

**Strategic Analysis Consulting Project (SACP)  
Memorandum of Understanding**

**Organization Name:**

Thank you for your willingness to participate in the Babson College (the "College") Strategic Analysis Consulting Project (SACP) (the "Program"). A summary of the Program follows.

1. The Program consists of a 9-week semester Consulting Project:
  - a. During the Consulting Project, the Team will examine a business problem that is of importance to the organization strategy and provide a project deliverable to be agreed upon by the Company, the Team and their advisor.
  - b. The College will appoint an advisor (the "Advisor") to the Team who will provide guidance to the Team in completing the Consulting Project. The Advisor may be a member of the College's faculty or staff or may be an executive in residence.
  - c. The team will present a final deliverable, summarizing the Team's findings and recommendations in a form and style appropriate to the Company.
2. The Company will appoint a Supervisor/Project Manager to cooperate with and assist the Team in completing the Consulting Project. The time commitment of the Company and its representatives shall be approximately February - April as follows:
  - ❖ Participation in periodic meetings with Team members to develop the project scope of work.
  - ❖ Coordination of meetings with key Company personnel.
  - ❖ Reasonable responsiveness to the Team's requests (keeping in mind time constraints faced by the Team).
  - ❖ Attendance at the final presentation. Date TBD with Company and Team.
3. The Team shall provide the Company with a proposed budget to cover the actual project costs required to complete the Consulting Project. If the expenses are likely to exceed the estimated budget or if the scope of the Consulting Project should change, the estimated budget shall be equitably adjusted.
4. Notwithstanding anything to the contrary contained herein or in the Confidentiality Agreements delivered to the Company, upon completion of the Program, the College may retain for educational purposes one copy of each of the final reports prepared by the Team. The College shall not publicly release any information contained in the report without prior written permission from the Company. If a student member of a Team submits a request for permission to include all or part of the written report in his or her resume or portfolio, the Company shall grant the request provided it is reasonably able to edit or delete any non-public information contained in the report.

5. Each Team Member participating in the Program will sign an Insider Trading Policy and a Non-Disclosure Agreement prepared by the College. The Company will receive these signed agreements at the beginning of the Team's work with the Company. The Company acknowledges and agrees that while the College takes reasonable actions to ensure that Team members comply with Insider Trading Policy and a Non-Disclosure Agreement prepared by the College, the College shall not be liable to the Company (and the Company agrees not to assert a claim, action or cause of action against the College if a Team Member (other than a member of the College's faculty or staff) violates any obligation contained in any of the agreements described in this Section 5.
6. The College may include the Company's name in its Program publicity.
7. Professional Conduct: Babson College affirms its commitment to provide a fair, humane, and respectful environment for all of its employees and students. It is the policy of the college to maintain a working and learning environment free from disrespectful conduct and communication. Every member of the Babson community has the right to live, learn, work, and otherwise participate in an environment free from all other forms of harassment by any other members of the Babson community.
8. The Program is viewed as a professional education where students are considered members of the business team. Therefore, it is our policy that relationships between students and Company contacts/advisors be maintained strictly on a professional level. If you have questions about Babson College's policies regarding discrimination, harassment, and other issues, please contact the Graduate Office of Experiential Learning for further clarification ([lromizal@babson.edu](mailto:lromizal@babson.edu) or 781-239-6149).

If this letter accurately reflects your understanding, please acknowledge by signing below and returning this letter to the College.

Sincerely,

BABSON COLLEGE

By: Nancy Doherty 11/6/2017  
 Nancy Doherty DATE  
 Director, Graduate Experiential Learning

**Acknowledged:**

Signature: 

Date: 11/16/17

Name: THOMAS KRAUS

Title: VICE PRESIDENT, MONTANVILLE AREA COUNCIL