

## **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