

CONTRACT ROUTING FORM

1. **Complete the information below BEFORE printing and completing items 2 through 7.** Items in red are required.

Department: County Manager's Office
Department contract file name (use effective date): PartnershipForChildren_Manager's Office - 20230306
Project Code: PartnershipForChildren_Manager's Office - 20230306
Contract type: Contract
Contracted Services/Goods: Early Childhood Development Study and

Action Plan

Contract Component: undefined
Change Order Number/Addendum Number: Click here to enter text.
Vendor Name: Partnership for Children
Effective Date: March 6, 2023
Approved by: Commissioners
Date approved by the BOC: March 6, 2023
Ending Date: 12/21/2023
Total Amount: \$100,000

Please Return Contract to:
Name: Bryan Thompson
Email:
bryan.thompson@chathamcountync.
gov
Special Instructions for Clerks
Office:

2. Department Head or his/her designee has read the contract in its entirety.

By: Bryan Thompson (Department Head signature required) 

3. County Attorney has reviewed and approved the contract

County Attorney has reviewed and rejects the contract Reason: _____

This is an automatic renewal and does not require approval from the County Attorney: Yes No

If this box is checked the County Attorney's Office has reviewed the contract but has not made needed changes to protect the County because the contract is a sole source contract and the services required by the County are not available from another vendor.

4. Technical/MIS Advisor has reviewed the contract if applicable. Yes No

5. Vendor has signed the contract. Yes No

6. A budget amendment is necessary before approval. Yes No

If budget amendment is necessary, please attach to this form.

7. Approval

Requires approval by the BOC - contracts over \$100,000.00. Follow Board submission guidelines.

Requires approval by the Manager – contracts \$100,000 or less.

8. Submit to Clerk.

Clerk's Office Only

Finance Officer has signed the contract
 The Finance Officer is not required to sign the contract

**NORTH CAROLINA
CHATHAM COUNTY**

AGREEMENT FOR GOODS AND/OR SERVICES

THIS AGREEMENT FOR GOODS AND/OR SERVICES (this "Agreement"), made and entered into by and between Chatham County ("County"), and Chatham County Partnership for Children, ("Contractor").

WHEREAS, Contractor has agreed to provide goods and/or services as hereinafter set forth in a professional manner in accordance with the standards of Contractor's business or industry; and

WHEREAS, the County wishes to enter into an Agreement with Contractor to provide the goods and/or services specified in Appendix 1, Scope of Work, attached hereto and incorporated herein by reference and made an integral part of this Agreement.

NOW THEREFORE, in consideration of the premises and the mutual agreement described below, the parties agree as follows:

1. **Term of Agreement:** The term of this Agreement shall commence on March 6, 2023, and end on December 31, 2023, unless terminated as hereinafter set forth.
2. **Scope of Service:** The Contractor shall provide to the County the goods and/or services (the "Services") set forth in the "Scope of Work" attached hereto as Appendix 1.
3. **Compensation:** As compensation for the Services to be provided by Contractor, the County shall pay the Contractor the sum not to exceed \$100,000 payable within thirty (30) days from receipt of proper invoice, or as otherwise set forth in Appendix 1.
4. **Insurance:** Contractor shall maintain insurance policies at all times with minimum limits as follows:

<u>Worker's Compensation</u> Statutory Limits	<u>Automobile Liability</u> \$250,000 bodily injury per person \$100,000 property damage	<u>General /Professional Liability</u> \$100,000 bodily injury per person \$500,000 bodily injury per occurrence \$100,000 property damage
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All insurance policies shall be issued by companies authorized to do business under the laws of the State of North Carolina and shall be rated not less than "A" by A.M. Best and Company. Contractor shall furnish Certificates of Insurance to the County, naming the County as an additional insured, prior to the commencement of operations. The certificates shall clearly indicate that Contractor has obtained insurance of the type, amount, and classification as required for strict compliance with this paragraph and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Compliance with the foregoing requirements shall not relieve Contractor from any liability or obligations under this Agreement.

5. **Confidentiality:** All proprietary data and information, if any, furnished to Contractor by the County shall be regarded as confidential, shall remain the sole property of the County and shall be held in confidence and safekeeping by Contractor for the sole use of the County and Contractor under the terms of this Agreement. Contractor agrees that its officers, employees, and agents will not disclose to any person, firm, or entity other than the County or its designated legal counsel, accountants, or practice management consultants any confidential information about the County. Contractor agrees to carry out its obligations to the County in compliance with all privacy and security regulations required by law.

6. **Intellectual Property Owned by Contractor:** This Agreement is subject to the North Carolina public records law, and may be released upon request. Not all "Trade Secrets" will qualify as protected under N.C.G.S. §132-1.2 and 66-152. Contractor should consult legal counsel before signing this document if Contractor is unsure of its intellectual property status under these statutes.

7. Status of Parties: Nothing contained in this Agreement shall be construed as establishing a partnership or joint venture relationship between Contractor and the County. Contractor and its employees and representatives are independent contractors, solely responsible for its or their performance under this Agreement and shall have no legal authority to bind the County.

8. Assignment and Subcontracting: Neither this Agreement nor any rights or obligations hereunder shall be subcontracted, assigned, or delegated by Contractor without prior written consent of the County, which consent may be withheld in the County's sole discretion.

9. Binding Effect: This Agreement shall be binding upon the parties hereto, their heirs, administrators, executors, successors, and assigns, if such assignment has been approved by the County.

10. Notices: Any notice or other communication required or permitted under this Agreement shall be in writing and shall be deemed to have been given on the date delivered personally or deposited in the United States Postal Service, certified mail, return receipt requested, with adequate postage affixed, addressed as follows:

Chatham County
Attn: Dan LaMontagne
Post Office Box 1809
Pittsboro, North Carolina 27312
Phone: (919) 545-8531
Email: Dan.LaMontagne@chathamcountync.gov

Chatham County Partnership for Children
Genevieve Megginson
Post Office Box 637
Pittsboro, North Carolina 27312
Phone: (919) 542-7449
Email: Genevieve@chathamkids.org

Either party may change its address for notices under this Agreement by giving written notice of such change to the other party in accordance with the provisions of this paragraph.

11. Governing Law: This Agreement and the rights and obligations to the parties hereunder shall be construed and governed by the laws of the State of North Carolina and venue for any proceedings arising hereunder shall be in the state court of appropriate jurisdiction located in Chatham County, North Carolina.

12. Modifications: This Agreement may be amended or modified only by the mutual written consent of the parties. A modification is not enforceable against the County unless it is signed by the County Manager, Purchasing Agent, or other duly authorized official.

13. Entire Agreement: This Agreement contains the entire agreement between the parties pertaining to the subject matter of this Agreement. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties, or understandings, written or oral, expressed, or implied, between the parties, other than as set forth or referenced in this Agreement.

14. Waiver: A waiver of any provision of this Agreement must be in writing, designated as such, and signed by the party against whom enforcement of the waiver is sought. The waiver of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach thereof.

15. Termination: This Agreement may be terminated as follows:

- (i) Cause: If the services provided by Contractor under this Agreement are not performed as specified herein, this Agreement may be terminated by the County for cause. Grounds for termination for cause shall include, but not be limited to, the following:
 - (a) Failure to respond to reasonable requests from the County to provide the Services covered by this Agreement.
 - (b) Failure to keep and maintain any equipment required for the performance of this Agreement in good working order and in compliance and with all laws.
 - (c) Failure to properly recycle any electronic equipment as specified in Article 9, Chapter 130A of the North Carolina General Statute, or failure to comply with any statutory requirement included in the formal bid request, as provided in the bid packet, which bid packet is incorporated herein by reference.
 - (d) Failure to maintain the insurance required by this Agreement.
 - (e) Charging rates or fees in excess of those permitted under in this Agreement.
 - (f) Inefficient, or unsafe practices in providing Services.

- (g) The material breach of any provision of this Agreement.
- (ii) Convenience: The County reserves the right to terminate this Agreement upon thirty (30) days prior written notice to Contractor for any reason deemed by the County to serve the public interest. This termination for convenience will not be made when termination is authorized under any other provision of this Agreement. In the event of such termination the County shall pay the Contractor its costs directly attributable to those Services received by the County prior to termination that meet the requirements of this Agreement. Provided, however, that no costs will be paid to the Contractor which are recoverable in the Contractor's normal course of doing business. The County is not liable for the loss of any profits anticipated to be made hereunder, nor for any special, consequential, or similar damage.

16. Annual Appropriations and Funding: This Agreement is subject to the annual appropriation of funds by the Chatham County Board of Commissioners. Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for this Agreement, the County shall be entitled to immediately terminate this Agreement, without penalty or liability, except the payment for all Service satisfactorily provided under this Agreement up to and through the Contractor's receipt of notice of termination.

17. Indemnity: Contractor agrees to indemnify and hold harmless the County, its officers, agents, servants, and employees from any and all claims, actions, lawsuits, losses, damages, expenses, judgments, or liabilities of any kind whatsoever (including without limitation, cost of defense and attorney fees) suffered by the County and proximately caused by an act or omission of Contractor, its subcontractors, agents, or employees.

18. County Policy: The County opposes discrimination on the basis of race and sex and requires all of its contractors to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under County contracts.

19. State and Federal Requirements; County Terms and Conditions: By signing this Agreement, Contractor certifies that (if applicable) Contractor, and any of Contractor's subcontractors are in compliance with State and Federal laws, including any divestment list by the NC State Treasurer, and Federal or State debarment or suspension lists. The County Terms and Conditions are incorporated herein and made an integral part of this Agreement and may be found at the County's web site: <http://www.chathamcountync.gov/finance>. A hard copy of the Terms and Conditions is available upon request.

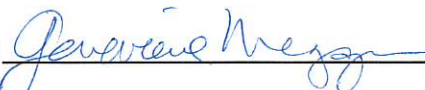
20. Controlling Document: In the event of any conflict between this Agreement and any document, instrument, or other agreement prepared or provided by Contractor (including, without limitation, Contractor's purchase orders, invoices, and warranties), the terms of this Agreement shall control.

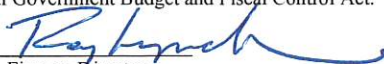
IN WITNESS WHEREOF, the parties have executed this Agreement in their official capacities with legal authority to do so.

Chatham County

By: 
 Dan LaMontagne, County Manager

Contractor

By: 
 Name: Genevieve Megginson
 Title: Executive Director

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

 Roy Lynch, Finance Director

APPENDIX 1

SCOPE OF WORK: Managing a multi-faceted cross-sector multi-media community assessment that will reveal varied community perspectives and needs within the framework of the Early Childhood Action Plan of NC and result in an Early Childhood Action Plan for Chatham County.

PROJECT NAME: Chatham County Early Childhood Community Assessment and Action Plan

SCOPE OF SERVICES: The scope of services is planned to utilize the use of subcontracted services by Contractor for partial fulfillment of the same. By way of direct and subcontracted professional support, facilitation, monitoring, and reporting, Chatham County Partnership for Children will provide the following provisions of services:

- Engage and manage an Advisory committee of early childhood experts, subcontracted research partners, and Board leadership to guide and advise the work of the project.
- Engage and manage a broad community collaborative of human service agencies and nonprofit organizations serving Chatham County to ensure and support access to the full range of families with young children and their needs.
- Coordinate and facilitate implementation of the community assessment with subcontracted qualified research consultants; assisting with the data gathering from extant sources, providing input for synthesizing and analyzing data necessary to complete the Early Childhood Education Supply & Demand Study and the Community Assessment.
- Coordinate with a qualified subcontractor to conduct a Fiscal Analysis and Policy review that identifies current investments, needed investments, and suggests funding strategies and/or policy initiatives to support the Early Childhood Action Plan.
- Coordinating communications across service sectors and the geographic expanse of Chatham County to ensure equitable access for all interested residents.
- Coordinating individual participation in multi-media filmed interviews and focus groups to ensure key perspectives are thoroughly included in our assessment.
- Coordinating Community Collaborative meetings, providing supplies and support to encourage broad participation across the human services spectrum in Chatham.
- Coordinating, scheduling, and facilitating effective community focus groups and convenings to ensure end products align with community intentions.
- Lead and engage stakeholders in the development of an Early Childhood Action Plan with specific roles and actionable strategies with measurable objectives.

DELIVERABLES:

1. Early Childhood Supply & Demand Study and Early Childhood Education Community Assessment Final Reports
2. Fiscal Analysis and Financing Policy Review Final Report
3. Early Childhood Education Community Assessment Documentary Film and Report
4. Early Childhood Action Plan for primary strategies to be identified.

TOTAL COSTS: \$100,000

COMPLETION DATE: _____

APPENDIX B - PROJECT BUDGET

3/8/2023

CHATHAM EARLY CHILDHOOD COMMUNITY NEEDS ASSESSMENT AND ACTION PLAN CHATHAM KIDS MATTER!				
Oct. 2022-December 2023 BUDGET	TOTAL PROJECT COST	Chatham Education Foundation Request Pre-K Supply & Demand Study	SMART START BUDGET FOR COMMUNITY NEEDS ASSESSMENT AND ECAP	CHATHAM COUNTY ARPA REQUEST
BUDGET LINE ITEM DESCRIPTIONS		FUND 549-5603-999	FUND 154-5603-002	APPROVED BOC
<u>STAFFING</u>				
Project Director [contracted staff; 12 months, 60 hrs/month]	\$ 44,780.00		\$ 11,130.00	\$ 33,650.00
Public Financing & Policy Analysis	\$ 34,345.00	\$ 15,000.00	\$ 19,345.00	
Child Care Systems & Community Assessment Consultant - Partners for Impact in Partnership with Community Voice Method	\$ 80,600.00	\$ 22,500.00	\$ 8,100.00	\$ 50,000.00
Early Childhood System Consultants (Michele Rivest & Cindy Watkins)	\$ 10,000.00	\$ 7,500.00		\$ 2,500.00
<u>TRAVEL (mileage reimbursed @ \$0.655)</u>	\$ 2,000.00		\$ 850.00	\$ 1,150.00
<u>STUDY PARTICIPANT COMPENSATION</u>				
gift cards and mini-grants as per attached Incentives Plan	\$ 12,875.00	\$ 5,000.00	\$ 7,875.00	
<u>MEETING SUPPORT (refreshements, facility fees; estimated)</u>	\$ 11,700.00		\$ 850.00	\$ 10,850.00
<u>SUPPLIES & MATERIALS</u>	\$ 1,700.00	\$ -	\$ 850.00	\$ 850.00
<u>PUBLICATIONS/Printing (est.)</u>	\$ 2,000.00		\$ 1,000.00	\$ 1,000.00
<u>Survey & Data Analysis software</u>	provided by Smart Start	\$ -	\$ -	\$ -
TOTAL	\$ 200,000.00	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00