

**Economic Development and Research
Memorandum of Understanding Agreement
UMW 22-1410
Revision 1**

This contract, originally entered into the 1st day of July, 2022, and revised herein effective July 1, 2024, by and between the Fredericksburg Regional Alliance, hereinafter called the "Contractor" or "FRA," and the Commonwealth of Virginia, University of Mary Washington called the, "University" or "UMW".

WITNESSETH that the Contractor and the University, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

PERIOD OF CONTRACT: July 1, 2024 – June 30, 2025 with three (3) one-year renewal options remaining.

CONTRACT DOCUMENTS: The contract documents shall consist of in order of precedence, this signed Contract, including any and all attachments, the general conditions and special terms and conditions contained herein, and any subsequent signed amendments or modifications, all of which are incorporated herein by reference and constitute the "contract documents." Any contractual claims shall be submitted in accordance with the contractual dispute procedures set forth in the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors.

BACKGROUND:

In 2011 the University of Mary Washington conducted a competitive negotiation process for Economic Development and Research which resulted in a multi-year contract with the Fredericksburg Regional Alliance (FRA). Currently, the FRA uses the Executive Offices at Eagle Village for their base of operations. This is expected to continue for the extended relationship.

In 2016, the University petitioned the General Assembly to consider allowing a contractual relationship between the University and the FRA to take place without competitive negotiations. The Governor of Virginia at the time, Terry McAuliffe, signed the recommended bill from the General Assembly allowing this relationship to occur.

SFC Education Subcommittee – Senate Member Amendments 2016:

Set forth the following in the Conference Report, which will be incorporated into the Appropriations Act, effective July 1, 2016:

“Notwithstanding any other provision of law, the University of Mary Washington may enter into an agreement with the Fredericksburg Regional Alliance, a nonprofit organization dedicated to cooperative economic developments in the Fredericksburg region, for the purpose of expanding regional efforts in the field of economic development and research.”

PURPOSE: This Contract will achieve the purpose of continuing to provide the University with a partner in the field of Economic Development and Research, experienced in economic development principles, working with government officials from foreign countries, and gathering local business intelligence. The FRA shall continue to help achieve the University’s strategic goal of promoting and enhancing regional engagement, leadership, and service to the public by being connected to and engaged with partners in the region, state, and beyond.

The existing collaboration between UMW and FRA will become vital as the need for regional economic leaderships increase as business growth relies on higher education institutions to provide graduates with knowledge and skills relevant to the workforce. This Contract outlines some of the strategies through which each entity supports the shared mission.

The desired outcomes of this Contract include a) increased business growth in the Fredericksburg region, including stabilization and growth of jobs in defined sectors, b) increased research opportunities for UMW faculty and company internships, and full-time job placement opportunities for students, and c) increased number of prospect contacts and investment opportunities in the Fredericksburg region.

FUNDING: The University will pay the Fredericksburg Regional Alliance \$150,000 annually for the life of the contract. FRA may invoice UMW quarterly in advance of services in accordance with the University’s fiscal calendar. Invoice dates may be coordinated between FRA and the University Contract Administrator.

SCOPE OF SERVICES: FRA shall provide the following services:

I. Student Professional Development:

A. The FRA shall work to support the UMW Center for Career and Professional Development (CCPD) and the college deans) in identifying and establishing internships/employment-based work experiences for UMW students. The

FRA will be responsible for sending a minimum of 30 internship opportunities per year (with a preference for paid internships) to the UMW CCPD. The FRA will also actively market and promote the VTOP program, ensure that all investors are aware of Handshake, and will include UMW recruitment options in investor onboarding materials.

- B. FRA shall continue to recruit and utilize a minimum of two internships per year, with two positions during each semester.
- C. In partnership with the Career Center and the College of Business, FRA shall assist in providing regional employers for student engagement events twice per year. These events are an opportunity for students to meet and engage business professionals, providing activities for professional development and learning such as resume reviews, mock interviews, or informational interviews. A representative from the FRA will meet with CCPD and COB staff every summer to determine the dates and structures of these events.
- D. In partnership with the UMW CCPD, FRA shall assist in providing regional employers for an annual fall STEM Speed Networking event. A representative from FRA will meet with CCPD staff every summer to determine the date and structure of these events.
- E. The FRA will advertise and promote employer participation in the Spring and Fall University Career Fairs.
- G. As part of the pipeline development for the GoVirginia grant program, the FRA will consider and inform the university of potential grant opportunities. The FRA will host an two industry roundtables over five years including industry employers, EDA leaders, the Provost's Council, and other regional leaders to share data on employment trends, key occupations, in-demand majors, and other regional economic development news and trends such as new businesses opening or relocating to the area.
- H. On a semi-annual basis, FRA shall maintain and provide the University with an updated list of credentials/certifications/competencies that are in demand by employers in the Fredericksburg region.

II. UMW Center for Business Research:

- A. FRA and UMW shall continue to support, through collaboration, the UMW Center for Business Research (CBR), developed to utilize subject-matter experts from various disciplines to create and distribute research findings that impact regional economic development planning and decision-making.
- B. FRA shall invite the CBR Director (or designated party) to a minimum of two economic development meetings or events per year.

- C. FRA shall connect COB faculty to industries and businesses to facilitate data collection for research projects preferably with a focus on societal impact or service learning as defined by COB strategic plan. FRA would contract with COB faculty to complete two workforce studies over the next five years.
- D. FRA shall support a minimum of 10 undergraduate research projects or service learning opportunities per academic year in the COB by facilitating student and faculty connections with industry and businesses preferably with a focus on societal impact or service learning as defined by COB strategic plan.

III. Shared Communications:

- A. The UMW Provost will maintain membership on the FRA Board of Directors and the FRA President shall attend the UMW President's Business Leadership Roundtable. FRA shall facilitate an annual industry roundtable for the Deans of the Colleges of Arts and Sciences, Business, and Education with a workforce focus.
- B. FRA shall provide UMW and COB with no less than two updates per year (end of each semester and end of summer) outlining realized success and progress toward the outcomes and strategies outlined in this agreement. FRA shall provide its Board of Directors with quarterly updates on the partnership.
- C. Share with UMW industry trends,
- D. Meet regularly with University Communications and coordinate content and frequency of newsletters.

IV. Marketing and Advancement:

- A. FRA shall continue to assist the university in assessing and marketing any of its real estate assets for utilization and development. Such site assessments by qualified site consulting firms increase the region's value and each sites competitiveness.
- B. FRA shall continue to facilitate a strong regional relationship with the Virginia Economic Development Partnership (VEDP), further supporting the outcomes and strategies of the VEDP-sponsored agreement between Virginia's public institutes of higher education, *Growing Virginia's Partnerships: Higher Education and Economic Development MOU*.
- C. FRA shall continue to utilize the phrase – "...at the University of Mary Washington" when publicizing its names and programs.
- D. FRA shall continue to promote UMW through its marketing materials and efforts to leverage the University's presence and impact in the region. This includes promoting the economic development relationship between the

two organizations along with any appropriate materials related to educational offering of the university.

- E. FRA shall collaborate with UMW Center for Innovation and Entrepreneurial Leadership (or Center for Innovation and Entrepreneurship) in efforts to build an entrepreneurial ecosystem for the region with its core around the university.
- F. UMW will continue to work with the FRA on the FRA's technology commercialization initiative with Naval Surface Warfare Center – Dahlgren Division and Potomac TechBridge
- G. FRA shall develop opportunities to connect leaders and community groups with the work of UMW, CIEL, Continuing and Professional Studies (CPS), and COB faculty and students in an effort to nurture an entrepreneurial ecosystem promoting the creation and growth of new businesses by UMW and/or COB alums and students.
- H. FRA will actively promote CPS offerings with its membership, partners, and regional employers.

CONTRACT ADMINISTRATION: The University President, or designee, shall be identified by the University as the Contract Administrator and shall use all powers under the contract to enforce its faithfulness and performance in conjunction with the University's Procurement Services department.

GENERAL TERMS AND CONDITIONS: Please refer to the link to follow regarding [Required General Terms and Conditions](#) of this Contract.

SPECIAL TERMS AND CONDITIONS:

ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

CONTROLLING VERSION: The PDF version of the contract issued by University of Mary Washington Procurement Services is the mandatory controlling version of the document. Any modification and/or additions by the Contractor shall not modify the official version of the contract issued by UMW Procurement Services unless accepted in writing by the University.

EMERGENCY RESPONSE NOTIFICATION: In the event of a local, state, or national emergency, the Contractor shall submit to the University its current updated emergency policies and/or procedures if any personnel are to be performing work on University grounds. In addition to any specific guidelines established by the University for any current or ongoing emergency, all guidelines established by the Commonwealth of Virginia, OSHA, the CDC and any other regulatory agency shall be followed. *It is the responsibility of the Contractor to remain updated regarding any current University emergency policies and procedures.*

NON-ASSIGNMENT: Neither Party shall assign or transfer its rights or obligations under this Contract without the prior written consent of the other Party.

E-VERIFY PROGRAM: EFFECTIVE 12/1/2013: Pursuant to the *Code of Virginia, §2.2-4308.2.*, any employer with more than an average of fifty (50) employees for the previous twelve (12) months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

FAIR EMPLOYMENT CONTRACTING ACT: In accordance with **§ 2.2-4201**, during the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause, including the names of all contracting agencies with which the contractor has contracts of over \$10,000.
2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that such contractor is an equal opportunity employer. However, notices, advertisements and solicitations

placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this chapter.

3. If the contractor employs more than five employees, the contractor shall (i) provide annual training on the contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Virginia Department of Human Resource Management, and (ii) post the contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the contractor owns or leases for business purposes and (b) the contractor's employee handbook.

The contractor shall include the provisions of subdivisions 1, 2, and 3 in every subcontract or purchase order of over \$10,000, so that such provisions shall be binding upon each subcontractor or vendor.

INDEPENDENT CONTRACTOR RELATIONSHIP: In performing any and all of the services to be provided under this contract, the Contractor shall at all times and for all purposes be and remain an independent contractor. In no case and under no circumstances shall the Contractor or any of its employees, including but not limited to those of its employees actually performing any of the services, have authority to make any representations or commitments on behalf of the University or be considered the agent of the University for any purpose whatsoever. No persons engaged by the Contractor in connection with the provision of Services shall be considered employees of the University. As between the parties, the Contractor shall be responsible for hiring, supervising, training and instructing those individuals performing the services and shall pay any required state and federal taxes on behalf of such persons and provide them with any legally required employee benefits.

INSURANCE: By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. The offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.

Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on

NON-EXCLUSIVE CONTRACT: Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. The contract shall not restrict UMW from acquiring similar, equal or like goods and/or services from other sources.

CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
2. The University may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the University a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the

- University's right to audit the contractor's records and/or to determine the correct number of units independently; or
- c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the University with all vouchers and records of expenses incurred and savings realized. The University shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the University within thirty (30) days from the date of receipt of the written order from the University. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes' provisions of the Commonwealth of Virginia Manual for Institutions of Higher Education and Their Vendors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the University or with the performance of the contract generally.

RENEWAL OF CONTRACT: This contract may be renewed by the University for five (5) successive one-year periods under the terms and conditions of the original contract. Price increases may be negotiated only at the time of renewal. Written notice of the University's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

CANCELLATION OF CONTRACT: The University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days' written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform all outstanding orders issued prior to the effective date of cancellation. The Contractor shall be entitled to receive full compensation for all University-accepted services performed and/or goods received prior to the effective date of contract termination. Contractor shall not be entitled to, and hereby waives claims for lost profits and all other damages and expenses.

DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

NOTICES: Any official legal notice, demand, request, consent, approval or communication required by this Agreement to be provided in writing by either party, shall be addressed to the University or Contractor at their respective addresses entered below. These notices shall be sent via certified mail, return receipt requested, and shall be considered by the sender received within five (5) days of delivery to the U.S. Postal Service (for deliveries within the continental U.S.), or via the stamped evidence of delivery, whichever occurs first. Any unofficial notices or communications may be sent via electronic mail.

If to the University:
Attn: Procurement Services
1301 College Avenue
Fredericksburg, VA 22401

If to the Contractor:
Fredericksburg Regional Alliance at the
University of Mary Washington
PO Box 119
Fredericksburg, VA 22401

SEVERABILITY: If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

TITLE IX: Educational institutions that receive federal financial assistance are covered by Title IX of the Education Amendments of 1972. In compliance with Title IX, the University of Mary Washington prohibits discrimination in employment as well as in all programs and activities on the basis of sex. The University of Mary Washington's Policy on Sexual and Gender Based Harassment and Other Forms of Interpersonal Violence can be found at <http://diversity.umw.edu/title-ix/files/2016/09/Policy-on-Sexual-and-Gender-Based-Harassment-and-Other-Forms-of-Interpersonal-Violence-03.18.pdf>.

DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

FRATERNIZATION: The University is entrusted with the safety of all UMW community members at all times while on campus grounds. Any behavior by any contractor employee that is determined to be inappropriate by the Contract Administrator may be cause for request for removal of the contractor's employee from University property, at minimum, and/or result in contract termination.

STANDARDS OF CONDUCT IN THE WORKPLACE: The University of Mary Washington, an agency of the Commonwealth of Virginia, strictly forbids harassment of any employee, applicant for employment, vendor, contractor or volunteer in the workplace, on the basis of an individual's race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability. The Commonwealth will not tolerate any form of retaliation directed against an employee or third party who either complains about harassment or who participates in any investigation concerning harassment. http://web1.dhrm.virginia.gov/itech/hrpolicy/pol1_80.html. Pursuant to the authority provided in Chapter 10 and 12, Title 2.2 of the Code of Virginia.

METHOD OF PAYMENT: The contractor shall be paid using one of the following three (3) methods for all University initiated procurements:

1. Small Purchase Charge Card (SPCC): Small Purchase Charge Card (SPCC): At the time of verified receipt of goods or services, if the Contractor accepts credit cards in payment, the University will authorize payment by SPCC, currently the Bank of America Visa. Any "Check-out fees" imposed by the contractor must be disclosed prior to the purchase. No check-out fee or surcharge may be greater than 4% of the total sale. The University expects that these costs, as well as all contractor business expenses will be built into the contractor's quoted price. If the contractor's eVA profile indicates acceptance of a credit card in payment, the Commonwealth will pay via charge card for invoices \$50,000 or less. *The University reserves the right to request certification (with confirmation code) of the vendor's registration with its merchant bank/VISA to invoke "check-out fees" or surcharges for use of the credit card. "Check-out fees" or surcharges for use of the credit card shall not exceed the vendor's cost of acceptance rate.*
2. Virtual Payables through Bank of America: All payments under Virtual Payables will have a net 16 payment term. For more information about this payment option, contact UMW's Accounts Payables department at payables@umw.edu or view [The Bank of America Value of Virtual Payables](#).
3. Check or ACH: Payment will be made 30 days after satisfactory performance of the contract in all provisions thereof and upon receipt of a properly completed invoice, whichever is later; in accordance with Chapter 43, VPPA, Article 4, Code of Virginia.


To be considered eligible for payment, all physical invoices must be received at the address below address and should reference the eVA purchase order and UMW contract numbers as applicable. All electronic invoices must be sent to invoices@mail.umw.edu.

University of Mary Washington
Attention: Accounts Payable
1301 College Avenue
Fredericksburg, VA 22401


Note: This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules §36* or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any basis prohibited by state law relating to discrimination in employment.

In witness, whereof, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR

Signature: 
Printed _____
Name: Curry Roberts
Title: President
Date: April 29, 2024
Phone: (540)361-7373
Email: croberts@fredregion.com

UNIVERSITY OF MARY WASHINGTON

Signature: 
Printed _____
Name: Kenneth R. Manahan
Title: Contract Officer
Date: 04/29/2024