

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

The Mt. Diablo Adult Education and Pittsburg Adult Education enter into this Memorandum of Understanding (MOU) for the purpose of adult schools in Contra Costa County providing Microsoft Office Training as part of a contract with the Workforce Development Board of Contra Costa. Participating Adult Schools include:

- Mt. Diablo Adult Education as lead agency
- Pittsburg Adult Education
- Martinez Adult Education
- Liberty Adult Education
- West Contra Costa Adult Education

The Workforce Development Board of Contra Costa County is interested in purchasing training in Microsoft Office Modules for clients referred by EastbayWORKS Career Centers in Contra Costa County and would like the training to be available at the above named adult schools. Mt. Diablo Adult Education will serve as the lead agency, entering into a contract with CCC Workforce Development Board. The purpose of this MOU is to identify services to be provided by Pittsburg Adult Education as part of this service delivery.

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 providing:

- Up to 12 hours of teacher time (approximately 2 hours per week) to provide intake, follow-up and reporting of clients participation in training
- Six Week Microsoft Office Training as outlined in attached description of modules taught by a qualified instructor
- Attend called meetings of all partnering adult schools and EastbayWorks Career Center staff to provide oversight of program design and implementation during the contract term
- Invoice, with supporting documentation, Mt. Diablo Adult Education for services as described

Pittsburg Adult Education/Pittsburg Unified School District shall indemnify, defend, and hold harmless Mt. Diablo Unified School District/Adult Education and Mt. Diablo Unified School District/Adult Education's 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 District may incur or suffer that arise, result from, or are in any way related to this agreement.

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

- Funds in the amount of \$14,320 to pay for all above provided services based on provided invoices
- Act as a liaison to the CCC Workforce Development Board for the purposes of this MOU and the contract between CCC Workforce Development Board and Mt. Diablo Adult Education

Mt. Diablo Unified School District/Adult Education shall indemnify, defend, and hold harmless Pittsburg Unified School District/Adult Education and Pittsburg Unified School District/Adult Education's 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 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

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Date

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Pittsburg Unified School District Authorized Agent

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Date