

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

**For the Development and Integration of a Comprehensive State Benefit Information System
into the WorkWORLD™ Help/Information System**

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 best 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 may 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 an agreement with [State Entity(ies)] to create a state Benefit Information System and integrate it into the WorkWORLD Help/Information system, which will make the WorkWORLD software a more comprehensive resource for [State Name] users by providing authoritative policy information, such as eligibility standards and benefit levels, for state-specific programs, and reliable details about the procedures followed by the state agencies that administer those programs.

Agreements

[State Entity(ies)] agree to pay professional fees at current \$90 per hour rate totaling [approximately \$70,000] to develop a state Benefit Information System (BIS) and to incorporate it into the WorkWORLD Help/Information system. The BIS will have detailed information about the programs deemed by [State Entity(ies)] to be important to [State Name] individuals with disabilities and their families. 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.

A typical state BIS includes about 140 topics, over 1,300 hyperlinks among the various topics, over 500 index cross-references, and Internet links to original source materials (whenever possible) so that users can get more details online. ESI staff members collaborate directly with state personnel during the development of the BIS to prioritize, gather, and verify information for the system.

[The exact total price is to be negotiated depending on the number of programs the [State Entity(ies)] want to be included and the level of detail desired.]

Tasks:

ESI policy analysts will collaborate with [state name] policy experts, using an iterative process to identify the state-specific programs and the program information to be included. The information, in accordance with standard usability principles, will be structured so that general information is presented first, with hyperlinks both to more detailed information within the integrated WorkWORLD Help/Information system, and to information sources that reside on state agency websites or in state regulations.

After the BIS has been drafted, and before it is integrated into WorkWORLD's Help/Information system, state personnel work with ESI to review the content and functionality of the system and to identify changes that may be required prior to integrating the BIS into the software. In addition, state leaders and ESI staff discuss practical plans for statewide implementation of WorkWORLD for benefits analysis and employment planning.

State Entity(ies) Responsibilities:

The contracting agency[ies] agree to provide access to personnel who will answer or coordinate answers from others to policy content questions that arise during the contract period. If a state cannot provide this support with quick response times, ESI may request additional funds due to increased difficulty obtaining needed information. ESI will report very early and throughout the process of any difficulties obtaining responses to questions about needed information.

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. ESI will provide a listing of the 500 addresses previously mailed to if requested.

[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