# Letter of Intent to Review

**State of California, County of Contra Costa**

1. **Parties**

This Letter of Intent to Review (“LOIR”) is made and entered into as of (enter date), by and between **The Dibble Institute (“TDI”),** with principal offices at 728 Coventry Road, Kensington, CA 94707 and **(insert name of your organization)** (“Client”) with principal office located at **(insert your organization’s address)**

1. **Purpose**

The purpose of this LOIR is to clarify the scope of work to be performed, work schedules, and other terms and conditions that structure the relationship between the two organizations upon the awarding of the Advancing Equity in Adolescent Health through Evidence-Based Teen Pregnancy Prevention Programs and Services grant. The LOIR period is July 1, 2023 to June 30, 2028.

This first portion of this LOIR (Section III) is contingent upon Client being awarded TPP Tier 1 funding from the Office of Population Affairs and selecting a Dibble EBP curriculum (or curricula) to review. Upon the award and during the EBP review process:

1. **TDI shall:**
2. Provide a complimentary pack of 10 journals per curriculum being reviewed.
3. Provide digital review copies of each curriculum under review for the 6-month project planning period.
4. Provide a short introductory PowerPoint slide deck for each curriculum reviewed.
5. Provide two hours of free technical assistance during the project planning period.
6. Attend up to five zoom meetings, with reasonable advanced notice by the client, with potential community partners to answer questions about the curriculum and implementation.

The remaining portions of this LOIR (Sections IV and V) are contingent upon the Client selecting and being approved by their funder to use a Dibble EBP curriculum (or curricula) for implementation. After the EBP selection and approval process, our mutual expectations are:

1. **Client shall:**
2. Implement the curriculawith fidelity, including PowerPoints, videos, and participant materials.
3. Submit major curricula adaptations to TDI for confirmation 30 days before implementation.
4. Assure that all Client’s facilitators have their own instructor’s manuals and are trained by a Dibble Certified Trainer prior to teaching the curriculum. Further, client agrees to purchase the necessary manuals at least 3 weeks prior to scheduled training date.
5. Pay for the services and materials based on the signed budget worksheet between Client and TDI.
6. **TDI shall:**
7. Give Client permission to use the copyrighted curricula materials as proposed in the application and/or alter them as needed for compliance with an OPA medical accuracy review
8. Provide guidance and review to confirm or deny Client initiated major adaptations within 14 days of receipt.
9. Provide professional training, refresher training, professional development, and ongoing follow-up technical assistance during start-up and implementation periods at the agreed upon rate.
10. Provide curricula fidelity monitoring tools
11. Invoice Client in a timely manner.

This LOIR may be terminated by either party for any reason providing thirty (30) days written notice.

The Dibble Institute (Insert name of your organization)

By: By:

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Catherine M. Reed, Exec Director (Insert name of person your signer)