

FIRST SOURCE HIRING ORDINANCE

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City, the value of which exceeds \$25,000 with a term of at least three (3) months, and certain recipients of City Loans or Grants, shall comply with the provisions of Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO). Bidders/Proposers shall refer to the “First Source Hiring Ordinance” for further information regarding the requirements of the Ordinance.

All Bidders/Proposers shall complete and upload the First Source Hiring Ordinance Affidavit (one [1] page) available on the City of Los Angeles’ Business Assistance Virtual Network (BAVN) at www.labavn.org prior to award of a City contract. The First Source Hiring Ordinance Affidavit shall be valid for a period of twelve months from the date it is first uploaded onto the City’s BAVN.

Bidders/Proposers seeking additional information regarding the requirements of the First Source Hiring Ordinance may visit the Bureau of Contract Administration’s web site at <http://bca.lacity.org>.

The Anticipated Job Opportunities Form (FSHO-1) shall only be required if there are anticipated job opportunities; this document is only required of the award proposer.

INSTRUCTIONS:

- a. All proposers: Complete and upload the First Source Hiring Ordinance Affidavit at www.labavn.org.
- b. Awarded proposer: Complete the Anticipated Job Opportunities Form (FSHO-1) ONLY if there are anticipated job opportunities.

FIRST SOURCE HIRING ORDINANCE (FSHO)**FORM: FSHO-1****Anticipated Employment Opportunities****CITY OF LOS ANGELES**

PRIME CONTRACTORS and SUBCONTRACTORS: The form should be submitted ONLY if there are anticipated job opportunities resulting from the City contract. The completed FSHO-1 forms must be submitted to the Awarding Department before the contract is executed. The Awarding Department will then submit these forms to BCA.

SECTION I. CONTRACTOR INFORMATION

Name of Contractor: _____ Contractor Phone#: _____

Designated Contact Person: _____ Email: _____

Street Address: _____ BAVN Company ID: _____

City: _____ State: _____ Zip: _____ Federal ID (FEIN): _____

Name of Prime Contractor(if applicable): _____

Name of Project: _____

1. How many total employees currently work for your company? _____

2. How many employees will be working directly for the City contract? _____

SECTION II. ANTICIPATED EMPLOYMENT OPPORTUNITIES INFORMATION

Indicate the anticipated number of openings throughout the life of the contract, description, and qualifications. Attach additional sheets to add more classifications and details.

Job #1	Job Classification: _____	Anticipated # of Job Openings: _____
		Anticipated Hire Date _____

Job #2	Job Classification: _____	Anticipated # of Job Openings: _____
		Anticipated Hire Date _____

Job #3	Job Classification: _____	Anticipated # of Job Openings: _____
		Anticipated Hire Date _____

SECTION III. CONTRACTOR SIGNATURE (To be completed and signed by contractor)

I declare under penalty of perjury under the laws of the State of California that I am authorized to bind the entity listed on this form and that the information provided on this form is true and correct to the best of my knowledge.

Executed this _____ day of _____, 20____, at _____, _____
(City) (State)

Signature of Contractor _____

Print Name/Title _____

SECTION IV. AWARDING DEPARTMENT INFORMATION (To be completed by Awarding Department)

Dept: _____ Contact Person: _____ Phone#: _____ Email: _____

Contract Start Date: _____ Contract End Date: _____ Contract Amount: _____