



MEMO OF UNDERSTANDING
between
Road Profile Users' Group
and
National Center for Pavement Preservation
August, 2011

This Memo of Understanding (MOU) defines the work to be carried out by the National Center for Pavement Preservation (NCPP) for the Road Profile Users' Group (RPUG). This understanding is for a period of two years beginning 9/1/2011. This MOU describes the responsibilities of NCPP and the RPUG. Both organizations hereby agree to share the same goal for this agreement.

NCPP will provide the following administrative services

1. arrange for technical support for conferences, meetings, and training;
2. provide services to members of RPUG, including assistance with agendas, program assistance, website support, periodic publications, and other technical services as directed by the Steering Committee
3. provide any financial administrative tasks requested by the Steering Committee

It is understood that Mr. Doyt Bolling and Ms. Patte Hahn, representing NCPP, will arrange to provide these services.

In exchange for these services, RPUG agrees to pay an hourly rate of \$50.00 for administrative tasks and \$100.00 for technical services plus all associated expenses. Some services (i.e., meeting planning) will be performed on a per-event basis with an agreement between NCPP and RPUG for a lump sum amount prior to the event. Expenses are actual costs charged consistent with Michigan State University policies.

In consideration of completed services, RPUG agrees to deduct the amount due NCPP from its account, upon receipt of a monthly invoice from NCPP, for the hourly rate plus associated expenses.

Approvals:

Approved as noted by

Steve Karamihas
Treasurer/Secretary, Road Profile Users' Group

Date Sept. 1, 2011

Approved as noted by

Larry Galehouse, Director
National Center for Pavement Preservation

Date Sept 6, 2011