Partnership Agreement Framework and Sample Language

This document can be used for partnerships between two or more parties or agencies. The partnership agreement should include information in all of the following sections.

Memorandum of Understanding between [Agency Name] and [Agency Name]

This document is not intended to override or replace policies established by the parties of the agreement.

Purpose

Provide a general description of the purpose of the document.

This Memorandum of Understanding (MOU) establishes an agreement between [agency name] and [agency name] for work toward the shared goal of enhancing community response to victims of crime. [Agency name] and [agency name] shall hereafter be referred to collectively as the Partner Agencies. This document establishes the framework for the partnership.

Background

Provide a general description of the specific purpose and goals of the project/partnership. Include as much detail as desired by each party. Include goals, desired outcomes, and performance measures as agreed to by all parties.

Through completion of the roles and responsibilities outlined in this document, the Partner Agencies are working to evaluate the current status of law enforcement and community service providers’ ability to meet the needs of crime victims and the community. This information will serve as the foundation for the development of strategic goals to expand the capacity of the Partner Agencies to meet these needs.

Duration

State the expected length of the project/partnership. Include when the agreement takes effect (e.g., from date of signing) and the expected duration (e.g., until specific goals are met or until mutually terminated). Include a termination of agreement clause should the partnership not work as planned.

This agreement is expected to remain in effect from [date of signing] until the completion of the identified goals or mutually agreed termination of the partnership.

The agreed project goals include

A. [List of goals]

Should either [Agency Name] or [Agency Name] wish to terminate this partnership, the agency must submit a letter of intention to the other Partner Agency with 30-day notice of termination.
Partner Agency Responsibilities

Provide a description of the agreed upon actions, roles, and responsibilities of each party in the agreement. Include both individual agency and joint responsibilities.

For the duration of this agreement, each of the signed parties will adhere to the agreed upon responsibilities. These include

A. [Agency Name] shall
   1. [List of agreed upon responsibilities]
B. [Agency Name] shall
   1. [List of agreed upon responsibilities]

Funding Agreements

Describe any resource contributions or funding agreements made by each party. Provide a financial point of contact for each party identified by job title in case of personnel changes.

For the duration of this agreement, each of the signed parties will adhere to the agreed upon contribution and use of resources and funds. These include

A. [Agency Name] shall
   1. [List of agreed upon contributions]
B. [Agency Name] shall
   1. [List of agreed upon contributions]

Management and Coordination

Identify specific individuals by job title within each agency that will act as points of contact for the other parties. Provide a general description of the decision-making chain of command.

Primary points of contact for Partner Agencies will be [agency and job title] and [agency and job title]. Each Partner Agency will maintain a point of contact for their respective agency and will provide timely notification of changes in key personnel.

Information Sharing

Provide a description of when and how each party may share or release records or information regarding the collaborative actions or processes that result from the agreement.

All parties understand and acknowledge that some information that might be shared pursuant to this memorandum may be confidential and further agree to maintain the confidential nature of the shared information consistent with existing federal and state law. Further, all parties understand and acknowledge that the public release of information regarding or related to this memorandum must be by mutual written consent of all parties.
Signatures

The document should be signed and dated by the executive in charge of each agency represented in the agreement.

All parties agree to abide by the terms of this Memorandum of Understanding.

______________________________________  [Date]
[Name]
[Title, Agency]

______________________________________  [Date]
[Name]
[Title, Agency]