

**CONTRACT ROUTING FORM**

1. Complete the information below BEFORE printing and completing items 2 through 7. Items in red are required.

Department: Parks and Recreation

Department contract file name (use effective date): Chatham Co. Partnership for Children\_Parks/Rec\_20240326

Project Code: Click here to enter text.

Contract type: MOU/MOA

Contracted Services/Goods: Kaleidoscope Play & Learn Groups

Contract Component: Other

Change Order Number/Addendum Number: Click here to enter text.

Vendor Name: Chatham County Partnership for Children

Effective Date: 03/26/2024

Approved by: County Manager

Date approved by the BOC: Click here to enter text.

Ending Date: Click here to enter a date.

Total Amount: N/A

Please Return Contract to:

Name: Caitlin Murphy

Email:

caitlin.murphy@chathamcountync.gov

Special Instructions for Clerks

Office:

2. Department Head or his/her designee has read the contract in its entirety.

By:  (Department Head signature required)

3. County Attorney has reviewed and approved the contract

County Attorney has reviewed and rejects the contract  Reason: \_\_\_\_\_

This is an automatic renewal and does not require approval from the County Attorney: Yes  No



If this box is checked the County Attorney's Office has reviewed the contract but has not made needed changes to protect the County because the contract is a sole source contract and the services required by the County are not available from another vendor.

4. Technical/MIS Advisor has reviewed the contract if applicable. Yes  No

5. Vendor has signed the contract. Yes  No

6. A budget amendment is necessary before approval. Yes  No

If budget amendment is necessary, please attach to this form.

7. Approval

Requires approval by the BOC - contracts over \$100,000.00. Follow Board submission guidelines.

Requires approval by the Manager – contracts \$100,000 or less.

8. Submit to Clerk.

**Clerk's Office Only**

Finance Officer has signed the contract

The Finance Officer is not required to sign the contract



## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is between the Chatham County Partnership for Children (the "Partnership") and Chatham County (the "County"). The purpose of the MOU is to establish a partnership for the implementation of Kaleidoscope Play and Learn program. This MOU outlines the responsibilities of each party for Kaleidoscope Play and Learn parent education groups.

### I. The County agrees to:

- A. Provide use of Southwest District Park on Friday mornings from 9 am to 12 pm throughout the fiscal year 2025-2026 for Kaleidoscope Play and Learn parent education groups at no cost to the Partnership.
- B. Advertise Kaleidoscope Play and Learn through social media platforms operated by the County's Parks and Recreation Department and by making program related materials available to clientele.
- C. Advertise Kaleidoscope Play and Learn at County parks.
- D. Provide marketing materials, including logos to be used, available to the Partnership for advertising play groups.
- E. Notify Partnership of conflicting dates or park closures.

### II. The Partnership agrees to:

- A. Ensure that the park is left clean and ready for the next use, including moving picnic tables to their original location and cleaning up any mess that is made.
- B. Submit for approval by the County prior to use any materials that display any County logo providing information on play groups held on County property.
- C. Follow all posted park rules and regulations.

### III. Termination

Either party, upon thirty (30) days written notice, may terminate this MOU in whole or in part, at any time before the expiration date.

### IV. Indemnification Clause:

Chatham County Partnership for Children and/or it's participants hereby indemnify, defend, and hold harmless the County from and against any and all claims, losses, liability and damages (present and future) and all costs, charges and fees (including reasonable attorneys' fees) related thereto, arising out of or in any way connected with participation in the "Kaleidoscope Play and Learn Group". Including, without limitation to the extent permitted by law, any claim, loss, liability or damage related (directly or indirectly) to acts or omissions (negligent or otherwise) of the County.

Executive Director Signature

Chatham County Partnership for Children

3/21/2024

Date

Dan LaMontagne

Dan LaMontagne

County Manager

3/26/2024

Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

  
Roy Lynch, Finance Officer