

# INTERNAL CONTRACT REQUISITION FORM

15-2265



CONTRACTOR/VENDOR NAME: ROBERT HALF INTERNATIONAL

VENDOR #: 100007304

CONTRACTOR NAME & E-MAIL (INDIVIDUAL E-SIGNING FOR THE CONTRACTOR):

**CHRIS MCCREA**

Print Name \_\_\_\_\_ E-Mail Address \_\_\_\_\_

chris.mccrea@roberthalf.com

TYPE OF CONTRACT: New \_\_\_\_\_ Renewal \_\_\_\_\_ Amendment ☒ Services ☒ Goods \_\_\_\_\_ Consulting \_\_\_\_\_ Construction \_\_\_\_\_ Lease \_\_\_\_\_ Other \_\_\_\_\_

SCOPE OF WORK: TEMP STAFFING-DESKTOP SUPPORT-IS&T

CONTRACT AMT: \$ 36,000.00 CONTRACT TERM: 01/22/18-01/31/20 RFP/RFB/RFQ#: N/A

FUNDING SOURCE: General ☒ State \_\_\_\_\_ Federal \_\_\_\_\_ UNIFORM GUIDANCE (UG) PROCEDURES APPLICABLE? YES \_\_\_\_\_ NO ☒

ITEM LINE#	FUND	COST CENTER	G/L ACCOUNT	WBS ELEMENT (Grants/Projects Only)	GRANT NUMBER	MATERIAL GROUP#	TOTAL	I/D	ADDITIONAL INFO
1	1001010000	42001910000	5200160100			0069	\$ 36,000.00		SUPPORT EXTENSION RENEWAL
2									
3									

RISK MANAGER Contract Requires Risk Management Review/Approval? YES \_\_\_\_\_ NO ☒

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contract Requires BOCC Approval? YES \_\_\_\_\_ NO ☒ Date of BOCC Approval: \_\_\_\_\_

## REQUISITIONER

*DocuSign E-Signature:* Kimberly Cook/IS&T Admin. Officer Date: 10/02/19

Print Name/E-Mail: kcook@dconc.gov

## DEPARTMENT HEAD OR DESIGNEE

*DocuSign E-Signature:* \_\_\_\_\_ Date: \_\_\_\_\_

Print Name/Title: Greg Marrow/Chief Information Officer

E-Mail Address: gmarrow@dconc.gov

## Additional Comments/Instructions by Department:

Please forward executed copy to Kimberly Cook.

FUNDS RESERVATION# 18-849

Purchasing Comments:

Reviewing Attorney: \_\_\_\_\_ Date: \_\_\_\_\_

## PURCHASING MANAGER

*DocuSign E-Signature* \_\_\_\_\_ Date: \_\_\_\_\_

*DocuSign E-Signature*

## CHIEF FINANCIAL OFFICER

*DocuSign E-Signature* \_\_\_\_\_ Date: \_\_\_\_\_

*DocuSign E-Signature*

## COUNTY MANAGER

*DocuSign E-Signature* \_\_\_\_\_ Date: \_\_\_\_\_

*DocuSign E-Signature*

## CLERK TO THE BOARD

*DocuSign E-Signature* \_\_\_\_\_ Date: \_\_\_\_\_

*DocuSign E-Signature*

## IS&T DEPT

*DocuSign E-Signature* \_\_\_\_\_ Date: \_\_\_\_\_

*DocuSign E-Signature*

**Cook, Kim**

---

**From:** Darby, Willie S.  
**Sent:** Thursday, October 3, 2019 11:13 AM  
**To:** Cook, Kim  
**Subject:** RE: Robert half contract amendment FY20

Hi Kim:

The Robert Half contract and the COI are both approved as to form.

Thanks,

Willie

**WILLIE S. DARBY | SENIOR ASSISTANT COUNTY ATTORNEY**



**County Attorney**

200 E. Main St., 2nd Floor  
Durham, NC 27701  
Office - (919) 560-0709  
Fax (919) 560-0719

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**From:** Cook, Kim <[kcook@dconc.gov](mailto:kcook@dconc.gov)>  
**Sent:** Wednesday, October 02, 2019 5:36 PM  
**To:** Darby, Willie S. <[wdarby@dconc.gov](mailto:wdarby@dconc.gov)>  
**Subject:** Robert half contract amendment FY20

Mr. Darby,

Attached is a contract amendment for your review. Pls advise with any revisions necessary to process.  
*I will not be in the office Thursday and Friday but will return any necessary responses Monday.*

Thank you,

Kim

**KIMBERLY M COOK | Administrative Officer**



**DURHAM COUNTY**  
Information Services  
& Technology

200 East Main Street, 5<sup>th</sup> Floor  
Durham, North Carolina 27701  
Office (919) 560-7083 | Fax (919) 560-7008 | [kcook@dconc.gov](mailto:kcook@dconc.gov)

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/29/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher & Co. Insurance Brokers of CA, Inc. License #0726293 505 N. Brand Boulevard, Suite 600 Glendale CA 91203		<b>CONTACT NAME:</b> Robert Half Certificates <b>PHONE (A/C, No, Ext):</b> 818-539-1463 <b>E-MAIL ADDRESS:</b> roberthalf_certificates@aig.com <b>FAX (A/C, No):</b> 818-539-1801	
<b>INSURED</b> Robert Half International Inc 2613 Camino Ramon San Ramon, CA 94583		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Federal Insurance Company <b>INSURER B:</b> XL Insurance America, Inc. <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 20281 24554	

**COVERAGES****CERTIFICATE NUMBER:** 1910264161**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD: WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Stop Gap Em. Liab <input checked="" type="checkbox"/> in OH, WA, WY, ND GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	3579-66-87	6/1/2019	6/1/2020	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$2,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Employer Liability \$1,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	7323-32-17	6/1/2019	6/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp./Coll. Ded: \$1,000/\$1,000
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$		7921-71-07	6/1/2019	6/1/2020	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	See Attached Supplemental	6/1/2019	6/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Named Insured includes the following: Accountemps, Office Team, Robert Half Finance & Accounting, Robert Half Technology, Robert Half Management Resources, Robert Half Legal, and The Creative Group which are direct subsidiaries of the parent company: Robert Half International 2613 Camino Ramon; San Ramon CA 94583.

Rights of Subrogation have been waived with respects to General Liability policy, Auto Liability and Worker Compensation policies as required by written contract executed prior to loss.

**CERTIFICATE HOLDER****CANCELLATION**

Durham County Information Technology  
200 E Main St, Floor 5  
Durham NC 27701-3649

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**COMMERCIAL AUTOMOBILE – BLANKET WAIVER OF SUBROGATION – POLICY EXCERPT**

Insured Robert Half International, Inc  
Policy Number 7323-32-17  
Policy Effective June 1, 2019 – June 1, 2020; 12:01am Standard Time  
Form Number 16-02-0292 (rev. 11-16)

**BUSINESS AUTO COVERAGE FORM**

This endorsement modifies the Business Auto Coverage Form.

**13. WAIVER OF SUBROGATION**

Paragraph A.5. - TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US of SECTION IV – BUSINESS AUTO CONDITIONS is deleted and replaced with the following:

5. We will waive the right of recovery we would otherwise have against another person or organization for "loss" to which this insurance applies, provided the "insured" has waived their rights of recovery against such person or organization under a contract or agreement that is entered into before such "loss".

To the extent that the "insured's" rights to recover damages for all or part of any payment made under this insurance has not been waived, those rights are transferred to us. That person or organization must do everything necessary to secure our rights and must do nothing after "accident" or "loss" to impair them. At our request, the insured will bring suit or transfer those rights to us and help us enforce them.

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Where required by written agreement signed prior to loss.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective  
Insured  
Robert Half International Inc.  
Insurance Company  
XL Insurance America, Inc.

Policy No.  
RWD3001140-03

Endorsement No.  
Premium Included

Countersigned by \_\_\_\_\_

WC 00 03 13  
(Ed. 4-84)

**NORTH CAROLINA  
DURHAM COUNTY**

**CONTRACT AMENDMENT**

**THIS CONTRACT AMENDMENT** is made and entered into this 24<sup>th</sup> day of September 2019 by and between the **COUNTY OF DURHAM** (hereinafter referred to as "**County**") and Robert Half International Inc. (hereinafter referred to as "**Contractor**").

**WITNESSETH:**

THAT WHEREAS, the County and Contractor entered into a contract dated February 7, 2019, for the provision of Desktop Contracted Temporary Support, (hereinafter the "**Original Agreement**"); and

WHEREAS, the County and Contractor desire to amend the Original Agreement, while keeping in effect all terms and conditions of the Original Agreement not inconsistent with the terms and conditions set forth below.

NOW THEREFORE, for and in consideration for the mutual covenants and agreements made herein, the parties agree to amend the Original Agreement as follows:

1. The Term of the Original Agreement is hereby extended through January 31, 2020.
2. The compensation paid to Contractor shall be an amount not to exceed \$ 72,000.
3. **CONFIDENTIALITY, DATA SECURITY, TRAINING AND NON-DISCLOSURE.** CONTRACTOR acknowledges and agrees that, in the course of its engagement with COUNTY, CONTRACTOR or its licensors, subcontractors or suppliers in connection with the services to be rendered under this Contract may receive or have access to "confidential information" or "personal identifiable information".

CONTRACTOR or its licensors, contractors or suppliers has obtained or may need to obtain confidential information from the COUNTY in connection with the provision of services to the COUNTY or the discussions of such a proposed relationship.

The COUNTY and CONTRACTOR desire to stipulate and agree that any disclosure of confidential information in connection with the provision of services or the discussion of such a proposed relationship has occurred or will occur under circumstances and conditions that will protect and preserve the confidentiality of the information.

In consideration of the pursuit of current discussions and payment for the services, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and in further consideration of the covenants and representations contained herein, the parties agree as follows:

**3.1 DEFINITIONS.** As used in this Contract, the following terms shall have the meanings set forth below:

**Confidential Information.** The term "Confidential Information" shall mean any information, in any medium, whether written, oral or electronic, not generally known in the relevant trade or industry, which falls within any of the following general categories:

- a. Trade Secrets. For purposes of this Contract, trade secrets consist of information of the COUNTY or CONTRACTOR or any of its suppliers, contractors or licensors: (a) that Derives value from being secret; and (b) that the owner has taken reasonable steps to keep confidential. Examples of trade secrets include information relating to proprietary software, new technology, new products or services, flow charts or

diagrams that show how things work, manuals that tell how things work and business processes and procedures.

- b. **Highly Restricted Information.** CONTRACTOR acknowledges that certain Highly Restricted Information is subject to legal restrictions beyond those imposed by this Contract, and agrees that: (a) all provisions in this Contract applicable to Confidential Information shall apply to Highly Restricted Information; and (b) CONTRACTOR will also comply with any more restrictive instructions or written policies that may be provided by the COUNTY from time to time to protect the confidentiality of Highly Restricted Information, as defined below:

1. Information of the COUNTY or its suppliers, contractors or licensors marked "Confidential" or "Proprietary."
2. Information relating to criminal investigations conducted by the COUNTY, and records of criminal intelligence information compiled by the COUNTY.
3. Information contained in the COUNTY's personnel files, as defined by NCGS §153A-98. This consists of all information gathered by the COUNTY about employees, except for that information which is a matter of public record under North Carolina law.
4. Citizen or employee social security numbers collected by the COUNTY.
5. Computer security information of the COUNTY, including all security features of electronic data processing, or information technology systems, telecommunications networks and electronic security systems. This encompasses but is not limited to passwords and security standards, procedures, processes, configurations, software and codes.
6. Local tax records of the COUNTY that contained information about a taxpayer's income or receipts.
7. Any attorney/client privileged information disclosed by either party.
8. Any data collected from a person applying for financial or other types of assistance, including but not limited to their income, bank accounts, savings accounts, etc.
9. The name or address of individual homeowners who, based on their income, have received a rehabilitation grant to repair their home.
10. Protected Information (PHI), as defined in the Insurance Portability and Accountability Act (HIPAA), and any other information that is designated as confidential under federal or state law.

The parties acknowledge that in addition to information disclosed or revealed after the date of this Contract, the Confidential information shall include information disclosed or revealed within one year prior to the date of this Contract.

**Personal Identifiable Information.** The term "Personal Identifiable Information" shall mean information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked to a specific individual.

- 3.2 RESTRICTIONS.** CONTRACTOR shall keep the Confidential Information in the strictest confidence, in the manner set forth below:

- a. Not copy, modify, enhance, compile or assemble (or reverse compile or disassemble), or reverse engineer Confidential Information, except as authorized by the COUNTY in writing.
- b. Not directly or indirectly, disclose, divulge, reveal, report or transfer Confidential Information to any third party, other than an employee, agent, subcontractor or CONTRACTOR of the COUNTY or CONTRACTOR having a need to know such Confidential Information for purpose or performing work

contemplated by this Contract between the COUNTY and CONTRACTOR, and who has executed a confidentiality agreement incorporating substantially the form of this Confidentiality and Non-Disclosure Agreement. CONTRACTOR shall not directly or indirectly, disclose, divulge, reveal, report or transfer Highly Restricted Information to any third party without the County's prior written consent.

- c. Not use any Confidential Information for its own benefit or for the benefit of a third party, except to the extent such use is authorized by this Contract or other written contracts between the parties hereto, or is for the purpose for which such Confidential Information is being disclosed.
- d. Not remove any proprietary legends or notices, including copyright notices, appearing on or in the Confidential Information.
- e. Use reasonable efforts (including but not limited to seeking injunctive relief where reasonably necessary) to prohibit its employees, agents and subcontractors from using or disclosing the Confidential Information in a manner not permitted by this Contract.
- f. In the event that any demand is made in litigation, arbitration or any other proceeding for disclosure of Confidential Information, CONTRACTOR shall assert this Contract as a ground for refusing the demand and, if necessary, shall seek a protective order or other appropriate relief to prevent or restrict and protect any disclosure of Confidential Information.
- g. All materials which constitute, reveal or derive from Confidential Information shall be kept confidential to the extent disclosure of such materials would reveal Confidential Information, and unless otherwise agreed, all such materials shall be returned to the COUNTY or destroyed upon satisfaction of the purpose of the disclosure of such information.
- h. Restrict employee access to the Confidential Information to those employees having a need to know for purposes of their jobs.
- i. Take all reasonable measures to prevent the use or disclosure of Confidential Information by its employees in a manner not permitted by this Contract.

**3.3 EXCEPTIONS.** The COUNTY agrees that CONTRACTOR shall have no obligation with respect to any Confidential Information that CONTRACTOR can establish was:

- a. Already known to CONTRACTOR prior to being disclosed by the COUNTY;
- b. Or becomes publicly known through no wrongful act of CONTRACTOR;
- c. Rightfully obtained by CONTRACTOR from a third party without similar restriction and without breach hereof;
- d. Used or disclosed by CONTRACTOR with the prior written authorization of the COUNTY;
- e. Disclosed pursuant to the requirement or request of a governmental agency, which disclosure cannot be made in confidence, provided that, in such instance, CONTRACTOR shall first give to the other party notice of such requirement or request;



- f. Disclosed pursuant to the order of a court of competent jurisdiction or a lawfully issued Subpoena, provided that CONTRACTOR shall take reasonable steps to obtain an agreement or protective order providing that this Agreement will be applicable to all disclosures under the court order or subpoena.

**3.4 REMEDIES.** CONTRACTOR acknowledges that the unauthorized disclosure of the Confidential Information will diminish the value of the COUNTY's proprietary interests therein. Accordingly, it is agreed that if CONTRACTOR breaches its obligations hereunder, the COUNTY shall be entitled to equitable relief to protect its interests, including but not limited to injunctive relief, as well as monetary damages.

**3.5 DATA SECURITY.** The CONTRACTOR shall adopt and apply data security standards and procedures that comply with all applicable federal, state, and local laws, regulations and rules.

The CONTRACTOR shall report a suspected or confirmed security breach to the COUNTY Department within twenty-four (24) hours after the breach is first discovered, provided that the CONTRACTOR shall report a breach involving Social Security Administration data or Internal Revenue Service data within one (1) hour after the breach is first discovered.

If any applicable Federal, State, or local law, regulation, or rule requires the CONTRACTOR to give written notice of a security breach to affect persons, the CONTRACTOR shall bear the cost of the notice.

**3.6 TRAINING AND NON-DISCLOSURE.** Upon request by the COUNTY, CONTRACTOR agrees to ensure compliance and the security of "confidential information" and "personal identifiable information", by having its employees, agents and subcontractors take online privacy and security awareness training provided by COUNTY, by way of an internet link or some other electronic method to be provided by COUNTY. CONTRACTOR, at the request of COUNTY, shall execute a non-disclosure agreement if, and when submitted by COUNTY.

**4. MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE (MWBE) PROGRAM.** It is the policy of the County to provide minorities and women-owned businesses equal opportunity to participate in all aspects of the County's contracting programs, including but not limited to, the procurement of construction, goods and services consistent with law. The County has established an ordinance and implements an MWBE Program based on the ordinance, that promotes, increases and works towards eradicating the underutilization of minorities and women-owned businesses in the County's contracting programs. As part of the implementation of the MWBE Program, Contractors shall complete **Attachment 2 – MWBE Utilization Form**, to provide the percentage/dollar value being subcontracted to any minority or women-owned business being utilized on this contract. Attachment 2 is hereby incorporated herein and made a part of this contract.

5. By execution hereof, the person signing for Contractor below certifies that he/she has read this Contract Amendment and that he/she is duly authorized to execute this contract on behalf of the Contractor.
6. Except for the changes made herein, the Original Agreement shall remain in full force and effect to the extent not inconsistent with this Amendment. In the event that there is a conflict between the Original Agreement and this Amendment, this Amendment shall control.

IN WITNESS WHEREOF, the parties have expressed their agreement to these terms by causing this Contract Amendment to be executed by their duly authorized office or agent. This Contract Amendment shall be effective as of the date herein.

**COUNTY OF DURHAM**

**By:** \_\_\_\_\_

**Print Name/Title:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_

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

\_\_\_\_\_  
**Susan Tezai, Durham County Chief Financial Officer**

**CONTRACTOR**

**By:** \_\_\_\_\_

**Print Name/Title:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_

## 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 **Robert Half Technology** (hereinafter referred to as "Contractor"), which contract is dated February 7, 2019.

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

- I. **Background/Purpose:** (*Why - Provide a brief description of the project or services being procured.*)  
This request is for a staffing contract with RHT (Michael Prince) to assist IS&T Staff with on-going projects while one Technology Support Analyst is out on medical leave.
- II. **References:** (*Identify & attach any additional documents relevant to the performance of services, i.e., quotes, proposals, etc.*)

The following documents are incorporated herein by reference to them:

Durham County IT - RHT - Technology Support Analyst Michael Prince SOW  
RHT COI

**For engineering, architectural and surveying contracts, and contracts not bid through Purchasing, please reference MWBE subcontractor utilization below, if any:**

Contractor is expected to expend a minimum of \_\_\_% of the \$\_\_\_\_\_ total dollar amount of this contract with minority business enterprise(s), and subcontracted to the following firms listed below.

Name & Telephone Number	Minority Category*	Work Description	Dollar Value

\*Minority categories: Black/African American (B), Female (F), Hispanic (H), Asian American (A), American Indian (I)

### Durham County Goals for M/WBE Participation in the Procurement of Goods, Services and Construction

Categories	Construction	Architect/ Engineer	Services	Goods	MWBE Availability % (Median Availability)
Black American	14.6	9.8	10.9	2.8	10.4%
Asian American	1.3	3.0	1.1	.43	1.3%
Hispanic American	4.2	1.8	1.1	.43	1.5%
American Indian	.65	.75	1.0	.5	.70%
White Female	13.8	11.0	9.5	7.1	10.3%
<b>Overall MWBE Participation Goal =</b>					<b>25.0%</b>

**ATTACHMENT 1**  
**SCOPE OF SERVICES**  
**Page 2**

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

- Troubleshoots hardware and software problems at all levels from desktop through wide-area-network;
- Perform Service desk duties including remote technical support, account creation, phone queue monitoring
- Assist in hardware replacement projects
- Perform deskside support for County users
- Performs related tasks as required.

**IV. Schedules/Timelines:** *(When - Set forth the timetable for which the work is to be completed and any phases or deadlines for periodic work.)*

This will contract will be for five (5) months during the duration of the medical leave absence of one other Technology Support Analyst

**V. Transmittal/Delivery/Accessibility:** *(How - Describe in detail the delivery methods for reports or deliverables, and include contact information of department procuring the services, such as name, telephone number and e-mail address. If there is County property to be provided or access to the property, describe here how that will be handled, i.e. keys, holidays, security measures...)*

This contractor will report to the Interim IST Director for IS&T Operations and provide direct updates to that position as needed.

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

Estimated Timetable: This contract is for 20 weeks (750 hours) at a bill rate of \$47.00 per hour. There is an option to hire after the 20-week period without penalty. This contract is not to exceed \$36,000.

Invoice payment terms are net 30.



### MWBE UTILIZATION FORM

This MWBE Utilization Form is an integral part of the contract between the County of Durham and Robert Hill (Contractor), which contract is dated 9/24/19. The purpose of this form is to assist in identifying minority participation associated with County contracts.

**Note:** If Purchasing has already performed MWBE pre-award compliance during a bid process and/or BOCC contract approval, please attach the pre-award compliance form to this form and submit with the contract. Completing the remainder of this form will not be required.

Description of Services/Goods IT Support  
 Contract Amt \$36,000 Contract Term 20 weeks

Please check one:

- ☒ Contractor will provide 100% of the services/goods for this contract.
- ☐ Contractor will subcontract a percentage of the services/goods for this contract to a non-minority business enterprise or a non-profit.
- ☐ Contractor will subcontract a percentage of the services/goods for this contract to the minority-owned business enterprise(s) identified below.

Minority Business Enterprise Name, Address & E-Mail	Minority Category*	Description of Work	Percentage %	Dollar Value

\*Minority Categories: Black/African American (B), Female (F), Hispanic (H), Asian American (A), American Indian (I)

#### Durham County Goals for M/WBE Participation in the Procurement of Goods, Services and Construction

Categories	Construction	Architect/Engineer	Services	Goods	MWBE % Availability (Median Availability)
Black American	14.6	9.8	10.9	2.8	10.4%
Asian American	1.3	3.0	1.1	.43	1.3%
Hispanic American	4.2	1.8	1.1	.43	1.5%
American Indian	.65	.75	1.0	.5	.70%
White Female	13.8	11.0	9.5	7.1	10.3%
Overall MWBE Participation Goal					25.0%

*This form shall accompany all contracts submitted to Purchasing.*