



SCOPE OF SERVICES FORM

This Scope of Services is an integral part of this contract between the **Sheriff of Durham County** ("Sheriff"), and **NWN Corporation** ("Contractor"), which contract is dated December 1, 2024. Contractor agrees to provide services and/or materials pursuant to the provisions set forth below.

I. Background/Purpose: *(Why - Provide a brief description of the services being procured.)*

The core switches in our data center are End of Life and need replacement. This project is to address that issue. We will replace those switches according to our Life Cycle Replacement schedule.

II. References: *(Identify/attach additional documents relevant to this contract, i.e., quotes, proposals, etc.)*

The following documents are incorporated herein by reference to them:

- **Attachment 1A:** NWN quote # Q-164958
- **Attachment 1B:** State of NC IT contract #204X

III. Work/Requirements: *(What/Where - Be as detailed as possible in describing the work.).* The Contractor shall provide the necessary labor, security, permits and safety measures as required to perform the following:

An NWN systems engineer will come onsite to remove old core switches then configure and install the new core switches in the server room located at the Durham County Court House (510 S Dillard St., Durham, NC 27701)

IV. Schedules/Timelines: *(When – Provide a timetable to complete the work and any phases and/or deadlines.)*

A project timetable will be created with Sheriff IT staff members once project tasks have been confirmed with assigned Project Manager.

V. Transmittal/Delivery/Accessibility: *(How - Describe delivery methods for reports or deliverables. Include contact information of department procuring the services. Describe if County property is to be provided or access to the property, and how that will be handled, i.e. keys, holidays, security measures.)*

Correspondence with Sheriff IT staff will be completed via phone, email, and an in-person on-site installation visit.

VI. Payment: *(Include Rate of payment, Time for payments and Methods of payment.)*

Please see Section 3 of original Service contract or Section 1 of Purchase of Goods contract regarding payment terms.