

Memorandum of Agreement
Idaho Department of Labor / Communications & Research
Idaho Workforce Development Council

The Idaho Department of Labor, hereinafter referred to as the “Department” and the Idaho Workforce Development Council, hereinafter referred to as the “WDC,” enter into an agreement effective July 1, 2018 under the following terms and conditions:

1. The WDC is contracting with and the Department’s Communications & Research Division agrees to perform the work specified in the attached Exhibit A: IDOL / WDC Research Project Deliverables and Exhibit B: IDOL / WDC Research Budget.
2. The terms of this agreement incorporate the matters set forth in Exhibit A: Project Deliverables and will be reviewed and updated in April of each state fiscal year.
3. The Department acknowledges changes in legislation, regulations or WDC policy may require modification to this agreement in program and funding.
4. The Department acknowledges all funding is contingent upon the availability of funds and continued authorization of program activities. The WDC has the right to terminate or modify this Agreement if funding and / or authority are terminated.
5. Either party may terminate this agreement with or without cause upon thirty (30) days written notice to the other party.
6. The term of this Agreement is effective as of July 1, 2018, and will continue until either party to this Agreement requests its termination (“Term”).
7. This Agreement may only be modified by a written instrument duly signed by both parties.
8. Execution of this Agreement shall provide approval to commence work identified according to the budget for activities outlined in Exhibit A IDOL / WDC Research Project Deliverables.
9. Upon execution of this agreement, IDOL shall invoice WDC monthly subject to the provisions contained herein and as negotiated and approved in the WDC’s state fiscal year budget for activities listed in Exhibit A to:

Wendi Secrist | Executive Director
Idaho Workforce Development Council
317 W. Main Street
Boise, ID. 83735-0030
Phone: 208-488-7561
Cell: 208-870-6573
Email: wendi.secris@wdc.idaho.gov
10. WDC shall submit payment within 30 days of billing and reimburse the Department for any travel costs incurred toward the execution of activities and tasks from Exhibit A.

Idaho Workforce Development Council

Idaho Department of Labor

By / Date: _____
Wendi Secrist, Executive Director

By / Date: _____
Melinda S. Smyser, Director

EXHIBIT A: IDOL / WDC Project Deliverables

1. Workforce Development Training Fund Annual Reporting, Program Evaluation, Data Matching

Estimated Hours:

- Year-round data matching and program evaluation - **(1248 hours)**
- Scoring WDTF Grant Applications - **(125 hours)**
- Administration and Supervision – **(104 hours)**
- IT Database Development – **(42 hours)**
- Travel – **Reimbursement on as-needed basis**

Estimated Cost SFY19: \$90,048

Project Lead: Salvador Vazquez

- Update and analyze WDTF data and grant results necessary for preparing an annual report and completing a program evaluation.
- Continue to apply the scoring matrix for Workforce Development Training Fund applications.
- Work with the Executive Director or appropriate council committee to review and modify the scoring matrix, if requested.
- Develop a database for matching employer/employee information with employer account numbers and SSNs with IDOL Unemployment Insurance records to ensure reimbursements for qualified employees are accurate.
- Develop a protocol to receive and share employer information including trainee personally identifiable Information for wage matching as follows:
 - IDOL/CR de-identifies trainee data for WDC consumption.
 - WDC follows up with employers with all missing, incomplete or inaccurate records.
 - IDOL/CR re-processes PII and follows up with WDC for it to process employer reimbursements.
 - WDC to determine acceptable methodologies prior to processing reimbursements for all non-employer/employee grants, like sector grants, micro grants or other grant variations.

2. Communications Support

Estimated Hours: (145.6 hours). This estimate represents no change to the current level of services **provided to WDTF.**

Estimated Cost: \$9,138

Project Lead: Darlene Carnopis

- Includes writing news releases, publication development and writing, design, proofing and printing services.
- Prepare reports including writing, editing, designing, proofing and coordinating printing.

3. Contingency – 10%

Estimated Cost: \$9,918

Project Lead: The 10% contingency costs shared evenly across all personnel

- Includes work not anticipated at this time.

Overall Cost Estimate:

Items 1 thru 2:	\$ 99,186
Contingency	<u>9,918</u>
Total	\$ 109,104

Exhibit B – IDOL / WDC Research Budget

SFY2019 Budget

Fully Loaded Hourly Rate	98.80	94.48	64.96	54.96	58.18	66.87	62.76	103.82	
Cost Center	CC0670	CC0670	CC0670	CC0670	CC0670	CC0590	CC0960	CC640	Full-Time Positions
FTP	CC Manager	Supervisor	Principal	Sr. Analyst	Sr. Analyst	RLE	COMM	I.T.	
WDTF Item 1	5%			66%				2%	0.730
WDTF Item 2							7%		0.070
WDTF Item 3: Contingency 10%	0.50%			6.60%			0.70%	0.20%	0.080
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WIG									0.880

COSTS									Travel, Fees and Associated Materials	Personnel PC, Ben. Leave, CCO, Ind. & Netw. Chargebacks	Total
WDTF Item 1	10,275	-	-	75,454	-	-	-	4,319		90,048.38	
WDTF Item 2	-	-	-	-	-	-	9,138	-		9,137.86	
WDTF Item 3: Contingency 10%	1,028	-	-	7,545	-	-	914	432		9,918.62	
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WIG	-	-	-	-	-	-	-	-		-	
Total	\$ 11,303	\$ -	\$ -	\$ 83,000	\$ -	\$ -	\$ 10,052	\$ 4,751	\$ -	109,104.86	
									Per Position	\$ 123,983	