

## **ATTACHMENT 1 SCOPE OF SERVICES**

This Scope of Services is an integral part of this contract between the County of Durham (hereinafter referred to as “County”), and Child Care Services Association, Inc. (hereinafter referred to as “Contractor”), which contract is dated July 1, 2018.

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

I. **Background/Purpose:** The purpose of this contract is for Durham County to purchase expert assistance for the purposes of expanding high-quality pre-kindergarten in Durham.

II. **Supporting Documentation** - The following documents are incorporated herein:

- Detailed scope of work, including timeline
- Graphic timeline showing tasks over the two fiscal years
- Detailed budget for the two years (\$769,824 in FY18-19 and \$813,733 in FY19-20)
- Monthly program / timeline reporting template
- Monthly Funds Spend Report (FSR) template

III. **MWBE Participation**

Per the attached M/WBE compliance review from Durham County Purchasing, there are no M/WBE participation goals for this project.

III. **Work/Requirements:** See supporting documents attached (listed in Section II above).

IV. **Schedules/Timelines:**

See attached, detailed scope of work with timeline, but in general the work is to be completed over the next two fiscal years (FY18-19 – FY19-20).

V. **Transmittal/Delivery/Accessibility:**

All reports, information, invoices, etc. are to be directed to:

Durham County Manager’s Office  
c/o Drew Cummings, Chief of Staff  
200 E. Main St., 2<sup>nd</sup> Fl.  
Durham, NC 27701  
(919) 560-0065  
[dcummings@dconc.gov](mailto:dcummings@dconc.gov)

VI. **Payment:**

Annual contract amounts will be paid quarterly (1/4<sup>th</sup> each quarter) by electronic funds transfer (EFT) by the 15<sup>th</sup> day of the first month of each quarter (e.g. by July 15<sup>th</sup>, Oct. 15<sup>th</sup>, Jan. 15<sup>th</sup>, and April 15<sup>th</sup>). CCSA will provide monthly Funds Spend Reports (FSRs). The June FSR each year will serve as the annual reconciliation of amounts paid / amounts spent.