



## **HireNYC: Goods and Services**

### **What is HireNYC: Goods and Services?**

- HireNYC: Goods and Services is part of the Mayor's larger HireNYC program, announced in *One New York: The Plan for a Strong and Just City* and *Career Pathways: One City Working Together*. It is a partnership between the City, employers and jobseekers, to leverage the City's purchasing power to connect low-income and underserved New Yorkers to employment opportunities.
- HireNYC: Goods and Services is a hiring process that requires businesses that contract with the City to share entry and mid-level positions with the City, and interview the qualified candidates that the City refers.
- It provides free, high quality recruitment services to employers and high-quality employment services to jobseekers.
- Contractors work with Workforce1, a free employment service within the Department of Small Business Services, to find qualified candidates to fill openings across their organization.

### **What Contracts Qualify Under HireNYC: Goods and Services?**

- HireNYC: Goods and Services requirements will apply to contracts for all goods and services as well as construction valued at \$1 million or above.
- For construction contracts, the requirements will only apply to non-trade positions such as office personnel associated with construction projects that the City procures.
- The requirements apply to Human Services contracts that do not contain the Public Assistance Hiring Commitment Rider.
- Contracts not subject to HireNYC: Goods and Services include, but are not limited, to the following:
  - Human services contracts that contain the Public Assistance Hiring Commitment Rider. Those contractors will participate in HireNYC: Human Services.
  - Emergency procurements.

### **How does HireNYC: Goods and Services Work?**

- HireNYC: Goods and Services will require qualifying contractors to:
  - Enroll with the [HireNYC Portal](#) within 30 days of the contract's registration in order to attest to upcoming hiring needs;
  - Share information about the entry and mid-level open positions associated with the contract that will be performed in the City;
  - Interview the qualified candidates referred by the City; and
  - Report on the individuals interviewed and hired.
- The Contractor is required to share openings for entry and mid-level positions, which require no more than an Associate's Degree, as defined by the [New York State Department of Labor](#).
- The Department of Small Business Services' Workforce1 system will work with the employer to develop a recruitment plan that aligns with specific hiring needs and processes.

### **What are the Penalties for non-compliance with HireNYC: Goods and Services?**

- While HireNYC: Goods and Services does not require an employer to hire the specific candidates that the City has referred, it does require that employers comply with the City's process of engagement, and make a good faith effort to hire the qualified candidates referred by the City.
- Compliance will be based on:
  - Registering with the HireNYC portal within 30 days of contract commencement, and attesting to hiring needs.
  - Sharing all entry to mid-level job positions with the City.
  - Interviewing qualified candidates.

- Liquidated damages of up to \$2,500 will be assessed for not registering with the system in a timely manner, withholding job openings from the City, or failing to interview qualified candidates. All other breaches could lead to assessment of \$500 in liquidated damages and continued failure may lead to the City holding the Contractor in default of the contract.

**Where can I go for more information?**

- To determine whether your contract is subject to the HireNYC requirements, make sure to review your contract carefully. If you have additional questions about your contract, ask the contract agency officer you regularly consult with.
- For additional information about the HireNYC portal, email [HireNYCSupport@sbs.nyc.gov](mailto:HireNYCSupport@sbs.nyc.gov).