

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Resource Development Associates, Inc.**  
**And**  
**Mt. Diablo Unified School District**  
**July 1, 2010 – June 30, 2011**

This Agreement is made on the 1st day of the month of July 2010 by and between Mt. Diablo Unified School District (hereinafter referred to as MDUSD) and Resource Development Associates, Inc. (hereinafter referred to as RDA).

**RECITALS**

- A. Whereas, RDA provides evaluation, grant writing and planning, MIS design, and, organizational development and other consulting services in the United States to non-profit, city and county governments and other public or private entities; and;
- B. Whereas, RDA has agreed to undertake specific projects for Mt. Diablo Unified School District as specified for the evaluation of Tobacco Use Prevention Education (TUPE) grant activities.

The purpose of this MOU is to outline the terms and conditions between Resource Development Associates, Inc. (RDA) and Mt. Diablo Unified School District (MDUSD) regarding the evaluation effort of the TUPE grant.

**I. SCOPE OF WORK**

The following activities represent the Scope of Work for the activities through June 30, 2011:

- Create/revise and roll out online survey to be completed by TUPE Site Coordinators.
- Conduct up to 15 Key Informant Interviews including the TUPE Coordinator, CHD Administrator and a sample of Site Coordinators, Administrators, etc.
- If made available, analyze AERIES disciplinary referral data and data from CHD Administration regarding TEG and TEP. (Coordinate with the CHD Administrator to 1) track TEG/TAP referrals, participants level of use (sign-in forms), and attendance, and 2) collect surveys from TEG/TAP participants; CHD is responsible for administering and providing completed student surveys from TEG and TAP participants as well as data on use from check-ins, and program attendance and completion.)
- If made available, analyze data from the California Healthy Kids Survey
- Ongoing program management and communication
- Analyze all available data and compile into an evaluation report to be included in annual progress report to CDE.

Prepare executive summary brief and PowerPoint presentation for use by the Project Director in dissemination activities.

**II. COSTS AND PAYMENT FOR SERVICES**

RDA will invoice Mt. Diablo USD on a **monthly** basis for actual hours worked according to the following hourly rates:

Senior Associate	\$125
Associate	\$100
Research Assistant	\$50

Payment is due upon receipt of the invoice.

Total costs for all items under scope of work will not exceed **\$29,375**.

**III. VI. AMENDMENTS:**

No amendments or additions to this Agreement shall be valid unless made in writing and signed by both Provider and a RDA officer including any attached Exhibits.

**IV. TERM:**

This Agreement shall be made from July 1, 2010 through June 30, 2011.

**V. SIGNATURES:**

Patricia Marrone Bennett, CEO, RDA \_\_\_\_\_

Margaret Norris, Mt. Diablo Unified School District \_\_\_\_\_

Steven Lawrence, Superintendent \_\_\_\_\_