



Memorandum of Agreement Between Big Bend Healthcare Coalition (BBHCC) and **(Recipient Organization)**

Purpose of the Agreement

This Memorandum of Agreement (MOA) sets forth the terms by which the Apalachee Regional Council (ARPC) will award project funds from the Big Bend Healthcare Coalition to **(Recipient Organization)**

Funding

Based upon the application for project funding (Attachment A), the BBHCC shall pay **(Recipient Organization)** an amount not to exceed _____ for the purchase of **(Equipment)**.

These funds will only be paid on a reimbursement basis and must be spent by **(Date)**.

Roles and Responsibilities

(Recipient Organization) will:

- Be responsible for the procurement and purchase of materials detailed in the application for project funding (Attachment A).
- Follow their agency's procurement policy to purchase the materials, or work with the BBHCC to purchase the items in special cases.
- Make any equipment purchased available to use by the BBHCC membership or for use Statewide upon request via the terms specified in the Protocols for Equipment and Supplies
- Provide the BBHCC with an acceptable invoice and documentation to reimburse the agency. Documentation required to reimburse would include:
 - Documentation of the procurement of the materials
 - Vendor invoice for the materials
 - Proof of payment for the materials purchased.
 - Reimbursement request letter from the awarded agency to the ARPC
- Purchase and pay for the materials and submit all documentation to BBHCC for reimbursement no later than **Date**.
- Reimbursement check from the BBHCC must be deposited by **Date**. The BBHCC will:
 - Reimburse **(Recipient Organization)** within thirty (30) days of receipt of an acceptable invoice and documentation of the purchase of materials detailed in the application for project funding (Attachment A).

Duration of the Agreement

This agreement shall begin upon execution, no later than 90 days of receipt. The agreement shall end no later than **Date**.

This Memorandum of Agreement can be terminated by either party upon no less than 30 days written notice to the other party without cause.



Signatures and Date

IN WITNESS THEREOF, the parties hereto have caused this Memorandum of Agreement to be executed by their undersigned officials as duly authorized.

BBHCC Coordinator

Signed

Signed

Date

Date