



# **HEBNI NUTRITION CONSULTANTS, INC.**

2009 West Central Boulevard | Orlando, Florida 32805 | Telephone 407.872.1333 | Facsimile 407.872.7135

**Memorandum of Agreement (MOA)  
Between  
Community Coordinated Care for Children, Inc. (4C)  
And  
Hebni Nutrition Consultants, Inc.**

## **I. Parties**

This Memorandum of Agreement (Hereinafter referred to as MOA") is to establish roles, responsibilities, and resources for parties engaged. The parties are **Community Coordinated Care for Children, Inc. (4C)** (Hereinafter referred to as "Contracting Officer" and), and **Hebni Nutrition Consultants, Inc. (HNC)** (Hereinafter referred to as "Organization" and/or "HNC").

The undersigned parties enter into this Memorandum of Agreement between the Consultant and Hebni Nutrition Consultants, Inc. The following are contacts regarding this MOA. For the purposes of notice, the addresses of the parties are as follows:

**Contracting Officer:**

Community Coordinated Care  
For Children (4C)

**Organization:**

Hebni Nutrition Consultants, Inc.  
2009 W. Central Boulevard  
Orlando, FL 32805

## **II. Purposes**

This MOA is intended to provide a general framework of responsibilities, services, and compensation for **Hebni Nutrition Consultants, Inc.** The MOA will serve as a vehicle through which the Contracting Officer and the Organization will communicate the identification of common goals and objectives.

## **III. Responsibilities:**

Community Coordinated Care for Children, Inc. (4C) (Contractor)

1. Will provide the participants and promote the classes to ensure adequate attendance.
2. Will provide technical assistance if concerns arise throughout the project.
3. Will provide access to location(s) that will have adequate seating, lighting that is conducive to learning.
4. Will provide access to a location that has lavatory services for cooking demonstrations and water for sanitation purposes.
5. Will store HNC supplies at each site for the duration of the classes.
6. Will recommend start times of all classes and be able to change if it meets the participant needs.
7. Provide Pre and Post weight growth charts of participants which will provide the child's progress for the duration of the 8-week program at



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which time improvement will be assessed. Percentages will be both calculated and analyzed for the overweight and the unhealthy.

8. Provide Data on Parent's Surveys to gather information on the knowledge of the cultural, nutritional activity and the impacts from beginning to program end. The results of the development, progress and the importance about family communication at meal times will be reviewed.
9. Provide Track Communication skills to the Participants using TSGOLD that will track the communication skills for each child at the start of the program and will include 2 meal times.

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**That the participating parents will also have a set of goals that will include a family engagement goal with Family Advocate (Licensed 4C social workers). Everything will be measured at the duration of the 8 weeks by Family Advocate.**

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Hebni Nutrition Consultants, Inc. (HNC) (Consultant) agrees to:

1. Hebni Nutrition Consultants, Inc. shall collaborate with 4C Healthy Living Initiative resources, and shall teach healthy meal planning, communication and language skills during meal times.
2. Serve as only dietetic practice to initiate and execute the contract of service: Provide 8-week wellness classes to 100 (kids) and 100 (parents) (participants serving Orange, Osceola and Seminole Counties).
3. HNC will perform the following tasks to ensure proper payments and deliverables are submitted to Community Coordinated Care for Children, Inc. (4C) in a timely manner free from errors to avoid penalties.
4. Employ staff to for the provision of staff support and organizational functions throughout the term of this contract.
5. Guided by our professionals, Hebni will provide nutrition education to 100 (kids) and 100 (parents), prepare budget friendly, tasty culturally relevant meals using healthy ingredients that are commonly found with WIC and SNAP programs.
6. Will conduct 8-week sessions 4 times a year. Hebni will serve as a model to demonstrate activities on planning and cooking meals that a heart healthy and caloric friendly, served family style in Seminole, Osceola and Orange Counties.
7. Will provide information on physical activity strategies that can be done at home to increase movement with the parents and children.
8. Hebni will include coaching techniques and strategies that instill cultural values, attitudes and beliefs that can create positive health behavior changes that will deter future weight gain and obstacles to successful outcomes.
9. Hebni will provide classroom materials that support healthy choices and integrate culturally sensitive approaches to behavior changes. HNC will



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oversee the completion and submission of **tasks** on the required attachments as stated below:

- a. Provide pre and post-test to adult participants to assess knowledge, attitudes, practices and beliefs.
- b. Develop appropriate questions and submit to the contractor for approval.
- c. Implement pre and post-test and submit data to the contractor.
- d. Conduct, within the tri county area 4 culturally relevant sessions. Sessions will be limited to 25-30 adults per round to insure attendance goals of the contract. Mutually agreed dates and times will be agreed upon with the contractor and vendor.
- e. Prepare a **Final Deliverable Report**. The report must be submitted to the Community Coordinated Care for children, Inc. Contracting Officer within 30 days from the end of each cycle, but no later than submission of the monthly invoice.
- f. Prepare an **End of Session Report** and submit to the Contracting Officer within 30 days following the end of each session. The Report will contain information regarding the following: a) The percentage of participants participating in the class who demonstrate an increase of fruit and vegetable consumption. b) The percentage of participants participating in the class who demonstrate an increase in knowledge of healthy nutrition practices. c) The percentage of participants participating in the class who demonstrate an increase in preparation of home cooked healthy meals. d) The percentage of eligible minorities participating with a Body Mass Index (BMI) score of 25 or higher who demonstrate a reduction in BMI.

### V. Other Information

1. Hebni agrees to participate in a face-to-face meetings or monthly calls to discuss progress of the project.
2. Hebni agrees work in conjunction with Hebni Management and Community Coordinated Care for Children, Inc. (4C) Administrator to ensure that that funds appropriated under this contract are used solely for the purposes outlined in this contract and any budgetary changes are to the benefit to the administration of the program.

### IV. Terms of the Agreement

The Memorandum of Agreement shall commence on January 1, 2018 – December 31, 2018. 4C will have the option to renew this **MOA** for up to three (3) additional terms upon written notification, with specific term limits. Each notification must be executed by both parties prior to the end of the initial term and each additional term thereafter.



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This MOA is solely for the said responsibilities and terms; any subsequent agreements shall be completed through modification.

**Withdrawal** - Any signatory may withdraw from this agreement by providing 14-day notice to all signatories. Should signatories withdraw, they must provide a substitute for the organization who will join the MOA through modification and assume the obligations of the withdrawing signatory.

**Termination** - Termination by mutual agreement of the Parties is allowed provided that either party to this MOA by provides a 30-day notice to all signatories.

**Failure to Deliver** - Failure to deliver goods or services in a timely way that does not positively affect the program, will deemed as actions necessary to terminate this agreement.

### V. Compensation

As compensation for the services rendered pursuant to this Agreement, Community Coordinated Care for Children shall pay Hebni Nutrition Consultants **\$10,500.00** on execution of this contract then **\$9,875.00** at the end of each session (4 total) with total payments not to exceed **\$50,000.00** for the entire project.

Hebni will provide invoices for payment to Community Coordinated Care for Children. Hebni will provide a W-9 and tax ID information for processing of payments. All checks will be made payable to Hebni Nutrition Consultants, within 15 days of receipt of Consultant's monthly invoice for services rendered supported by reasonable documentation.

### VIII. Signatures

This Memorandum of Agreement is effective upon execution of the Parties identified herein and terminates as provided herein.

  
Community Coordinated  
Care for Children, Inc. (4C)

2/15/18  
Date

  
Hebni Nutrition Consultants, Inc.

1/22/18  
Date