


FROM	NAME & TITLE	Karen Sitnick, Director <i>KS</i>	CITY of BALTIMORE <b>MEMO</b>	
	AGENCY NAME & ADDRESS	Mayor's Office of Employment Development 417 E. Fayette Street, Suite 468		
	SUBJECT	<b>Revised Employ Baltimore Executive Order</b>		

TO

The Honorable President and Members of the Board of Estimates

December 10, 2013

Dear Mr. President and Members:

**ACTION REQUEST OF BOARD OF ESTIMATES:**

To approve the revised Employ Baltimore Executive Order relating to all city awarded contracts of \$ 50,000.01 to \$ 300,000.00, except for professional services and emergency services contracts. This revised Executive Order supersedes the Resolution of the Board of Estimates for the Employ Baltimore Executive Order that was signed by the Mayor on June 9, 2011.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

N/A

**BACKGROUND/EXPLANATION:**

This revision will align the Employ Baltimore Executive Order with the Local Hiring Law which becomes effective on December 23, 2013, and relates to all city awarded contracts over \$ 300,000.00 except for professional services and emergency services contracts. The purpose of Employ Baltimore is to expand employment opportunities for Baltimore City residents by encouraging businesses that are awarded municipal contracts to utilize the city's local workforce delivery system to recruit qualified city residents to fill their open jobs. It is designed to maximize the impact of public spending by increasing the labor market participation of Baltimore citizens and stimulating the local economy.

**APPROVED BY BOARD OF ESTIMATES**

DEC 18 2013  
Date

*Bernice N. Taylor*  
Clerk

*MDS  
12/12/13*

Veobia Akilo (410) 396-1910

## 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 to meet the contractor’s employment needs created as a result of the award of a City contract; and

**WHEREAS**, the Mayor’s Office of Employment Development (“MOED”) has established the **EMPLOY BALTIMORE** 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 a roster of 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 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, Stephanie Rawlings-Blake, 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 contracts awarded by the City that are in the amounts of \$50,000.01 to \$300,000.00, except for professional service contracts and emergency contracts.
2. Bidders on all contracts awarded by the City in the amounts of \$50,000.01 to \$300,000.00, except for professional service contracts and emergency contracts, shall complete the **Employ Baltimore 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 progress payment under the contract, unless and until the said meeting has been scheduled.
4. Should the contractor’s workforce plan indicate a need to fill new jobs, the contractor must agree to post these positions through MOED and its One Stop Career Center Network for a period of seven (7) days prior to publicly advertising the openings. This will enable MOED to identify and refer qualified City residents to the contractor as candidates for these job opportunities.

5. Each contractor shall submit an **Employ Baltimore** 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 Employments 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.

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

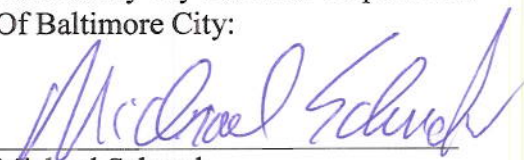
7. This **Executive Order** applies to all applicable City contracts entered into on or after December 23, 2013.

8. This **Executive Order** supersedes the Resolution of the Board of Estimates for the Employ Baltimore Executive Order signed by the Mayor on June 9, 2011, and shall take effect immediately.


IN WITNESS WHEREOF, I HAVE HEREUNTO  
PLACED MY HAND AND THE GREAT SEAL  
OF THE CITY OF BALTIMORE THIS

\_\_\_\_ DAY OF \_\_\_\_\_, 2013.  
  
\_\_\_\_\_  
STEPHANIE RAWLINGS-BLAKE, MAYOR

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

  
\_\_\_\_\_  
Michael Schrock  
Chief Solicitor

ATTEST:

  
\_\_\_\_\_  
Janelle Pope  
Custodian of City Seal  
**Alternate**

APPROVED BY THE BOARD OF ESTIMATES:  
DEC 18 2013

  
\_\_\_\_\_  
Bernard Taylor  
Date Clerk

## **Employ Baltimore**

### **Requirements**

1. Complete the *Employ Baltimore* "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 contract award to schedule a meeting. At this meeting MOED will review your workforce/employment plan; explain the employment report requirements and discuss other workforce services available. You will not receive your first payment from the contract until MOED verifies with the contracting city agency that the meeting has been scheduled.
3. Should the workforce plan indicate a need to fill new jobs, the company will agree to post these positions through MOED and its One Stop Career Center network for a period of seven (7) days prior to publicly advertising the openings. This will enable MOED to identify and refer qualified city residents as candidates for these job opportunities.
4. Complete the "Employment Reports" as required on June 30<sup>th</sup> and December 31<sup>st</sup> during each year of the contract and at contract completion. Submit "Employment Reports" to:

**Employ Baltimore  
Mayor's Office of Employment  
Development  
3001 E. Madison Street  
Baltimore, Maryland 21205**

- or -

[employbaltimore@oedworks.com](mailto:employbaltimore@oedworks.com)

The City will not release a final payment or any retainage held by the City until MOED verifies that the Employment Reports have been submitted.

5. Businesses awarded construction contracts that fully participate in the Employ Baltimore program and comply with the conditions listed in the certification statement may receive an early release or reduction in the retainage fee assigned to the contract.

To Schedule Your Meeting with MOED Please Contact:

**Rosalind Howard or Susan Tagliaferro  
Employ Baltimore  
Mayor's Office of Employment Development  
3001 East Madison Street  
Baltimore, Maryland 21205  
Phone 443-984-3014. • Fax 410- 361-9648  
[rhoward@oedworks.com](mailto:rhoward@oedworks.com) [stagliaferro@oedworks.com](mailto:stagliaferro@oedworks.com)**

-or-

[employbaltimore@oedworks.com](mailto:employbaltimore@oedworks.com)

***Employ Baltimore***  
**CERTIFICATION STATEMENT**

<b>Contracting City Agency</b>	<b>Bid Number</b>	<b>Bid Due Date</b>

To promote the commitment to utilize ***Employ Baltimore*** to meet 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.

This Executive Order shall apply to contracts awarded by the City that are in the amounts of \$50,000.01 to \$300,000.00, except for professional service contracts and emergency contracts.

Additionally, companies awarded construction contracts that fully participate in the ***Employ Baltimore*** program and submit and comply with the certification statement, may receive an early release of or reduction in the retainage fee assigned to the contract.

**CERTIFICATION STATEMENT**

As a representative of \_\_\_\_\_, I \_\_\_\_\_  
(NAME OF COMPANY) (PRINT NAME and TITLE)

Certify that a company representative will schedule a meeting with the Mayor's Office of Employment Development within two weeks of contract award to review the workforce plan required for this contract.

If there is a need for additional employees, I agree to post the new job openings with MOED's One Stop Career Center Network for seven (7) days prior to publicly advertising these openings. I agree to interview qualified Baltimore City residents referred from MOED. I agree to submit an Employment Report on June 30<sup>th</sup> and December 31<sup>st</sup> identifying the total number of workers on this project and total number of Baltimore City residents on payroll during each year of the contract and at the contract completion as a condition of release of the final payment or any retainage due.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company Address \_\_\_\_\_ Email: \_\_\_\_\_

Send to: Rosalind Howard or Susan Tagliaferro  
Employ Baltimore/ Mayor's Office of Employment Development  
3001 East Madison Street  
Baltimore, Maryland 21205  
Phone 443-984-3014. • Fax 410-361-9648  
[employbaltimore@oedworks.com](mailto:employbaltimore@oedworks.com)

***Employ Baltimore***  
**EMPLOYMENT REPORT**

<b>Contracting City Agency</b>	<b>Bid/Contract Number &amp; Name</b>
<b>Contract Start Date</b>	<b>Contract End Date</b>

To promote the commitment to utilize the *Employ Baltimore Executive Order* and to meet workforce 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 package. Under this Executive Order, contract awardees will complete and submit this Employment Report on June 30<sup>th</sup> and December 31<sup>st</sup> during each year of the contract and at contract completion. You must identify the number of total workers and the number of Baltimore City residents on payroll for this contract. Also, please indicate any new positions created as a result of the award and filled by Baltimore City residents. Employment Reports should be sent to:

**Employ Baltimore**  
**Mayor's Office of Employment Development**  
**3001 E. Madison Street**  
**Baltimore, Maryland 21205**

- or email -

[employbaltimore@oedworks.com](mailto:employbaltimore@oedworks.com)

The Employment Report below is hereby submitted by the undersigned for the period:  
**(please check one)**

\_\_\_\_\_ December 31, 20\_\_      \_\_\_\_\_ June 30, 20\_\_      \_\_\_\_\_ End of Contract- Date \_\_\_\_\_

<b>No. of total workers on payroll for this contract</b>	
<b>No. of Baltimore City residents on payroll for this contract</b>	
<b>No. of new positions filled by Baltimore City residents</b>	

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



**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 strategies.

### **Hiring new employees?**

**Customized Training** is a business-driven strategy that helps companies train and hire people to fit their job-specific needs. MOED Business Services staff recruit and pre-screen applicants based on the company requirements. Your business saves on recruitment costs and could receive up to 50% reimbursement on costs associated with the required training. The positions must be full-time and meet minimum salary requirements. The training can be employer-based, on-the-job, or offered by qualified vendors. Companies awarded Customized Training grants must agree to hire successful trainees. Many companies have used this strategy to increase their workforce and reduce their hiring budget.

### **Want to improve and increase the skills of your current staff?**

#### **Incumbent Worker training**

**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:**

**Rosalind Howard or Susan Tagliaferro  
Employ Baltimore  
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  
employbaltimore@oedworks.com**