



FIRST SOURCE HIRING AGREEMENT
FOR PROFESSIONAL SERVICES

City Agency: _____ **Contract Number and Name:** _____
Prime Contractor Name: _____ **Main Project Contact Person:** _____
Phone: _____ **Email:** _____

Instructions:

- All proposers must complete, sign and submit a *First Source Hiring Agreement* with their Proposal. All Proposals without a completed and signed *First Source Hiring Agreement* will be rejected.
- List the total of fees less construction costs for the project.
 - Total Estimated Non-Construction contract costs: _____
- The prime contractor agrees to comply with the First Source Hiring Program as defined in the San Francisco Administrative Code Chapter 83 AND as further described in the First Source Hiring Program Professional Services on Public Contracts document CB-PS-SFO-1. While sub-consultants are able to help meet the First Source Hiring Goals, the prime proposer is ultimately responsible for ensuring compliance and will be made liable for penalties assessed for non-compliance.
- Should awarded proposer be awarded this contract, prime contractor will contact the First Source Hiring Program Administrator (CityBuild) within 30 days of contract award to schedule an initial meeting, provide a listing of all signed and planned sub-consultants, and submit the prime contractor's *Hiring Plan*, as described in CB-PS-SFO-1. and
- Questions and assistance, please contact First Source Hiring Agreement Administer: CityBuild
 - CityBuild; citybuild@sfgov.org; 415-701-4848
 - Indicate "Professional Services" in the subject line of email.

Signature of Authorized Representative*

Name of Authorized Representative

Date

**By signing the First Source Hiring Agreement, the Consultant agrees to participate and comply with the provisions of the First Source Hiring Program pursuant to San Francisco Administrative Code Chapter 83 AND as articulated in CB-PS-PUC-1 First Source Hiring Program for Design & Construction Related Professional Services on Public Contracts.*

Please also provide primary contact information for the primary Human Resources person responsible for posting/hiring new positions for the prime contractor:

Human Resources / Hiring Manager:

Email:

Phone Number: