

APPENDIX A

Baltimore County Specific Requirements

To be included in the County Confirmation

1. **UTILIZATION OF BALTIMORE COUNTY'S DEPARTMENT OF ECONOMIC AND WORKFORCE DEVELOPMENT.**

1.1 Baltimore County's First Source Hiring Agreement requires that developers, contractors, and employers utilize good faith efforts toward employing economically disadvantaged Baltimore County residents in newly created positions on applicable projects. These efforts are supported by Baltimore County's workforce development system, a partnered network of business and economic development professionals, education and training providers, and human service agencies working together systematically to provide a ready supply of qualified workers to employers with hiring needs.

1.2 The Contractor may use Baltimore County's Department of Economic and Workforce Development as a "First Source" for training and recruitment of employees. To utilize "First Source" the Contractor may notify the Department of Economic and Workforce Development of employment opportunities to present qualified candidates to the Contractor for consideration. The Contractor may use reasonable efforts to consider qualified Baltimore County residents who are either unemployed or under-employed for all available positions. For additional information call 410-887-8000 or visit:

<http://www.baltimorecountymd.gov/Agencies/economicdev/business/workforce/recruiting-retention.html>

2. **MWB/WBE/SBE and/or ECONOMIC BENEFIT FACTOR.**

2.1 The Contractor shall provide any documentation for the MBE (Minority Owned Business Enterprise)/WBE (Women Owned Business Enterprise)/SBE (Small Business Owned Enterprise) and/or Economic Benefit Factor as described herein, to determine if there are any new jobs being created or provided by the Contractor to Baltimore County (as first preference) and/or other Maryland constituents. Examples of economic benefits to be derived from a contract shall include any of, but not limited to, the following benefits. For each factor identified below, identify the specific benefit and contractual commitments and provide a breakdown of expenditures in that category:

2.1.1 The number and types of jobs for Baltimore County and/or Maryland residents resulting from the contract. The Contractor must indicate job classifications, number of employees in each classification and aggregate payroll to which the Contractor has committed, including contractual commitments at both the Contractor and, if applicable, subcontractual levels. If no new positions or subcontracts are anticipated as a result of the contract, so state explicitly;

- Placement or employment in High Growth Areas of Employment
- Retention and Average Earnings – Fiscal Performance
- Serving Veterans
- Strengthen Local Workforce Economy

2.1.2 Subcontract dollars committed to Baltimore County and/or Maryland MBE/WBE/SBE contractors;

- 2.1.3 Other benefits to the Baltimore County and/or Maryland economy which the Contractor promises will result from awarding the contract to the Contractor, including contractual commitments. Describe the benefit, its value to the Baltimore County and/or Maryland economy, and how it will result from, or because of the contract award. Contractors may commit to benefits that are not directly attributable to the contract, but for which the contract award may serve as a catalyst or impetus, and;
- 2.1.4 Provide the Contractor's policies with regards to the commitment to social responsibility. Submit examples, especially any examples in the Baltimore County vicinity.

3.0 **MBE/WBE/SBE REQUIREMENTS:** The resulting MBE/WBE/SBE participation requirement for this contract is to be developed with Baltimore County.

- 3.1 Each Contractor must comply with all MBE/WBE/SBE participation requirements. Included with this solicitation package are copies of the County's MBE/WBE/SBE policy and provisions and MBE/WBE/SBE participation schedule forms. All MBE/WBE/SBE participation forms must be completed, executed, and returned with the proposal/response if a goal has been assigned. More information on Baltimore County's MBE/WBE/SBE Programs can be found on the County's website at this link: www.baltimorecountymd.gov/go/mwbe.
- 3.2 It is the intention of the contract that the Contractor complies with the required participation levels on a cumulative basis for the full term of this contract. The successful Contractor shall estimate the participation level (for the full term of the contract) for each subcontractor and/or suppliers listed on the participation schedule.
- 3.3 The Contractor shall make a genuine good faith effort to comply with the Baltimore County MBE/WBE/SBE minimum participation goal even if the Contractor has the capability to complete the work with its own workforce. However, the percentage requirement may vary. The Contractor shall make a good faith effort to obtain MBE/WBE/SBE subcontractor participation. The selected MBE/WBE/SBE subcontractor(s) must perform a commercially useful function when it is responsible for execution of the work of the contract when they are responsible for the execution of the Service. The selected MBE/WBE/SBE subcontractor(s) must carry out their responsibilities by actually performing, managing, and supervising the work involved. Certified MBE/WBE/SBE Contractors may count their participation for up to 50% of the solicitation goal. Certified MBE/WBE/SBE Contractors must make a good faith effort to obtain MBE/WBE/SBE subcontractor participation of the remaining portion of the Service. For example, if there is a 20% MBE/WBE/SBE participation requirement, it would require the following: Certified MBE/WBE/SBE Contractors proposing/responding as the Contractor may count for 10% of the goal, provided they are self-performing the work. The remaining 10% must be subcontracted to a MDOT and/or City of Baltimore certified firm.

- 3.4 All Contractors and MBE/WBE/SBE subcontractors are required to report monthly to the County through an online MBE/WBE/SBE Compliance Portal (PRISM). The portal can be found under *Compliance Reporting for Prime and Sub-Contractors* at www.baltimorecountymd.gov/go/mwbe. The Contractor must provide a contact person and contact information for the MBE/WBE/SBE compliance reporting. If the Contractor cannot submit his/her report on time, he/she will notify the County MBE/WBE/SBE office and request additional time to submit the report. Failure to report in a timely manner may result in a finding of noncompliance and default of the contract. The County in its sole discretion may require additional reports regarding MBE/WBE/SBE certification/reporting activities. Questions regarding the use of this system can be directed to the MBE/WBE/SBE Office at mwbe@baltimorecountymd.gov or call 410-887-3407.