

# EXECUTIVE ORDER

**WHEREAS**, the Mayor and City Council of Baltimore (“City”) wishes to encourage all contractors awarded City contracts to agree to employ skilled and qualified Baltimore City residents who meet the contractor’s employment needs created as a result of the award of a City contract; and

**WHEREAS**, the City of Baltimore and the Mayor’s Office of Employment Development (“MOED”) have established the **BALTIMORE CITY RESIDENTS FIRST** program designed to create opportunities for businesses that receive City contracts to meet their workforce needs; to access qualified City job seekers; and to ensure that City dollars contribute to the local economy; and

**WHEREAS**, MOED has direct access to Baltimore City residents, who are skilled and qualified for immediate employment by City contractors; and

**WHEREAS**, MOED wishes to establish and maintain an ongoing relationship with City contractors in an effort to address their current and future employment and/or training needs; and

**WHEREAS**, increasing employment participation of City residents is good business and a means to improve Baltimore City’s employment rate.

**NOW, THEREFORE**, I, Sheila Dixon, Mayor of the City of Baltimore, by virtue of the authority vested in me by the Charter of Baltimore City, do hereby promulgate the following **EXECUTIVE ORDER**:

1. This Executive Order shall apply to all contracts awarded by the City, except professional service contracts, emergency contracts and contracts for \$ 24,999.00 or less.
2. Bidders on all City contracts, except professional service contracts, emergency contracts and contracts for \$24,999.00 or less shall complete the **Baltimore City Residents First Certification Statement** contained in the Bid Document and submit it with their bids.
3. Within two (2) weeks of receiving the award of a City contract, the contractor shall schedule a meeting with MOED to: (a) assess its employment needs, and (b) discuss other services provided by MOED. If applicable, MOED will then tailor specific hiring and/or training programs to benefit the contractor. The contractor will not receive its first payment under the contract, unless and until the said meeting has been scheduled.

4. Each contractor shall submit a **Baltimore City Residents First** Employment Report to MOED on June 30<sup>th</sup> and December 31<sup>st</sup> during each and every year of its contract, and at the end of the contract, indicating the number of City residents on its payroll. The submission of the Employment Reports as required shall be a condition precedent to the City's release of a final payment or any and all retainage held by the City, pursuant to the contract.

5. A copy of this **Executive Order** shall be included in all bids, requests for proposals and/or contracts.

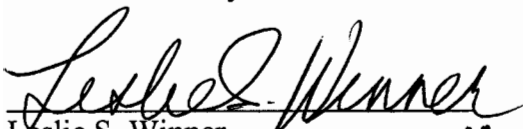
6. This **Executive Order** applies to all applicable City contracts entered into sixty (60) days after the date of its promulgation by the Mayor of Baltimore City.

7. This **Executive Order** supersedes the Resolution of the Board of Estimates for First Source Hiring that was adopted by the Board on June 9, 1997, and shall take effect immediately.


IN WITNESS HEREOF, I HAVE  
HEREUNTO PLACED MY HAND AND  
THE GREAT SEAL OF THE CITY OF  
BALTIMORE THIS sixth DAY OF  
March, 2007.

  
SHEILA DIXON, MAYOR

Approved As To Form and Legal  
Sufficiency By The Law Department  
Of Baltimore City:

  
Leslie S. Winner  
Chief Solicitor

ATTEST:

  
Alternate Custodian of City Seal