

**NORTH CAROLINA  
DURHAM COUNTY**

**CONSULTANT CONTRACT**

**THIS CONTRACT** is made, and entered into this the First day of March, 2015, by and between the COUNTY of DURHAM, a political subdivision of the State of North Carolina, (hereinafter referred to as "COUNTY"), and MARTHA MARSHALL MANGEMENT CONSULTANT a corporation duly authorized to do business in the state of North Carolina, (hereinafter referred to as "CONSULTANT").

For and in consideration of mutual promises to each as herein after set forth, the parties hereto do mutually agree as follows:

1. **SCOPE OF SERVICES.** CONSULTANT hereby agrees to provide the services and/or materials under this contract pursuant to the provisions and specifications identified in "Attachment 1" (hereinafter collectively referred to as "Services"). Attachment 1 is hereby incorporated herein and made a part of this contract. Time is of the essence with respect to all provisions of this contract that specify a time for performance.

The COUNTY will perform on-going contract monitoring to ensure that the terms of this contract are complied with. CONTRACTOR agrees to cooperate with the COUNTY in its monitoring process and provide documentation and/or information requested during the term of this Agreement for the purpose of monitoring the services provided by CONTRACTOR.

2. **TERM OF CONTRACT.** The Term of this contract for services is from March 1, 2015 to June 30, 2015 unless sooner terminated as provided herein.

3. **PAYMENT TO CONSULTANT.** CONSULTANT shall receive from COUNTY an amount not to exceed Twenty-seven Thousand Eight Hundred Twenty Dollars (\$27,820) as full compensation for the provision of Services. COUNTY agrees to pay CONSULTANT at the rates specified for Services performed to the satisfaction of the COUNTY, in accordance with this contract, and Attachment 1. Unless otherwise specified, CONSULTANT shall submit an itemized invoice to COUNTY by the end of the month during which Services are performed. A Funds Reservation number may be assigned to encumber the funds associated with this contract and must appear on all invoices and correspondence mailed to Purchaser. Payment will be processed promptly upon receipt and approval of the invoice by COUNTY.

4. **INDEPENDENT CONTRACTOR.** COUNTY and CONSULTANT agree that CONSULTANT is an independent contractor and shall not represent itself as an agent or employee of COUNTY for any purpose in the performance of CONSULTANT's duties under this Contract. Accordingly, CONSULTANT shall be responsible for payment of all federal, state and local taxes as well as business license fees arising out of CONSULTANT's activities in accordance with this Contract. For purposes of this contract taxes shall include, but not be limited to, Federal and State Income, Social Security and Unemployment Insurance taxes.

CONSULTANT, as an independent contractor, shall perform the Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.

5. **OWNERSHIP OF WORK.** All Work and any documents prepared by the CONSULTANT for or on account of this contract shall be the owned by the COUNTY, and the COUNTY shall have all common law, statutory and other reserved rights, including copyright.

Submission or distribution of documents to meet official regulatory requirements or for similar purposes in connection with the project is not to be construed as publication in derogation of the COUNTY's reserved rights.

- 6. INSURANCE AND INDEMNITY.** To the fullest extent permitted by laws and regulations, CONSULTANT shall indemnify and hold harmless the COUNTY and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or mediation) arising out of or resulting from CONSULTANT's performance of this Contract or the actions of the CONSULTANT or its officials, employees, or contractors under this Contract or under contracts entered into by the CONSULTANT in connection with this Contract. This indemnification shall survive the termination of this Contract.

In addition, CONSULTANT shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. Additionally, CONSULTANT shall maintain, at its expense, the following minimum insurance coverage:

\$250,000/\$500,000 – Professional Liability - Error and Omissions.

CONSULTANT, upon execution of this Contract, shall furnish to the COUNTY a Certificate of Insurance reflecting the minimum limits stated above. The Certificate shall provide for thirty-(30) days advance written notice in the event of a decrease, termination or cancellation of coverage. Providing and maintaining adequate insurance coverage is a material obligation of the CONSULTANT. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The limits of coverage under each insurance policy maintained by the CONSULTANT shall not be interpreted as limiting the CONSULTANT's liability and obligations under the Contract. Notwithstanding the foregoing, nothing contained in this section 5 shall be deemed to constitute a waiver of the sovereign immunity of the County, which immunity is hereby reserved to the County.

- 7. HEALTH AND SAFETY.** CONSULTANT shall be responsible for initiating, maintaining and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing Services under this Contract.
- 8. NON-DISCRIMINATION IN EMPLOYMENT.** CONSULTANT shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. CONSULTANT shall take affirmative action to ensure that qualified applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability. In the event CONSULTANT is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Contract may be canceled, terminated or suspended in whole or in part by COUNTY, and CONSULTANT may be declared ineligible for further COUNTY contracts.
- 9. GOVERNING LAW.** This Contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the General Court of Justice in the County of Durham and the State of North Carolina.

## **10. TERMINATION.**

**10.1 EVENT OF DEFAULT.** Any one or more of the following acts or omissions of the CONSULTANT shall constitute an Event of Default hereunder:

- a. Failure to perform the Services satisfactorily or on schedule,
- b. Failure to submit any report required hereunder; and/or
- c. Failure to perform any other covenant, term, or condition of this Agreement.

Upon the occurrence of an Event of Default, the County may take one or more or all of the following actions:

1. Give CONSULTANT written Notice of the Event of Default, specifying the Event of Default and requiring it to be remedied within, in the absence of greater or lesser specification of time, seven (7) calendar days from the date of the notice; and if the Event of Default is not timely remedied, terminate the agreement, effective two (2) days after giving the CONSULTANT written Notice of Termination; and/or
2. Deduct any and all expenses incurred by the County for damages caused by the CONSULTANT's Event of Default; and/or
3. Treat the agreement as breached and pursue any of its remedies at law or in equity, or both, including damages and specific performance.

**10.2 TERMINATION FOR CONVENIENCE.** This Contract may be terminated, without cause, by either party upon thirty (30) days written notice to the other party. This termination notice period shall begin upon receipt of the Notice of Termination.

Termination of this Contract, under either section 10.1 or 10.2, shall not form the basis of any claim for loss of anticipated profits by either party.

**11. SUCCESSORS AND ASSIGNS.** CONSULTANT shall not assign its interest in this Contract without the written consent of COUNTY. CONSULTANT has no authority to enter into contracts on behalf of COUNTY.

**12. COMPLIANCE WITH LAWS.** CONSULTANT represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The implementation of this Contract shall be carried out in strict compliance with all Federal, State, or local laws.

**13. NOTICES.** All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

**COUNTY OF DURHAM  
ATTN: PURCHASING DEPARTMENT  
4TH FLOOR, 200 EAST MAIN STREET  
DURHAM, NORTH CAROLINA 27701**

**CONSULTANT  
ATTN: Martha Marshall  
224 LITTLE RIVER RD.  
Haymarket, VA 20169**

**14. AUDIT RIGHTS.** For all Services being provided hereunder, COUNTY shall have the right to inspect, examine, and make copies of any and all books, accounts, invoices, records and other writings relating to the performance of the Services. Audits shall take place at times and locations mutually agreed upon by both parties. Notwithstanding the foregoing, CONSULTANT must make the materials to be audited available within one (1) week of the request for them.

**15. COUNTY NOT RESPONSIBLE FOR EXPENSES.** COUNTY shall not be liable to CONSULTANT for any expenses paid or incurred by CONSULTANT, unless otherwise agreed in writing.

**16. EQUIPMENT.** CONSULTANT shall supply, at its sole expense, all equipment, tools, materials, and/or supplies required to provide Services hereunder, unless otherwise agreed in writing.

**17. ENTIRE CONTRACT.** This contract, including Attachment 1, shall constitute the entire understanding between COUNTY and CONSULTANT and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties.

**18. HEADINGS.** The subject headings of the sections are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This contract shall be deemed to have been drafted by both parties and no interpretation shall be made to the contrary.

**19. EXISTENCE.** CONSULTANT warrants that it is a corporation duly organized, validly existing, and in good standing under the laws of the State of North Carolina and is duly qualified to do business in the State of North Carolina and has full power and authority to enter into and fulfill all the terms and conditions of this contract.

**20. CORPORATE AUTHORITY.** By execution hereof, the person signing for CONSULTANT below certifies that he/she has read this contract and that he/she is duly authorized to execute this contract on behalf of the CONSULTANT.

**21. E-VERIFY.** As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the County utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance of the terms of this section upon request by the COUNTY.

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Service Contract to be executed by their duly authorized office or agent.

**COUNTY OF DURHAM**

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**Wendell Davis, County Manager**

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

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**George K. Quick, Durham County Chief Financial Officer**

**CONSULTANT**

By: \_\_\_\_\_  
Martha Marshall

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

ATTACHMENT "1" to follow

## ATTACHMENT 1

### SCOPE OF SERVICES

This Scope of Services is an integral part of the contract between the County of Durham (hereinafter referred to as “County”), and Martha Marshall (hereinafter referred to as “Contractor”), which contract is dated March 1, 2015.

CONTRACTOR hereby agrees to provide services and/or materials to the County pursuant to the provisions set forth below.

#### **I. Background/Purpose**

Durham County, NC is in the early stages of implementing its new business model, Managing for Results (MFR). This approach uses best management practices in a systematic way so that the County can:

- **Plan** for what it wants to achieve
- **Budget** for the results it wants
- **Manage** to ensure it is achieving those results
- And **evaluate and learn** to determine how it can make improvements for better outcomes

In Fall 2014, under the direction of County Manager Wendell Davis and in consultation with more than 100 key County employees, Durham County developed a model and four-year timeline for Managing for Results.

Martha Marshall will serve as a consultant to assist with completion of the FY14-15 practices, as listed in the MFR timeline.

#### **II. Work/Requirements**

This contract will cover the following work and associated travel costs: defining programs for 7 departmental pilots; defining program measures and data sources for those departmental pilots; and facilitating the March 16, 2015 Board of County Commissioners Retreat.

This contract also provides for additional work and associated travel costs for technical assistance for Managing for Results, only if deemed necessary.

For any additional work item, the Contractor will complete a Task Order Sheet stating all main deliverables that will be agreed upon by the Contractor and the Strategic Initiative Manager, and signed/approved by the County Manager. The County will be billed for each task order at the completion of task order.

The total contract is a not-to-exceed amount of \$27,820, including travel costs. Contractor will bill at \$185 per hour.

The County will only be invoiced for work completed, not to exceed \$27,820.

#### **III. Schedules/Timelines**

The County and Contractor will agree to schedules, in keeping with the MFR timeline for the remainder of FY13-14. The work items will begin in March 2015 and will end no later than June 2015.

**IV. Transmittal/Delivery/Accessibility**

The contractor will work directly with Strategic Initiative Manager Michael Davis. Contractor may also communicate with additional employees, including members of MFR Progress Teams and Budget staff.

**V. Payment**

The County will be invoiced by the Contractor upon completion of each work item (listed below).

<b>Work Item</b>	<b>Projected Cost</b>
Define Programs for 7 Departmental Pilots	\$ 5,932.50
Define Program Measures and Provide Assistance on Data Sources for Departmental Pilots	\$ 13,240.00
Facilitation of March 16, 2015 Board of County Commissioners Retreat	\$ 3,573.50
Other technical assistance for Managing for Results and related travel costs, if needed	\$ 5,074.00
<b>Total</b>	<b>\$ 27,820.00</b>