flexibility, user-friendly software, and the service and support you've come to trust from Promega. Spectrum is designed for use with existing 5- and 6-dye STR kits from Promega, Applied Biosystems and Qiagen. It also supports the next generation of 8-color STR kits.

## More Efficient Operation

With four 96-well plate positions and continuous plate accessibility, Spectrum offers more scheduling flexibility while maintaining productivity and assuring no efficiency loss with partial plate runs. Batching and sign up sheets can be a thing of the past—freeing up your team to work on more valuable tasks.

Integrated data collection and analysis software provides automatic data quality assessment, reducing the time needed to screen for reinjections.



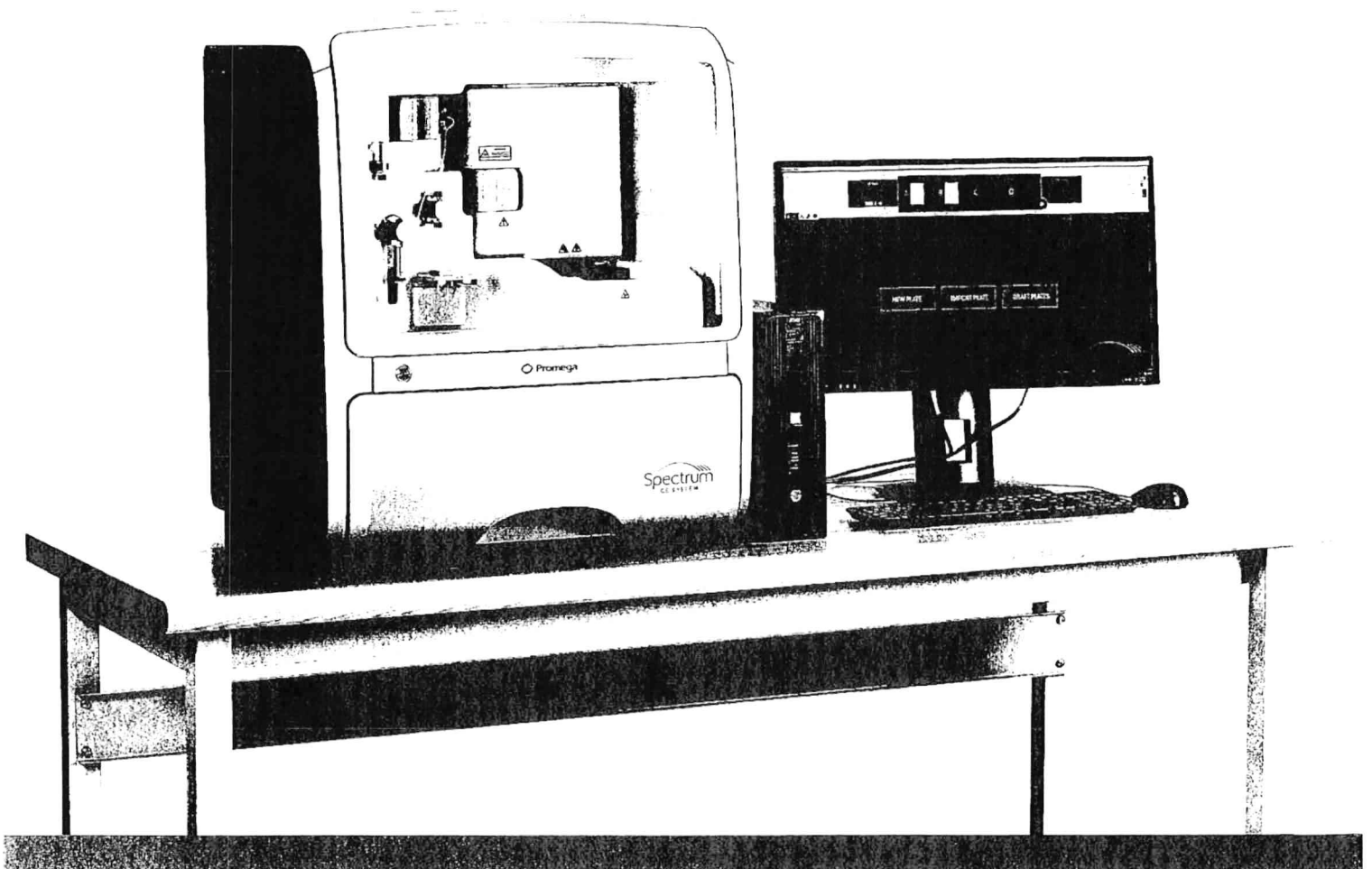
**Spectrum CE System has capacity for up to four plates of samples, including the ability to run a partial plate without wasting reagents.**



## System Components

The Spectrum CE System is supplied as follows:

- Capillary electrophoresis instrument
- Starter Kit for installation and training
- Computer workstation and high-definition, flat-screen monitor
- includes one (1) license each Spectrum Control Software and instrument workstation-specific version of GeneMarker®HID Software for Spectrum CE System
- On-site service for installation and initial user training
- 12 months of on-site repair service, including one preventative maintenance visit



To learn more, visit:

[www.promega.com/MeetSpectrum](http://www.promega.com/MeetSpectrum)



To learn more about GeneMarker® HID Software, visit:

[www.softgenetics.com](http://www.softgenetics.com)

PowerFlex is a registered trademark of Promega Corporation.

GeneMarker is a registered trademark of SoftGenetics.

Thermi Seal is a registered trademark of Gene Technology.

Amplifluor is a registered trademark of Applied Biosystems.

Products may be covered by pending or issued patents. Please check patent information.  
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