



## **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.

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## ***Baltimore City Residents First***

### **Instruction Sheet for Family League of Baltimore City Vendors**

1. Complete the *Baltimore City Residents First* Certification Statement contained in the bid document or contract materials and submit it with your bid package or signed contract.
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  
rhoward@oedworks.com  
stagliaferro@oedworks.com**

Notify your **Family League Contract Manager** to inform them of the meeting date with MOED.

3. Complete the Employment Reports as requested on **December 15<sup>th</sup>** and **June 15<sup>th</sup>** during each and every year of the contract and **at the end of the contract** and submit to the **Family League Contract Manager**.

**IMPORTANT NOTE:** Even though the reports are due December 15<sup>th</sup> and June 15<sup>th</sup>, the information should reflect the number of total workers and the number of City residents on payroll as of **December 31<sup>st</sup>** and **June 30<sup>th</sup>**.

4. The Family League will not release a final payment or until the Employment Reports are submitted.

**Baltimore City Residents First**

**Certification Statement**

<b>Contract Title</b>	<b>Contract Number</b>	<b>Contracting Agency</b>	<b>Bid Due Date</b>

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 30<sup>th</sup> and December 31<sup>st</sup> 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: \_\_\_\_\_

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  
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- or -  
BCRF@oedworks.com

Applicants must submit this completed form with a proposal to **The Family League of Baltimore City, Inc.**





**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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Mayor's Office of Employment Development  
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Baltimore, Maryland 21205  
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