



SCOPE OF SERVICES FORM

This Scope of Services is an integral part of this contract between the **County of Durham** (“County”), and **SHI International Corp** (“Contractor”), which contract is dated April 1, 2020. 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.)*

Through the State approved third-party vendor SHI, this agreement enrolls the Sheriff’s Office in the Microsoft Volume Licensing program to allow the ability to purchase products and services at volume discount prices. The 3 year Enterprise Agreement will streamline the Microsoft licensing contract process with a single organization-wide agreement that is currently not in place for the Sheriff’s Office and required to properly license agency workstations, server and Office 365 licenses.

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:** SHI Pricing Proposal Quotation # 19007110
- **Attachment 1B:** Microsoft Enterprise Agreement (Volume Licensing)
- **Attachment 1C:** State of NC Statewide IT Contract Number 208C – Reseller for Microsoft Enterprise Agreement
- **Attachment 1D:** Iran Divestment Act Certification

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

The Enterprise agreement include the following licensing offerings:

- Microsoft Windows Enterprise License
- Microsoft Core Infrastructure DC License with Software Assurance and Software Assurance Renewals
- Microsoft Windows Server Standard License with Software Assurance and Software Assurance Renewals
- Microsoft SQL Server Enterprise Core Edition License with Software Assurance and Software Assurance Renewals
- Microsoft Office 365 (Plan G3) License
- Enterprise Mobility and Security G3
- Microsoft Project
- Microsoft Visio Standard
- Power BI Pro

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

Enterprise agreement was created FY2019, no further timetable is required as licenses can be purchased under the agreement on an as needed basis.

- 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.)*

Microsoft licenses will be issued through the agency Volume Licensing portal. Further correspondence between SHI will be via email and/or phone when required.

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

Please see Section 3 of original contract regarding payment.