**Requirements**

***Employ Baltimore***

**APPENDIX C, PART** I

**FORM 11**

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1. Complete the *Employ Baltimore* 'Certification Statement'' contained in the bid

document and submit it with your bid package.

1. 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.
2. 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.
3. Complete the "Employment Reports• as required on June 30th and December 31st 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.

1. 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:

**Employ Baltimore**

**Mayor’s Office of Employment**

**Development**

**3001 E. Madison Street Baltimore, Maryland 21205**

**Phone: 443-984-3014**

.. **or­**

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

***Employ Baltimore***

EMPLOYMENT REPORT

**APPENDIX C, PART I**

**FORM 11**

**PAGE 2 OF 2**

|  |  |
| --- | --- |
| **Contracting City Agency** | **Bid/Contract Number** & **Name** |
|  |  |
| **Contract Start Date** | **Contract End Date** |
|  |  |

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 301h and December 31si 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:!mploybaltimorer@oedworks.corr)

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 \_\_\_\_\_\_\_

|  |  |
| --- | --- |
| No. of total workers on payroll for this contract |  |
| No. of Baltimore City residents on payroll for this contract |  |
| No. of new positions filled by Baltimore City residents |  |

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

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