

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 July 1, 2018.

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

- I. Background/Purpose: Major Responsibilities :
 - A. Recruit new industries that support clusters identified as high growth, high impact for Durham County, including but not limited to divisional or national headquarters for sectors such as financial services, as well as placing a key emphasis on recruiting manufacturing and other sectors that provide significant job opportunities for Durham residents to obtain sustainable work at a living wage across the income spectrum.
 - B. Help existing businesses expand into Durham County with emphasis on those that support those identified in Item ‘A’, above. Additionally, Chamber shall work with existing businesses and entrepreneurial entities currently located within Durham County to support, retain, and expand these ventures.
 - C. Work with the business development liaison at the Office of Employment and Economic Development representing the Durham Workforce Development Board to communicate the needs of employers in specific economic clusters as appropriate for new and expanding industries and advise these firms of the County’s workforce preparedness.
 - D. The Chamber shall work cooperatively with the companies expanding in or relocating to Durham County, with Duke University, with North Carolina Central University, with Durham Technical Community College, and with Durham Public Schools so that upon graduation students are best prepared to compete for jobs with those expanding and relocating companies.
 - E. The Chamber will actively work with industries new to Durham County to hire residents of Durham County.
 - F. Maintain Chamber of Commerce website to provide a more complete portal for data required by site selection consultants considering Durham as a location for companies they represent.
 - G. The Chamber shall work with and assist Durham Public Schools (DPS), Durham Technical Community College (DTCC), industry and companies, and County with developing all data, programs, and submittals associated with County becoming an NCWorks “Work Ready” Participant county.

II. References: Ways to measure outcomes:

The parties shall determine the Chamber’s success by measuring certain outcomes, including but not limited to:

- A. Annual and rolling five-year capital investment by relocating and new industries and businesses made as a result of efforts provided by Chamber.
- B. Annual and rolling five year job creation within Durham County as a result of Chamber's efforts.
- C. Number of businesses relocated and expanded as a result of recruitment efforts in the current year as well as the past five years.
- D. Number of newly announced jobs in Durham County from July 1, 2017- June 2018 that are directly and fully-attributable to economic recruitment efforts of the Chamber via use of County funding and/or incentives. Chamber shall report these metrics in a format as approved by County.
- E. Traffic metrics and analytics on economic development web page and resultant activity that directly contributes to County-desired recruitment outcomes.

III. Work/Requirements: Considerations:

When measuring the success of the Chamber, the following comparisons should be considered and included in the annual report required herein:

- A. Compare how Durham County outcomes compare with counties of similar size and demographic in North Carolina annually, and as a base group, the peer group Counties utilized by Durham County as comparatives for public school funding shall be included in the comparative analysis submitted by the Chamber. Additional counties may be included in this comparative analysis by the Chamber with prior written approval/agreement of the County.
- B. A comparative analysis with no less than 5-6 counties throughout the US with whom we compete on an annual basis for targeted sectors including, but not limited to Life Sciences, Information Technology, and Healthcare. Determination of applicable counties shall be as proposed by the Chamber with County having full rights of refusal of inclusion of any/all jurisdictions proposed by Chamber for comparative analysis.

IV. Schedules/Timelines: Reporting:

The Chamber shall furnish the County Manager or his designee the following periodic reports, 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. Additionally, the Chamber shall provide:

- A. A quarterly written report (due by October 15, 2018, January 15, 2019, April 15, 2019; and July 15, 2019) to the County Manager or a designated County representative regarding contract accountabilities and in format as determined by County to provide County with information necessary to allow County to fully evaluate outcomes.
- B. Monthly written communication from the Chamber on progress in recruitment of targeted industry sectors detailing status of each potential client company recruitment.

- C. An annual report presented to Durham Board of County Commissioners each April or at a time as selected by the County Manager or his/her designee.

V. Transmittal/Delivery/Accessibility: Funding:

- A. The County agrees to pay the Chamber \$265,000.00 for the successful outcome of efforts provided hereunder.
- B. Payment shall be made by electronic funds transfer (EFT) in eleven (11) equal monthly installments of \$24,090.91 beginning on or about July 31, 2018 and ending on or about May 31, 2019.