MEMORANDUM OF UNDERSTANDING
between
Mt. Diablo Adult Education
and
Pittsburg Adult Education

Mt. Diablo Adult Education and Pittsburg Adult Education enter into this Memorandum of Understanding (MOU) for the purpose of providing assessment services at the One Stop Career Center in Antioch, California, as part of a contract between Mt. Diablo Adult Education and Chabot Las Positas Community College District, effective August 2, 2010 and ending on June 30, 2011.

Chabot Las Positas Community College District is interested in securing assessment and test proctoring services, including KeyTrain, WorkKeys and other assessment instruments, for job seekers at the Antioch One Stop Career Center and has contracted with Mt. Diablo Adult Education for the provision of such services, as the lead adult education agency. Given Pittsburg Adult Education's experience with and support of the Antioch One Stop Career Center, Mt. Diablo Adult Education is interested in having Pittsburg Adult Education provide such assessment services at this location.

This MOU establishes the framework for a formal working relationship between the parties to this agreement and specifies the services and resources that each commits to this program.

Specifically, **Pittsburg Adult Education** commits to:
- Consulting with designated representatives of Mt. Diablo Adult Education and Chabot-Las Positas Community College District in identifying teacher(s) to provide assessment services at Antioch One Stop Career Center as part of this agreement
- Coordinating with Mt. Diablo Adult Education lead teacher/WorkKeys KeyTrain Coordinator, in identifying assessment hours and services to be provided at the Antioch One Stop Career Center and all training activities
- Providing 18 hours per week of identified teacher time to be trained on assessment instruments, to assess referred clients and job seekers at the Antioch One Stop Career Center, and to complete and submit all related documentation and reporting
- Submitting to Mt. Diablo Adult Education by the fifth of each month for the previous month, the following:
  - Monthly summary of assessment activity at the Antioch One Stop Career Center
  - Total number of hours of services provided
  - Daily sign in sheets of participants of assessment and types of assessment utilized
  - Invoice based on hours of services at the rate of $50 per hour
- The total amount invoiced for the term of this agreement, shall not exceed $45,000 and will only be for hours agreed upon with Mt. Diablo Adult Education.

Specifically, **Mt. Diablo Unified School District** commits to:

- Providing funds in the amount invoiced, not exceeding a total of $45,000, to pay for all above provided services based on provided invoices
- Act as a liaison to the Chabot-Las Positas Community College District for the purposes of this MOU and the contract between Chabot-Las Positas Community College District and Mt. Diablo Adult Education

Pittsburg Adult Education/Pittsburg Unified School District shall indemnify, defend, and hold harmless Mt. Diablo Unified School District and its officers, employees, agents, and representatives from and against any all claims, demands, losses, costs, expenses, obligations, liabilities and damages, including, without limitation interest penalties, and reasonable attorneys' fees and costs, that Pittsburg Unified School District may incur or suffer that arise, result from, or are in any way related to this agreement. Also, Mt. Diablo Adult Education/Mt. Diablo Unified School District shall indemnify, defend, and hold harmless Pittsburg Unified School District and its officers, employees, agents, and representatives from and against any all claims, demands, losses, costs, expenses, obligations, liabilities and damages, including, without limitation interest penalties, and reasonable attorneys' fees and costs, that Pittsburg Unified School District may incur or suffer that arise, result from, or are in any way related to this agreement.

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Mt. Diablo Unified School District Authorized Agent   Date

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Pittsburg Unified School District Authorized Agent   Date