

Baltimore City Residents First

Baltimore City Residents First is designed to create opportunities for businesses that receive municipal contracts to access qualified City job seekers to meet their workforce needs. The initiative will also ensure that City dollars contribute to the local economy and improve the lives of employable Baltimoreans.

Baltimore City Residents First meets business development need by helping employers save time and money in the recruitment process. This service also offers businesses customized training resources that build worker pipelines for hard-to-fill job vacancies, and provides easy access to tax credit programs that supports investments in the City's growth. Every year, hundreds of area employers tap the Mayor's Office of Employment Development's resources to assist their expansion efforts. We look forward to serving you as well.

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 30th and December 31st 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.

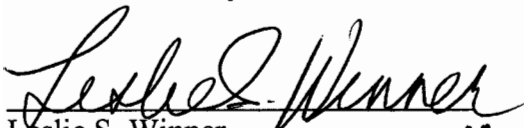
6. This **Executive Order** applies to all applicable City contracts entered into sixty (60) days after the date of its promulgation by the Mayor of Baltimore City.

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

Baltimore City Residents First

Instruction Sheet

1. Complete the *Baltimore City Residents First* Certification Statement contained in the bid document and submit it with your bid package.
2. Contact the Mayor's Office of Employment Development (MOED) within two (2) weeks of receiving the award to schedule a meeting. MOED will assist you with your employment plan, discuss other services provided by MOED and explain the employment report requirements. You will not receive your first payment under the contract until MOED verifies that the meeting has been scheduled.

Rosalind Howard or Susan Tagliaferro
Baltimore City Residents First
Mayor's Office of Employment Development
3001 East Madison Street
Baltimore, Maryland 21205
Phone 443-984-3014. • Fax 410-361-9648
rhoward@oedworks.com
stagliaferro@oedworks.com

-or-

BCRF@oedworks.com

3. Complete the Employment Reports as requested on June 30th and December 31st during each and every year of the contract and at the end of the contract and submit to:

Baltimore City Residents First
Mayor's Office of Employment Development
3001 E. Madison Street
Baltimore, Maryland 21205

- or -

BCRF@oedworks.com

4. The City will not release a final payment or any and all retainage held by the City until the Employment Reports are submitted.

Baltimore City Residents First

Certification Statement

Contract Title	Contract Number	Contracting Agency	Bid Due Date

To promote the commitment to utilize *Baltimore City Residents First* to meet its employment needs, all businesses awarded contracts, franchises and development opportunities with the City of Baltimore, shall comply with the terms of the Executive Order as described in the bid specification. Under this agreement, contract awardees will complete and submit this certification statement with the bid package.

Excluded from this Executive Order are professional service contracts, emergency contracts, and contracts for \$24,999.00 or less.

I, _____, representing _____
(Name and Title) (Name of Bidder)

certify that this contract representative will schedule a meeting with the Mayor's Office of Employment Development within two weeks of award to share the workforce plan for this contract. In addition, if there is a need for additional employees, I agree to interview qualified *Baltimore City Residents First*. I agree to submit an Employment Report indicating the number of total workers and number of City residents on payroll as of June 30th and December 31st during each and every year of the contract and at the end of the contract as a condition of release of a final payment or any and all retainage.

Name: _____ Title: _____

Signature: _____ Date: _____

Telephone: _____ Email: _____

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Baltimore City Residents First

Employment Report

Contract Title	Contract Number	Contracting Agency	Contract Start Date	Contract End Date

To promote the commitment to utilize *Baltimore City Residents First* to meet its employment needs, all businesses awarded contracts, franchises and development opportunities with the City of Baltimore, shall comply with the terms of the Executive Order as described in the bid specification. Under this Executive Order, contract awardees will complete and submit the Employment Report indicating the number of total workers and the number of City residents on payroll for this contract as of June 30th and December 31st during each and every year of the contract and at the end of the contract and forward a copy to:

Baltimore City Residents First
Mayor's Office of Employment Development
3001 E. Madison Street
Baltimore, Maryland 21205
 - or -
BCRF@oedworks.com

The following information is hereby submitted by the undersigned as its Employment Report for the period:
(please circle one)

December 31, 20__ June 30, 20__ End of Contract Date _____

Position	City Residents	Total Workers
Electricians		
Plumbers, Pipefitters and Steamfitters		
Iron Workers, Structural and Reinforcing		
Carpenters		
Cement Masons		
Laborers		
Power Equipment Operators		
Brick Masons		
Cement Finishers		
Concrete Workers		
Food Service Workers		
Transportation Workers		
Managers		
Clerical		
Other-Specify		
Other-Specify		

Name: _____ Signature: _____

Title: _____ Date: _____

Telephone: _____ Email: _____



The Mayor's Office of Employment Development provides businesses with a pipeline of qualified, skilled job candidates and supports businesses in retaining and developing their employees. We offer customized workforce solutions including outreach and recruitment, applicant prescreening, assessment and testing services, tax credit information, human resources support and training funds for new or existing employees. Training funds are available through several programs.

Customized Training is a business-driven program that helps companies train and hire people to fit their job-specific needs. Business Services recruits and pre-screens training applicants. The available positions must be full-time and meet minimum salary requirements. Companies accepting Customized Training grants must agree to hire successful participants. The training can be employer-based, on-the-job, or offered by qualified vendors.

Maryland Business Works enables small businesses and/or companies in high-growth industries to upgrade the skills of their existing employees. Businesses can access up to \$25,000 to support their staff development needs. This incumbent worker funding encourages promotion, creates additional job opportunities and improves worker retention by increasing employee skill levels. Funding is limited and is available on a first-come, first-served basis.

MOED works closely with other local, state and federal agencies to promote the link between the city's workforce and economic development initiatives.

For Further Information Contact:

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