

---

**TULSA COUNTY**  

---

---

---

---

---

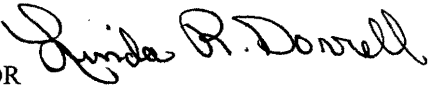
---

**PURCHASING  
DEPARTMENT**

---

# MEMO

DATE: NOVEMBER 19, 2014

FROM: LINDA R. DORRELL  
PURCHASING DIRECTOR 

TO: BOARD OF COUNTY COMMISSIONERS

SUBJECT: MEMORANDUM OF UNDERSTANDING-TULSA TECHNOLOGY  
CENTER

SUBMITTED FOR YOUR APPROVAL AND EXECUTION IS THE ATTACHED MEMORANDUM OF UNDERSTANDING BETWEEN THE BOARD OF COUNTY COMMISSIONERS AND TULSA TECHNOLOGY CENTER TO PROVIDE SAFETY AND COMPUTER TRAINING CLASSES TO TULSA COUNTY EMPLOYEES.

RESPECTFULLY SUBMITTED FOR YOUR APPROVAL AND EXECUTION.

LRD/arh

ORIGINAL: PAT KEY, COUNTY CLERK, FOR THE NOVEMBER 24, 2014 AGENDA.

COPIES: COMMISSIONER JOHN M. SMALIGO  
COMMISSIONER KAREN KEITH  
COMMISSIONER RON PETERS  
MARK LIOTTA, CHIEF DEPUTY  
MICHAEL WILLIS, CHIEF DEPUTY  
VICKI ADAMS, CHIEF DEPUTY



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
TULSA TECHNOLOGY CENTER  
SCHOOL DISTRICT NO. 18  
AND  
Tulsa County Board of County Commissioners**

- PURPOSE:** The purpose of this Memorandum of Understanding is to outline a program through which TULSA TECHNOLOGY CENTER will provide services to Tulsa County Board of County Commissioners in the subject areas detailed below.
- CONTRACT PERIOD:** The term of this contract is from 10/15/2014 through 5/31/2015.
- FACILITIES:** Classes will be conducted in facilities provided by TULSA TECHNOLOGY CENTER and/or Tulsa County Board of County Commissioners.
- BOOKS, SUPPLIES AND SUPPLEMENTED SAFETY:** Materials for the classes identified will be provided by TULSA TECHNOLOGY CENTER and invoiced to Tulsa County Board of County Commissioners. Any other priced materials not currently anticipated to be used in the training which Tulsa Tech would otherwise charge will be agreed upon by mutual agreement before use between Tulsa County Board of County Commissioners and TULSA TECHNOLOGY CENTER. The supplemented hourly rate of \$25.00 an hour for Safety Classes requires a minimum of 4 students per class, classes with fewer than 4 students will be charged a standard course rate of \$75.00 per hour. The supplemented rate does not apply to CPR and First Aid classes. CPR courses may have up to 8 students per class at \$75.00 per hour. An additional fee of \$45.00 per hour will be charged for every additional 8 students.
- EQUIPMENT:** TULSA TECHNOLOGY CENTER and or Tulsa County Board of County Commissioners will provide any equipment necessary.
- PARTICIPANT RECORDS:** TULSA TECHNOLOGY CENTER will secure approval for release of information from each participant in the program and will provide appropriate reports on individual participation in the training program. Where applicable, the parties agree to comply with the provisions of the Family Educational Rights & Privacy Act (FERPA), as well as all applicable laws and regulations related to privacy and security. Parties acknowledge that they may have or obtain access to confidential "education records", as defined by FERPA, and agree that they will not disclose any such education records except to perform their respective duties under this Agreement or as required by law.

**NONDISCRIMINATION**

**POLICY:** Tulsa County Board of County Commissioners does not discriminate on the basis of race, color, genetic information, national origin, gender, age, marital or veteran status, or disability.

**AMMENDMENTS:** In the event the parties agree that an amendment should be made to any part of this MOU an addendum to the agreement will be prepared and signed by the parties.

**CANCELLATION**

**POLICY:** Tulsa County Board of County Commissioners will be charged for the direct cost of services if written notice is not provided at least 7 business days before the scheduled service.

**EIRT FUNDING CANCELLATION**

**POLICY:** Approved Training for Existing Industry Reduced Tuition Program (EIRT) funding that remains inactive for a period of 90 days is subject to recall.

**TULSA TECHNOLOGY CENTER will provide the following training programs for employees of Tulsa County Board of County Commissioners:**

**Pre-Production Training**

Description	Cal type	Classes	Units	Students	Tot Hrs	Cost/Unit	Total
Computer Training - funded	Per Hour	1		48	42.00	\$75.00	\$3,150.00
Computer Training - Non funded	Per Hour	1		36	36.00	\$75.00	\$2,700.00
<b>Total:</b>							<b>\$5,850.00</b>

**Curriculum Books**

Description	Cal type	Classes	Units	Students	Tot Hrs	Cost/Unit	Total
Books	Each		156			\$15.00	\$2,340.00
<b>Total:</b>							<b>\$2,340.00</b>

**Total: \$8,190.00**

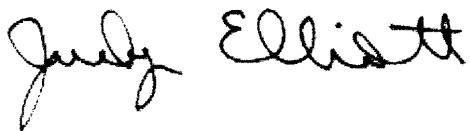
**Less Local Existing Industry Reduced Tuition Program funding: \$3,150.00**

**Total (Not to Exceed): \$5,040.00**

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
TULSA TECHNOLOGY CENTER  
SCHOOL DISTRICT NO. 18  
AND  
Tulsa County Board of County  
Commissioners

Total: 8,190.00  
Less Local Existing Industry  
Reduced Tuition Program funding: \$3,150.00  
Total (Not To Exceed): \$5,040.00

**SIGNATURES:**



15-Oct-2014

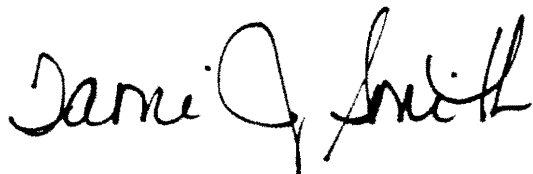
Judy Elliott, Director or Designee  
Business Industry Services  
TULSA TECHNOLOGY CENTER

Date

Representative Signature  
Tulsa County Board of County Commissioners

Date

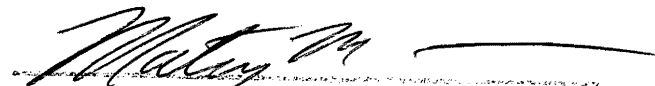
Print Name, Title



15-Oct-2014

Tami Smith  
Business Industry Services  
TULSA TECHNOLOGY CENTER

Date



APPROVED AS TO FORM  
BY DISTRICT ATTORNEY

**TULSA TECHNOLOGY CENTER  
SCHOOL DISTRICT No. 18**

**STATEMENT OF GOALS TO BE ACHIEVED FROM SERVICES PROVIDED**

1. Company(s) Name: **Tulsa County Board of County Commissioners**


2. Why are services being requested from Tulsa Technology Center?  
(What business goal/need is to be addressed?)

(Mark all appropriate boxes)

- Upgrade Training for the existing workforce when companies install new equipment
- Training for new computerized manufacturing applications
- Training for new product lines or company expansions which do not qualify for Training for Industry Programs or HB Safety Programs
- Upgrade training for supervisors and front line managers
- Apprenticeship or on the job training (OJT) for existing employees
- Upgrade training for basic skills and/or technical skills
- Training for a group of companies in a common skill set
- Service Companies (No retail)
- Existing workers moving to other positions

# MEMORANDUM

October 28, 2014

To: Linda Dorrell, Purchasing Director  
From: Terry Tallent, Human Resources Director   
Subject: Tulsa Technology Memorandum of Understanding

---

Please find attached the Memorandum of Understanding between Tulsa Technology School District No 18 and Tulsa County Board of County Commissioners.

Will you please forward this to the District Attorney's office for their review on behalf of the County Commissioners? If you need further information, please do not hesitate to contact my office.

TT/laf