



Memorandum of Understanding

This agreement entered on _____, 2023, for the purpose of establishing a collaborative partnership between the "Town of Apex" hereafter referred to as the "Agency" and "Wake Tech Community College" hereafter referred to as the "College" to conduct "LaunchAPEX" educational training to Small Businesses in the community served by the Agency.

The Agency Agrees To:

1. Agree to adhere to the policies established for curriculum delivery and make students and space available for orientation, 30 hours of classroom instruction, and graduation.
2. Provide or coordinate suitable facility usage for conducting educational training for up to 20 learners when curriculum is delivered in a classroom setting.
3. Be responsible for opening the facility on the scheduled class dates at a time mutually agreeable to the parties to facilitate the arrival and check-in of students.
4. Allow College personnel access to supervise and monitor the courses/programs of instruction.
5. Provide a copy of the Certificate of Insurance to the College.
6. Be responsible for marketing and recruiting for Launch training courses.
7. Communicate any program changes promptly to ensure that Instructors can make necessary adjustments.
8. Communicate and evaluate programs periodically for effectiveness.
9. Work with College to maintain mutual respect and an effective partnership.
10. Provide a survey at the closing of the course and share feedback with the college.

The College Agrees To:

1. Work with Agency in the identification, screening, and selection of students when requested.
2. Ensure that Wake Tech faculty, staff and students adhere to all Agency's schedules, policies, rules and regulations.
3. Provide instructors, administration, supervision, and support staff for the training.
4. Ensure that facilities and classrooms are left in their original condition at the end of each training session.
5. Provide payment for Instructors and for associated software necessary to complete the LAUNCH program.
6. Immediately notify the Agency of any changes to the agreed upon dates and times.
7. Assist in marketing and recruiting for LAUNCH courses using traditional and digital means.
8. Work with Agency to maintain mutual respect and an effective partnership.



9. Communicate and evaluate programs periodically for effectiveness.
10. Both parties shall have the right to terminate this agreement by giving the other party sixty (60) days written notification of the intent to terminate.

Jointly Agreed Upon:

Catherine Crosby
Manager, Town of Apex

Date

Wake Tech Representative Title Date