

# MEMORANDUM OF UNDERSTANDING

## Mn/DOT DBE and Workforce Collaborative

This Memorandum is not a legal agreement but a voluntary commitment to help accomplish the mission of the Collaborative.

The mission of the DBE & Workforce Collaborative is to "have the contractors and workforce participation within the Minnesota transportation industry reflect the demographics of the State of Minnesota." The success of the Collaborative depends on creating an effective partnership that builds a network of organizations that share a commitment to making transformative and sustainable change within the industry and the government policies that govern it.

All parties agree to act in good faith in all aspects of the group deliberations and to conduct themselves in a manner that promotes joint problem solving, mutual respect and collaboration. Participants also agree to be a resource to the Collaborative as appropriate and actively participate in at least one Project Team as well as meetings of the full Collaborative.

When working on Collaborative business, participants shall abide by a set of Collaborative-approved norms and guidelines regarding creating and sustaining an environment of trust and respect, meeting protocols, communication, and project team work. The norms apply to face-to-face meetings and all other times when participants are working on Collaborative business including phone, website communications, email and when communicating with the media and legislature.

### Participant Commitment:

I am committed to the work of the Collaborative and its mission. I agree to be an active participant and to follow the approved group norms and guidelines.

**I represent one of the eight key stakeholder groups participating in the Collaborative. (check one.)**

- |  |   |  |
|--|---|--|
| 1. DBEs _____                          | 2. Workforce<br>Developers/Training<br>Programs _____ | 3. Employment<br>& Business<br>Advocates _____ |
| 4. General & Sub-<br>Contractors _____ | 5. Unions _____                                       | 6. Non-union Workforce<br>& Contractors _____  |
| 7. Mn/DOT _____                        | 8. FHWA _____   |  |

I understand that if I do not abide by the norms & guidelines of the Collaborative I am making the choice to leave or be asked to leave the Collaborative. Should I want to withdraw from the Collaborative, I will notify the Collaborative Project Manager at Mn/DOT.

Name (Print) \_\_\_\_\_ Telephone: \_\_\_\_\_

Organization \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Above email will be used for access/membership on [www.mncollaborative.org](http://www.mncollaborative.org)*

Collaborative Norms and Guidelines are attached.