

Conference/Seminar Delivery MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding (MOU) is entered into by and between the Texas A&M Engineering Extension Service (TEEX) and FY18 & FY19 Hidalgo County Health & Human Services Training Support for the following effort:

Course #:	Conference/Seminar Name:	Course Dates:	
XTN048	FY18 & FY19 Hidalgo County Health & Human Services Training Support	FY18 9/1/17-8/31/18	FY19 9/1/18-8/31/19

- I. **STATEMENT OF WORK:** Both parties agree to work cooperatively to facilitate the above Conference/Seminar Delivery.
- II. **RESPONSIBILITIES:**
 - A. **Conference/Seminar Planning**
 1. TEEX will work cooperatively with officials of the Conference/Seminar Delivery to approve and schedule a minimum of 60 days prior to the Conference/Seminar deliveries.
 2. A request and MOU must be completed each time the Agency would like to instruct a Conference/Seminar Delivery.
 3. Upon request approval, a TEEX course approval number will be issued to the hosting agency.
 4. TEEX will not support any Conference/Seminar Delivery that choose not to request and plan within the specified time or does not abide by the agreements within this MOU.
 5. TEEX Liaison will maintain the right to refuse or suspend current and/or future Conference/Seminar Deliveries.
 - B. **Conference/Seminar Delivery Advertising**
 1. Agencies may advertise.
 - C. **Conference/Seminar Delivery Operations**
 1. TEEX may choose to assign a TEEX staff member to serve as additional liaison for the Conference/Seminar Deliveries. TEEX will evaluate each Conference/Seminar Delivery course on a case by case basis.
 2. Agency granted approval to conduct a Conference/Seminar Delivery may charge a fee for the Conference/Seminar. Agencies must work to ensure that all parties understand that TEEX has no affiliation with any/all fees charged. Fee structure must be discussed with the TEEX Liaison.
 3. TEEX will print and issue certificates to all students and instructors who successfully attend the conference/seminar. Certificates may be printed onsite or mailed to the Agency host official that requested the Conference/Seminar Delivery. The Agency Official will be responsible to insure students receive their certificates.
 4. TEEX at its discretion may alter, suspend or terminate any operation that is determined to be detrimental or in direct violation of any TEEX or TAMUS guideline, procedure, process or for any act not considered within generally accepted practices and principles of the Fire/Rescue Service.
 5. TEEX will require all local safety regulations to be adhered to.
 6. TEEX may inspect the location of all Conference/Seminar Deliveries and document any deficiency's that must be repaired or replaced prior to the course start date.
 7. TEEX will monitor course deliveries as appropriate.
 8. All participants are required to fill out TEEX registration forms or provide TEEX a list of participants with the required participant information. Agency Officials will be responsible to insure forms are filled out correctly and legible.
 9. TEEX requires students sign in each morning and afternoon session on the TEEX sign in sheet or provide TEEX with a list of students that attended each session.
- III. **TERMS OF AGREEMENT:** This MOU shall begin as of the date of the last signature, and terminate 10 days from the Conference/Seminar Delivery end date, unless terminated by either party. Both parties reserve the right to terminate this MOU for reasonable cause or if it is determined the objective of the project cannot be accomplished. A party wishing to terminate this MOU must notify the other party in writing fifteen (15) days in advance. No monetary payment is due under this Agreement.

If this Agreement is not signed by all parties and returned to both parties within 60 days of date of the first signature below, then this Agreement will be null and void and of no further effect.

IV. **GOVERNING LAW:** The terms and conditions of this MOU and performance hereunder shall be construed in accordance with the laws of the State of Texas.

THE UNDERSIGNED PARTIES BIND THEMSELVES TO THE FAITHFUL PERFORMANCE OF THIS Memorandum Of Understanding.

For the Customer:

Texas A&M Engineering Extension Service:

By: _____

By: Mike Widy

Name: _____

Name: **Robert Moore or designee**

Title: _____

Title: **Division Director or Associate Division Director**

Date: _____

Date: 6/14/2017

Reviewed by
ESTI Business Office