



SCOPE OF SERVICES FORM

This Scope of Services is an integral part of this contract between the **County of Durham** (“County”), and **Tytos Consulting** (“Contractor”), which contract is dated **January 12, 2021**. Contractor agrees to provide services and/or materials pursuant to the provisions set forth below.

I. Background/Purpose: The purpose of this contract is to provide consultant services related to a Comprehensive Gang Assessment, scheduled for completion in December 2021. The Gang Assessment is a critical component of the Office of Juvenile Justice and Delinquency Prevention Comprehensive Gang Model, which was adapted by Durham County and the City of Durham in 2007. The assessment will contain a significant amount of data surrounding gang prevention, intervention and suppression efforts in Durham, and will serve as a guide for our community’s gang reduction efforts well into the next decade. Consultant services are needed to manage the process, gather/analyze data, create and administer surveys, work with multiple stakeholder groups throughout the process and develop the report narrative.

II. References: Contractor will submit the anticipated schedule and any deviations from that in advance. Invoice should include tasks completed or in progress.

III. Work/Requirements: The Consultant will manage the process, gather/analyze data, create and administer surveys, work with multiple stakeholder groups throughout the process and develop the report narrative.

IV. Schedules/Timelines: The Consultant will provide services related to approximately 25 tasks identified and scheduled in the RFP.

V. Transmittal/Delivery/Accessibility: Contractor will submit monthly invoices by the 5th of each month, beginning in February 2021, to Durham County Criminal Justice Resource Center (CJRC), 326 East Main Street, Durham, North Carolina 27701.

VI. Payment: Contractor will submit a detailed monthly invoice on the fifth of each month. Payments shall be made to the contractor within 30 days of receiving an invoice verified by the CJRC Gang Reduction Strategy Manager.