

**MEMORANDUM OF UNDERSTANDING
CONSORTIUM AND RESEARCH SERVICES**

This Memorandum of Understanding is made and entered into by and between the **Great Plains Network** (hereafter GPN) and **The Missouri Research and Education Network** (hereafter MOREnet). This agreement supersedes the Memorandum of Understanding that was issued with a term of Agreement effective July 1, 2008 through June 30, 2009, and any amendments associated with that agreement.

WHEREAS GPN is desirous of obtaining certain services; and
WHEREAS MOREnet is willing and able to provide such services,

GPN and MOREnet deem it to their mutual benefit to set forth the terms of their agreement in writing.

It is agreed by and between the parties as follows:

- 1) MOREnet will provide GPN with the following **CUSTOM** Services. Note that all operational expenses of GPN shall be paid from fees & service charges collected from GPN members and/or GPN Consortium fund balance. Operational expenses are not part of the scope of this MOU (including travel and meeting expenses).

Administrative Services as described in Attachment A

Fiscal Services

Contractual Services

Procurement Services

Human Resource Services

Other Services: Travel Services, Communications Services

- 2) All services provided herein will be provided in compliance with University of Missouri policy.
- 3) Term of Agreement shall be July 1, 2009 through June 30, 2010.
- 4) This scope of services will be automatically renewed each fiscal year for one additional (1) year term. MOREnet and GPN Executive Council agree that they will provide 30 days notice of any modifications to the scope of this agreement, including rate changes.
- 5) Costs:
An itemized listing of charges is included in Attachment E for informational purposes.
 - a) GPN shall reimburse MOREnet a total of \$15,609 for **custom** services provided as part of the scope of this MOU. MOREnet will not bill GPN, but will initiate an appropriate Internal Service Entry (ISE) at the beginning of each quarter of the fiscal year. Costs will be funded by MoCode A2038.
 - b) Payments for **standard** services per Section #2 will be made in accordance with MOREnet's billing cycle for each service. MOREnet will not bill GPN, but will initiate an ISE and costs will be charged to MoCode A2038.
- 6) This agreement may only be as stipulated in the GPN consortium agreement. In the event of termination and MOREnet is not at fault, GPN shall reimburse MOREnet for all out-of-pocket expenses and non-cancelable obligations incurred.
- 7) This agreement sets forth the entire understanding of the parties and supersedes any and all prior agreements, arrangements and understandings relating to the subject matter hereof.

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized representatives.

Great Plains Network
University of Missouri

MOREnet
University of Missouri

Signature: _____
Printed Name: Claude Garelik
Title: Chair, GPN Executive Council
Date: _____

Signature: _____
Printed Name: Greg Silvey
Title: Director, Fiscal & Contractual Services
Date: _____

Attachment A
Administrative, Fiscal and Contractual Services

- 1) Fiscal Services
 - a) Budgeting and Financial Systems Maintenance
 - i) Maintain funding accounts in PeopleSoft Finance Modules.
 - ii) Provide annual budget planning.
 - iii) Provide monthly, quarterly and annual financial statements with budget comparisons.
 - iv) Serve as liaison with UM Accounting, UM System Budget and Planning, UM System Controller, and other budget/financial entities as requested.
 - v) Ensure appropriate accounting standards and controls are in place.
 - b) Accounts Receivable and Billing (**ARBI**)
 - i) Prepare invoices to consortium members as requested by the GPN Treasurer.
 - ii) Provide a monthly AR aging report to the GPN Treasurer.
 - iii) Perform all collections activities, as needed for non-payment by consortium members.
 - c) Non-PO AP (accounts payable) –
 - i) Review all invoices as received and code and create non-PO vouchers for payment.
 - ii) Process travel vouchers for **GPN staff**
 - iii) MOREnet Director of Fiscal and Contractual Services and the Senior Fiscal Analyst assigned to the GPN accounts will have signature approval authority for vouchers and will ensure the timely payment of vouchers.
 - d) Treasurer (Greg Silvey)
 - i) Serve as Treasurer for the GPN Executive Council.
 - ii) Approve all billings and expenditures.
 - iii) Provide budget and member fee forecasts.
 - iv) Oversee all business operations and Consortium Agreement compliance activities.
 - v) Provide appropriate reporting.
- 2) Grant Management
 - a) Process required grant reports
 - b) Serve as liaison with Office of Sponsored Program Administration
- 3) Contractual Services
 - a) Provide contract development services
 - b) Execute and maintain Consortium, member and services agreements, vendor agreements, and employment contracts
 - c) Serve as liaison with UM General Counsel
- 4) Procurement Services
 - a) Provide assistance with submitting requisitions to UM Procurement via PeopleSoft
 - b) Process and receive Purchase Orders
 - c) Provide assistance in the development of bid specifications
 - d) Process all necessary public bidding / contract awards.
 - e) Provide procurement support to acquire goods & services required for GPN operations
- 5) Other services: Travel
 - a) Travel requests must be made at least two weeks prior to an event.
 - b) Travel arrangements will be limited to:
 - i) arranging meeting spaces
 - ii) making hotel reservations for meeting attendees
 - iii) making arrangements for any working meals
 - iv) Arranging travel for contracted GPN staff
 - c) All other travel arrangements and meal expenses are to be handled by the individual. This includes GPN council members.
- 6) Other services: Communication. Assistance with development of graphics, such as logos, letterhead, etc.

Attachment E
Itemized Services Page

SERVICE	ANNUAL COST
Custom Services:	
Administrative Services	\$15,609
Total	\$15,609