

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION  
AND Testing Site.**

This agreement is entered into between the Oklahoma Department of Career and Technology Education, hereinafter referred to as ODCTE, and **Mid-America Technology Center** hereinafter referred to as site.

**Purpose of Agreement:**

The purpose of this agreement is to provide authorized sites with affordable pricing for the ACT WorkKeys Curriculum licenses and WorkKeys Assessments.

**Agreement Details: Please check the box(es) to confirm participation in the following ACT components:**

- WorkKeys Assessments:** Successful completion of the three WorkKeys assessments can help an individual earn the National Career Readiness Certificate (NCRC). NCRC is a portable credential that documents essential work skills.
- Price: \$10 per assessment. After successful completion of three assessments, a complimentary certificate and wallet card will be issued. Replacement certificates or wallet cards are \$5 each.
- WorkKeys Curriculum:** ACT WorkKeys Curriculum is a comprehensive program that offers an integrated approach to exploring careers and career-relevant skills needed for learning, personal development, and effective job performance.
- Price: \$1,585 per license per site.

**Contract Period:**

This contract shall begin July 1, 2021 and terminate June 30, 2022.

**Duties of Site:**

- Obtain your Superintendent's signature (or other representative authorized to contract on behalf of your site) on this Memorandum of Understanding and return via email to Terre Beck ([terre.beck@careertech.ok.gov](mailto:terre.beck@careertech.ok.gov)) **no later than June 1, 2021.**
- Email your site's Purchase Order to Terre Beck ([terre.beck@careertech.ok.gov](mailto:terre.beck@careertech.ok.gov)) **no later than July 31, 2021.**
- Issue payment to ODCTE no later than 30 days after receipt of complete and proper invoice.

**Duties of ODCTE:**

- ODCTE agrees to contract with ACT to provide WorkKeys assessments and WorkKeys/CareerReady101 licenses to sites identified through signature on this Memorandum of Understanding.
- ODCTE will return a fully signed copy of this Memorandum of Understanding to the site.
- ODCTE will invoice site monthly for ACT WorkKeys assessments and any replacement certificates or wallet cards per price list in "Agreement Details".
- ODCTE will invoice site **no later than August 31, 2021** for ACT WorkKeys/CareerReady101 licenses per price list in "Agreement Details".

**Additional Terms:**

The Site may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the ODCTE. The ODCTE may terminate the Contract for default or any other just cause upon a 30-day written notification to the Site.

In accepting this contract with ODCTE, Site agrees to this audit clause which provides that books, records, documents, accounting procedures, practices, or any other items of the service provider relevant to this contract are subject to examination by ODCTE, the State Auditor and Inspector, and the State Purchasing Director.

This document, with appropriate approval signatures constitutes the entire contract. Assignment of any rights or responsibilities referenced in this document is prohibited unless agreed to in writing by both parties.

**Contact Persons:**

For purposes of this contract, all contacts with **ODCTE** shall be directed to its representatives:

- Career Readiness Contact: Terre Beck at telephone number 405-743-5447 or email at [terre.beck@careertech.ok.gov](mailto:terre.beck@careertech.ok.gov)
- Invoice Questions: Sherri Shire at telephone number 405-743-5433 or email at [sherri.shire@careertech.ok.gov](mailto:sherri.shire@careertech.ok.gov)

1. For purposes of this contract, all contacts with Mid-America Technology Center shall be directed to its representatives:

Site Testing Contact _____	Accounts Payable _____
Phone number _____	Phone Number _____
Email _____	Email _____
Contact administering exams _____	
Phone number _____	
Email _____	

Contact) **Approval of Agreement:**

**Representing the ODCTE:**

\_\_\_\_\_  
Lisa Batchelder  
Chief Financial Officer  
\_\_\_\_\_  
Date

**Representing the Site:**

\_\_\_\_\_  
Authorized Representative of site  
Title: \_\_\_\_\_  
\_\_\_\_\_  
Date