

Introduction Statement

TO: Procurement Officers
State Agencies
State Contractors

FROM: Kenneth L. Jessup, Program Manager

DATE: SFY 2024

RE: Introduction to the Hiring Agreement Program

This correspondence serves to introduce the Maryland Department of Human Services (DHS) to your Organization, regarding the Hiring Agreement that your organization will potentially enter into agreeing to recruit the Family Investment Program's Targeted Populations. Below are highlights of the Program:

Purpose: To encourage the use of hiring agreements as a mechanism for providing current and former Family Investment Program recipients with employment opportunities on State procurement contracts.

Authority: State Finance & Procurement Article, § 13-224, Annotated Code of Maryland; Board of Public Works Secretary's Agenda Items 18 (1/13/99); 9 (10/4/00); and 4 (4/20/11).

Background: A hiring agreement –is a contractual clause in addition to a State procurement contract – it is an agreement between a contractor and the Department of Human Services through which they agree to cooperatively identify and hire former and current Family Investment Program recipients to fill job openings on the contractor's State procurement project.

Criteria:

- ✓ **Contract term for two (2) years or longer**
- ✓ **Contracts valued at \$200,000 or greater**
- ✓ **Contracts must produce jobs during the life of the contract (including subcontractors)**

Thanks for your cooperation and support which is essential to our collective success. If you have any questions or concerns, please contact our office at 410-767-8188, Kenneth.jessup@maryland.gov, and Hiring.Agreements@maryland.gov.

Online benefits application portal [MYMDTHINK](#)

For more information please see the [Board of Public Works BPW Advisory 2011-1 Hiring Agreement](#) website.

