

ATTACHMENT 1 SCOPE OF SERVICES

This Scope of Services is an integral part of the contract between the County of Durham (hereinafter referred to as “County”), and Greater Durham Chamber of Commerce (hereinafter referred to as “Chamber”), which contract is dated which is dated July 1, 2026. Chamber hereby agrees to provide services and/or materials to the County pursuant to the provisions set forth below.

I. Responsibilities. Areas of primary responsibility include:

- A. Business Recruitment.** Recruit new companies and industries to Durham County that support clusters identified as high growth and high impact for Durham County, including but not limited to companies providing significant job opportunities for existing Durham residents to obtain careers at livable wages and with upward career mobility.

For recruitment of companies using local incentives:

1. Serve as the point person for processing and responding to requests-for-information (RFIs) from the Economic Development Partnership of North Carolina (EDPNC).
2. Convene stakeholders, including the County, for important site visits, particularly those including the usage of local incentives.

- B. Business Retention.** Work with existing industries, businesses, and entrepreneurial entities currently located within Durham County to support, retain, and expand these ventures.

- C. Business Assistance.** Work with targeted companies and industries to resolve inquiries related to site selection, zoning, permitting, utilities, workforce demographics needs, partnership opportunities and more.

- D. Data Collection & Analysis.** Collect, analyze, and provide economic data required by site selection consultants and companies, as well as data already produced by the Durham Chamber for economic development purposes with Durham County Economic Development.

- E. Marketing.** Promote data, news articles, stories, and County and partner sponsored programs/events via Chamber website, e-mail distribution, social media, conferences, etc.

F. Workforce Development.

1. Work with partners to communicate the needs of employers in specific clusters for new and expanding industries and advise firms of Durham’s workforce preparedness.
2. Work cooperatively with companies expanding in or relocating to Durham County, connecting them with Duke University, North Carolina Central University, Durham Technical Community College, and Durham Public Schools so that upon graduation students are best prepared to compete for jobs with those companies.

3. Work with industries new to Durham County to encourage them to hire residents of Durham County, to facilitate connections to community-based organizations working with prospective employees, and to promote BULLS-related programming.
4. Assist with the promotion of internship and work-based learning opportunities to include but not limited to YouthWorks, Scholars at Work, and DPS Career and Technical Education activities.

G. Transportation. Chamber will collaborate with County agencies such as Economic Development, Engineering, and Planning to best inform land use and transportation planning efforts towards a joint goal of a thoughtful and well-planned multi-modal transportation infrastructure that facilitates broadly shared economic prosperity.

II. Metrics. The Chamber's success shall be determined by measuring certain outcomes, including but not limited to:

A. Tracking of Capital Investment.

1. Annual and rolling five-year capital investment by relocating and new industries and businesses made as a result of efforts provided by Chamber.
2. Number of businesses relocated and expanded as a result of recruitment efforts in the current year as well as the past five years.

B. Tracking of New Jobs.

1. Annual and rolling five-year job creation within Durham County as a result of Chamber's efforts to include average wage, number of new jobs that do not require an advanced degree and job type.
2. Number of newly announced jobs in Durham County during contract duration are directly and fully attributable to economic recruitment efforts of the Chamber via use of County funding and/or incentives.

C. Tracking of RFI Inquiries & Outcomes.

1. A rolling, detailed list of all RFIs received and/or submitted within the past 12 months, including date submitted, project code name, industry, country of origin, and other relevant information. Each shall have a status (e.g. disqualified, site visit upcoming, finalist, etc.) as available. This may include confidential information that the County agrees will be protected in accordance with State law and/or Confidentiality Agreements.
2. A count of project meetings and site visits.

D. Tracking of Business Assistance.

1. A qualitative and/or quantitative summary, as appropriate, of key business assistance provided to prospective or existing businesses.

III. Communications.

- A. All communications from partners, clients, and prospective companies related to inquiries involving County departments will be directed to the Durham County Economic Development Department for facilitation.
- B. Projects being considered for Durham County participation will be relayed to the Durham County Economic Development Department in a timely manner.
- C. All Chamber communications, including social media, referencing project location or expansion announcements that involve Durham County participation will include and promote the County's efforts in the success of those projects.
- D. Both Chamber and County shall work constructively to share information.

IV. Reporting. Reports shall be furnished quarterly to the Durham County Economic Development Department including an accounting for the expenditures of County funds pertaining to the work of services undertaken pursuant to this contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this agreement. More specifically, the Chamber shall provide:

- A. A quarterly written report (due by November 13, 2026; February 12, 2027; May 14, 2027; and August 13, 2027) to the Durham County Economic Development Department.
- B. If requested, an annual report presented to Durham Board of County Commissioners at a mutually agreeable time.

V. Funding.

- A. The County agrees to pay the Chamber \$225,000.00 for the successful outcome of efforts provided hereunder.
- B. Payment shall be made with the first lump sum payment of \$40,909.05 on or about September 30, 2026, followed by (9) equal monthly payments of \$20,454.55 starting on or about October 31, 2026 with last payment due on or about June 30, 2027.