MonTECH COOPERATING AGENCY AGREEMENT

Cooperating Agency_____

Type of Organization_____

Main contact person_____

Address_____

City, County, Zip_____

Phone_____

Fax_____

E-mail:_____

Effective dates: From_____   **to**_____

*This agreement will be reviewed and renewed on an annual basis.

PURPOSE

The purpose of this agreement is to outline the operating policies and procedures of the MonTECH Program at the University of Montana. This program increases access to assistive technology devices for demonstration, evaluation, or trial use by Montanans with disabilities in order to determine the appropriateness of a device to meet those individuals' needs before a permanent purchase is made. Equipment available through this loan program was purchased with federal or state funds for the benefit of individuals with disabilities and is not intended to be used for private or commercial fiscal gain by any individuals or entities.

Please fax completed agreement form to: 1-406-243-4730
Or return by mail to:
>   **MonTECH Program**
>   **029 McGill Hall**
>   **University of Montana**
>   **Missoula, MT 59812**

Any questions regarding this agreement or equipment loans may be directed to a MonTECH staff member by calling: 1-877-243-5511 or 1-406-243-5751.

The MonTECH Program will:

1. Assist the agency requestor (therapist, teacher, or staff) in determining the most appropriate technology for the user/situation.
2. Provide a copy of the Equipment Loan Agreement to the equipment borrower when the equipment is shipped. It is understood that the staff member signing off as Borrower is acting as a representative of the Cooperating Organization.
3. Provide, to the best of our abilities, equipment that is clean and in good working order. Devices will be charged or the batteries will be tested before shipping, but they may need recharging or replacement batteries upon arrival to the borrower. Instruction manuals, materials, and accessories will be provided as necessary.
4. Package equipment safely for shipping, in plenty of cushioned materials and in a sound container.
5. Insure equipment for its value and note that value on the packing slip so that the Borrower may insure the equipment for the same amount when returning it.
6. Assist borrowers by providing information and referrals for potential equipment funding sources and equipment manufacturers and vendors when a decision to explore purchasing has been made.
7. Pay for expenses of shipping items from MonTECH to the borrower. MAEP consumers receive free shipping to and from the borrower.

The Cooperating Agency will:

1. Inform all staff representatives of this agreement and their ability to utilize MonTECH's Equipment Loan Program or designate specific staff members who may utilize the program and notify MonTECH of who is eligible to borrow equipment. In doing so, the organization will inform eligible staff of their responsibilities as outlined in this participating agreement and the equipment loan agreement provided with each loan.
2. Be responsible for making appropriate loan decisions or seek assistance from MonTECH staff, professionals or other trained consultants who are qualified to assist in making these determinations.

3. Provide information about who will be using the equipment, for purposes of MonTECH's federal reporting. Consumer names may be abbreviated, but required information includes: consumer age, county of residence, type of disability, and the purpose of the loan.
4. Assure that the proper usage and programming of devices will be handled by qualified staff. MonTECH can provide technical assistance to some extent, but with more sophisticated devices an on-site professional's expertise is required.
5. Provide follow-through to the person using the device, whether that entails extended borrowing from MonTECH or rental/lease or purchase of equipment directly from the device manufacturer or local vendor.
6. Be ultimately responsible for the condition of the borrowed equipment while it is on loan to this organization. This involves keeping devices clean and adequately charged, replacing standard alkaline batteries with the same if necessary, assuring that devices are handled properly and that sensitive electronics are protected from exposure to extremes of heat and cold.
7. Complete the satisfaction/individual outcome survey data form supplied by MonTECH for each device borrowed and include the completed forms with equipment upon its return so MonTECH can provide anonymous information required for federal reporting purposes.
8. Package equipment safely for shipping (preferably in the same packaging in which it was received) and pay expenses to ship it back to MonTECH, including the expense to insure items for the value listed on original packing slip.
9. Reimburse MonTECH for the cost of repair for any equipment damaged or replacement of any equipment lost, stolen, or destroyed while on loan to the Cooperating Organization or representatives thereof.
10. Be responsible for and pay late fees assessed by MonTECH for failing to return equipment borrowed on or before the due date provided to the borrower when the device is shipped. The dollar amount assessed by MonTECH will be determined by the value of the device, requests by other borrowers, and the number of days past the due date that it is returned.

The primary contact person for the cooperating agency/organization will be:

NAME: _____

TELEPHONE: _____ E-mail: _____

By signing below, I authorize (please check one of the boxes below):

☐ Any representative of this organization may borrow equipment and be covered by this Cooperating Agency Agreement.	☐ The representatives named below may borrow equipment and be covered by this Cooperating Agency Agreement:
	_____
	_____
	_____
	_____
	_____
	_____

Cooperating Organization Director Signature	**Date**
Rural Institute – Director of Community Supports and Services, MonTECH Program Director	**Date**