

INTERDEPARTMENTAL AGREEMENT
Between
HUMAN SERVICES DEPARTMENT
WORKFORCE DEVELOPMENT DIVISION
And
MATERIALS MANAGEMENT
SMALL BUSINESS ENTERPRISE PROGRAM (MCbiz)

Purpose: To co-locate Greater Phoenix SCORE® program in Maricopa Workforce Connections (MWC) One Stop Career Centers.


Effective Date: Upon approval and signature of both parties.

Termination Date: June 30, 2011

WITNESS WHEREOF, the parties enter into this Agreement for the purposes stated within.

HUMAN SERVICES DEPARTMENT

MATERIALS MANAGEMENT



Trish Georgeff, Director



Wesley Baysinger, Director

5-26-09

Date

5/20/09

Date

1.0 PARTIES

- 1.1 This Agreement is between the Materials Management Department, Small Business Enterprise Program (MCBiz), and the Human Services Department Maricopa Workforce Connections (MWC).
- 1.2 In consideration of the mutual representations and obligations hereunder, both parties agree to abide by all the terms and conditions set forth herein.

2.0 TERM

- 2.1 This Agreement shall be effective upon signature by both parties and will expire on June 30, 2011.

3.0 AUTHORITY

- 3.1 Both Departments are authorized to enter into this Agreement.

4.0 PURPOSE OF AGREEMENT

- 4.1 This Agreement will implement funding arrangements between MCBiz and the Human Services Department for costs associated with having Greater Phoenix SCORE® “Counselors to America’s Small Business”, co-located in the two (2) MWC One Stop Career Centers.
- 4.2 This agreement allows for SCORE® staff to maintain direct service space within the Career Centers.
- 4.3 SCORE® volunteers will be co-located in the two (2) MWC One Stop Career Centers: West Valley 1840 N. 95th Avenue, #160, Phoenix, AZ 85037 and the East Valley 735 N. Gilbert Road, Gilbert, AZ 85234.
- 4.4 SCORE® volunteers are successful business professionals who volunteer their time to mentor small business owners. SCORE® volunteers will provide Maricopa County residents with information on small business development, business start-up information and financing resources. SCORE® will provide one-on-one counseling and mentoring to individuals that are interested in pursuing self-employment opportunities. All services provided will be at no cost to participants.
- 4.5 SCORE® volunteers will be co-located in each One Stop Center on a weekly basis.
- 4.6 SCORE® will have the ability to utilize the County computer network while working with participants.

5.0 OCCUPANCY INFORMATION AND RATES

- 5.1 Occupancy information is based on the square foot allocation in each One Stop Career Center and this determines the proportional share of monthly occupancy costs. Square footage occupancy space is provided below for each One Stop Center.
 - 5.1.1 The Human Services Department will review the occupancy costs on a yearly basis and will adjust and revise the cost allocations.
 - 5.1.2 The identified shared cost under this agreement are:

| | | |
|--------------------|---------|----------|
| Site - East Valley | Monthly | Annually |
| 6X6 cubicle | \$24.66 | \$295.92 |
| Public Network | \$11.03 | \$132.00 |
| Totals | \$35.69 | \$427.92 |
| | | |
| Site - West Valley | | |
| 8X8 cubicle | \$43.52 | \$522.24 |
| Public Network | \$11.03 | \$132.00 |
| Totals | \$54.55 | \$654.24 |

5.1.3 Each month the Human Services Department will invoice MC Biz: **\$90.24.**

5.2 Any requests by SCORE® for changes, alterations, or modifications to the space will be submitted to the respective designated site person as listed in Section 7.1.3 for processing the work order. If the work order is approved the cost will be billed to SCORE®.

5.3 **DATA COMMUNICATIONS, & OFFICE FURNITURE/EQUIPMENT**

Each work area will have:

Data Communications

- | | |
|-------------------------------------------------------------------|--------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Computer with Internet access | <input checked="" type="checkbox"/> Fax machine (in Resource area) |
| <input checked="" type="checkbox"/> Telephone | <input checked="" type="checkbox"/> Voice Mail |

SCORE® must to abide by the Maricopa County Policies regarding Computer usage: *Acceptable Use for Computers, Infrastructure and Remote Access* and the Human Services Department: *Acceptable Use of Computing Resources & External Data Storage Devices*. Each volunteer will be required to sign the Department's *Acceptable Use of Computing Resources Policy Acknowledgment*.

Office Furniture/Equipment

- Modular workstation(s)
- Chair(s)
- Side Chair(s)
- Printer(s) (in Resource area)
- Copier(s) in Resource area

The purchasing party shall retain all furniture and office equipment purchased during the term of this Agreement.

5.4 SCORE® will have access to equipment use such as the copy machine(s), printer(s), fax(s).

6.0 FUNDING /PAYMENT

6.1 The Human Services Department will invoice MC Biz each month as identified in Section 5.1.3.

6.2 MC Biz will prepare and issue a warrant within twenty (20) days upon receiving the Department's invoice. The warrant will be mailed to the address stated in Section 7.1.1 of this Agreement.

6.2.1 Any changes to the costs shall be justified and separately negotiated.

6.2.2 This Agreement may be canceled, upon receipt of thirty (30) days written notice, by either party.

7.0 CONTACT INFORMATION

7.1 All notices, invoices, payments, or other correspondence between the parties regarding this Agreement shall be mailed or delivered to the respective parties at the following addresses:

7.1.1 MC Biz shall address all notices/payments relative to this Agreement to:

Maricopa County Human Services Department
Michelle Stevens, Senior Grants Accountant
234 North Central, Suite 3000
Phoenix, AZ 85004
Phone: 602-506-4859
Fax 602-506-0936

- 7.1.2 Human Services Department shall address all notices/invoices relative to this Agreement to:

Andres Chagolla
Maricopa County Materials Management
320 W. Lincoln
Phoenix, AZ 85003
Office: 602-506-8707
Cell: 602-526-7028
Fax: 602-258-1573

- 7.1.3 The One Stop Career Center Coordinators handle routine non-monetary issues or concerns.

East Valley Center Coordinator Terry Farrell 480-497-0350 ext 248
West Valley Center Coordinator Kevin Berry 602-372-4201