

SAMPLE MEMORANDUM OF UNDERSTANDING (MOU)
Between
[STATE ENTITY(IES)]
And
Employment Support Institute - School of Business
Virginia Commonwealth University

For the Development and Integration into WorkWORLD™ Software of Detailed Information and Calculated Results for [a specified state program area such as "State Medicaid Programs"]

Parties

The parties to this Memorandum of Understanding, hereinafter referred to as the “MOU,” are [STATE ENTITY(IES)], hereinafter referred to as “[ACRONYM OR SHORT NAME],” and the Employment Support Institute, School of Business, Virginia Commonwealth University, hereinafter referred to as “ESI.”

Background

WorkWORLD™ is an innovative software program developed by ESI to help people with disabilities who are receiving SSI, SSDI, and other disability benefits find employment-based paths to higher net income and better healthcare management through the wise use of work incentives. WorkWORLD takes into account the complex interaction of earnings, benefit programs, and work incentives to provide individualized recommendations for safe options, as well as alerts to possible problems. It calculates the effects on net income of trying different paths to independence, and provides Text, Numeric, and Graphic results.

WorkWORLD software also includes a comprehensive Help/Information System, an electronic encyclopedia of disability policy and program information for people who are receiving or who might be eligible for SSI, SSDI, Section 8 Housing, and Food Stamps benefits, among many other federal and state programs that affect people with disabilities.

Purpose

The purpose of this MOU is to establish a commitment for [STATE ENTITY(IES)] to further increase the usefulness of WorkWORLD software in [state name] by funding the development and integration into WorkWORLD of state-specific benefit information and calculated results.

Agreements

[STATE ENTITY(IES)] agree to pay professional fees at current \$90 per hour rate totaling [approximately \$80,000] to incorporate into WorkWORLD software detailed information and calculated results for the programs in a specified state program area (such as state Medicaid programs). The detailed information will include eligibility requirements, services covered and excluded, and rules for determining the composition of assistance units and the amounts of cash benefits. The calculated results will show the effects of changes in earnings, unearned income, resources, and the use of work incentives on the user's eligibility and on the costs and benefits of the

programs. [The exact total price is to be negotiated depending on the complexity of the program policies involved.]

Tasks:

ESI policy analysts will collaborate with [state name] policy experts, using an iterative process to identify the specific program information to be included and the results to be presented to WorkWORLD users in [state name]. The information, in accordance with standard usability principles, will be structured so that general information is presented first, with links to more detailed information within WorkWORLD, and finally, to information sources that reside on agency websites or in regulations. The results will include particular recommendations, warnings, informational notes, and numeric results to be calculated and presented.

ESI policy analysts then collaborate with ESI technical staff to determine the questions to be asked of WorkWORLD users in specific situations, the data elements to be added (such as tables of income limits or standards of need), and the calculation functions that need to be performed to create the desired outputs.

ESI technical staff will examine existing questions and processes to determine if they must be modified, or if the appearance rules for the existing questions must be revised to accommodate the new questions and functions. Based on this work ESI programmers will modify the program's computer code, including the addition of new classes and modification of existing classes and databases, to read any additional data elements, load the new questions and text results, and perform the required calculations to produce the desired text results and numeric outputs.

ESI will also modify the current WorkWORLD Help/Information system, including structural modifications, preparation of additional content, and creation of context-sensitive topics for each of the new and revised questions and text results.

New installation packages will be created. The resulting software will be provided to ESI staff (and to testers designated by the contracting agency if desired) so that all changes can be thoroughly tested before release.

State/Agency(ies) Responsibilities:

The contracting agency[ies] agrees to provide access to personnel who will answer or coordinate answers from others to technical content questions that arise during the contract period.

Software Delivery during Customizing

During the period of this MOU ESI includes FREE delivery of WorkWORLD software and its Help/Information system including any new versions made available nationally while [state] customized work is being completed. The costs of purchasing blank CDs, copying CDs, tracking users, packaging, postage, and shipping are covered for up to 500 individually mailed CDs per version. \$5 per CD will be requested when 500 individual mailings are exceeded per version.

[STATE ENTITY(IES)] Contact

[NAME, POSITION, POSTAL ADDRESS, PHONE, FAX, EMAIL ADDRESS]

ESI Contacts

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Time period and Payments

This MOU covers the time period ____, 2005-____, 2006. ESI will invoice [STATE ENTITY] on a monthly basis for professional fees. Payment to VCU-ESI should be made within 30 days of receiving invoices. ESI’s current professional fee rate is \$90 per hour and is adjusted each January according to the CPI. ESI’s rate will not change during the period of this MOU. New MOUs will use whatever the ESI current rate is at the time.

Terms and Conditions

The undersigned hereby agree to this MOU and thereby authorize its execution.

[STATE INFORMATION]	ON BEHALF OF THE EMPLOYMENT SUPPORT INSTITUTE, SCHOOL OF BUSINESS, VIRGINIA COMMONWEALTH UNIVERSITY
[[STATE ENTITY(IES)]SIGNATURES]	Mark Hill, Director Employment Support Institute, School of Business Signed _____ Dated _____ Michael Sesnowitz, Dean School of Business Signed _____ Dated _____ cc: E.G. Miller, Associate Dean School of Business