

<name of contractor> (Contractor)
CT Council on Developmental Disabilities (COUNCIL on DD)

MEMORANDUM OF UNDERSTANDING

Time Period: This Memorandum of Understanding (MOU) shall be in effect from <award date> through September 30, 2019.

Parties: The Parties to this MOU are <name of contractor> (hereinafter “Contractor”) and the Connecticut Council on Developmental Disabilities (hereinafter “Council on DD”), a state agency. Contractor is located at <address of contractor>. The Council on DD is located at 460 Capitol Avenue, Hartford, Connecticut 06106.

Purpose: Contractor and the Council on DD enter into this MOU for the purpose of <Title of project>. The parties agree that Contractor will use CT Council on DD funds as described in the Scope, Statement of Work, Schedule, and Deliverables in the attached RFP # _____.

Revisions: Any proposed revisions in activities, which substantially alter the nature and scope of this MOU, shall not be implemented until approval has been received in writing from the Council on DD.

Credits: All documents, reports, data and public information prepared during and/or resulting from the performance of services under this MOU shall include the following statement: “The preparation of this (report, document, data, website, etc.) was financed under an agreement with the Connecticut Council on Developmental Disabilities.”

Evaluations: The Council on DD, its staff or its authorized representative, shall at all reasonable times have the right to enter into Contractor's premises, or other such places where activities take place, to inspect, monitor or otherwise evaluate the work being performed. Contractor must provide all reasonable facilities and assistance for Council representatives.

Disputes: Any dispute concerning a question of fact arising under this MOU, which is not disposed of by agreement, shall be decided by the Council on DD whose decision shall be final, subject only to whatever rights, if any, Contractor may have in a court of law. In connection with any appeal to the Council on DD under this paragraph, Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal.

Payments: Total amount of this MOU shall not exceed <amount of award>. Activities rendered under this MOU shall be billed using invoices. The first payment in the amount of <45% of award> shall be invoiced after the execution of this MOU on or about <date>. A second payment in the amount of <45% of award> shall be invoiced following a site visit on or about <date>. A final payment of <10% of award> will be made following the final report including deliverables and a report of total expenditures and match following the close this fiscal year on September 30, 2019 and not later than December 31, 2019.

Notice of match requirement: The contractor shall contribute (match) at least 25% of the total cost of this project in the form of staff time, purchased materials, purchased services or in-kind services. (In the case of projects whose activities or products target individuals with developmental disabilities who live in urban or rural poverty areas, the contractor shall contribute at least 10% of the total cost of this project.) Indirect costs may not exceed 10% of the total cost of this project. The final report shall show the form and the amount of the contribution (match) provided by the Contractor.

Cancellation: Either party may cancel this MOU at will. The canceling party must provide 15 days written notice to the other party. Contractor may be required to return previously-forwarded funds.

Contractor

Date

Director
Connecticut Council on Developmental Disabilities

Date