FIRST SOURCE WORKFORCE PLAN GUIDE
FOR PROFESSIONAL SERVICES

Description

• The Workforce Plan is intended to assist in documenting good faith efforts completed on applicable First Source Professional Services projects.

• The Workforce Plan should be amended as new relevant information becomes available.

Underlying First Source Good Faith Goals

• Consultants shall notify the First Source Hiring Program of all available Entry Level Positions and shall make Good Faith Efforts to hire Referrals to fulfill all available Entry Level Positions.

• Consultants shall meet with the First Source Hiring Program and present their workforce plan to meet the First Source Hiring Goals.

Essential Components

• Estimated total dollar amount for professional services (non-construction)
• Estimated start/end dates for project
• List all prime and sub-contractors contact information, along with their estimated contract portion and duration of work.
• Projected hires across project (including by subs)
• Timeline for anticipated hires.
• Description of participation in department special programs