



## FIRST SOURCE HIRING PROGRAM FOR PROFESSIONAL SERVICES FACT SHEET

### OVERVIEW

- Applies to all Professional Service Contracts in excess of \$50,000 and shall include but not limited to As-Needed Services, Architectural, Engineering, Construction Management, and Design Services.
- 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.

### EMPLOYER SERVICES

- CityBuild is the First Source Hiring Administrator and provides Employment Networking Services such as prescreening job seekers for the appropriate training, employment background, and skill sets that an employer seeks.
- CityBuild actively recruits, prepares and trains San Francisco's workforce for the professional services industry and assist employers in creating a successful workforce plan.
- CityBuild refers graduates from the City's Construction Administration Training Program which prepares individuals in a career of professional services.
- The First Source Hiring Program is a free service to all employers.

### NONCOMPLIANCE

- Failure to meet the criteria of the First Source Hiring Program does not impute bad faith but rather shall trigger a review for compliance. If the Consultant is deemed noncompliant, then the City may assess liquidated damages as defined in San Francisco Administrative Code Chapter 83.

### CONTACT

- CityBuild is the Consultant's main contact for the First Source Hiring Program. For questions and assistance, please contact:

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