



SCOPE OF SERVICES FORM

This Scope of Services is an integral part of this contract between the **County of Durham** (“County”), and **Early Years** (“Contractor”), which contract is dated **July 1st, 2025**. 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.)*

Durham PreK is a major Durham County investment in supporting healthy child development and early education for young children in Durham. The work to study and establish a universal pre-k initiative in Durham began in 2015 with joint Board of County Commissioners, City Council, and Board of Education resolution in support of a planning process toward universal, high-quality pre-k. Ever since, Durham County has contributed increasing amounts of funding to community partners to bring that goal to life.

Durham County’s investment in pre-k began with a decision to provide sales tax funds to support Durham Public Schools Pre-K. The County’s investment in universal Pre-K began in FY 2018 with funding for the Whitted School and a pre-k supply and demand study to inform additional investment and expansion. Beginning in FY 2019, a contract was established with Early Years (formerly Child Care Services Association – CCSA) and multiple subcontracted partners to administer the expansion of Durham PreK. From that time, Durham County funding has increased almost every year, growing Durham’s locally supported pre-k seats from close to zero to 1440 in FY 2025.

This contract will allow for the continuation of the universal pre-k program in Durham County as well as system-wide benefits, including support and building capacity for Durham's early education workforce, as well as increased teacher compensation and support. This year’s contract and increase in funds are part of the strategic plan to move closer to the goal set by our community and supported by the Board to create a universal pre-k program accessible to all 4-year-olds in Durham County.

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:

- DPK Detailed Scope of Work

III. Work/Requirements: (*What/Where - Be as detailed as possible in describing the work.*)

Child Care Services Association will manage and administer Durham PreK, our universal PreK initiative in Durham County, subcontracting with other partners as needed. The attached DPK Detailed Scope of Work lays out specific deliverables for the management and administration of our Durham PreK initiative in the following areas:

- Child and family applications and enrollment
- Family engagement and outreach
- PreK center contracting, data and payment processing, identification and development for capacity building
- Teacher and director quality support, including TA to active classrooms and professional development
- Workforce development
- Quality standards
- Funding and sustainability
- Program evaluation
- Public engagement
- Management, oversight, and governance
- Reporting

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

All work will be completed by June 30, 2030.

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.*)

Monthly reports will be sent to Donna Rewalt, Durham County Extension Director, by email: drewalt@dconc.gov.

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

The total contracted amount for FY 2026 is \$7,373,029. *The annual amount payable under this contract shall be subject to and contingent upon the approval of the County budget for Durham PreK by the Board of County Commissioners (BOCC) during its annual budget process. The contract may be amended depending on the approved annual amount provided by the BOCC along with necessary adjustments in the Scope of Work based on the approved amount by mutual agreement.*

All payments will be made by direct deposit. Payments are divided into two categories: instructional services and management services. Based on the \$7,373,029 amount, instructional services will be invoiced monthly and should not total more than \$5,466,393. Payments for management services will be auto-paid quarterly in the amount of \$476,659, with the first payment happening once the contract is executed, and quarterly thereafter on October 15, 2025, January 15, 2026, and April 15, 2026. Payments for management services should not total more than \$1,906,636.