



REQUEST FOR QUOTE

Magnet Post Card Mailers
Sanitation Services
Quote #2015-SAN-002
City of Bloomington, Indiana
Board of Public Works
October 8, 2015

NOTICE OF QUOTE REQUEST

QUOTE #2015-SAN-002

1.1 Scope of Quote - The City of Bloomington Board of Public Works (hereinafter "City") is seeking quotes from qualified Vendors for the printing, and direct mailing of informational post card mailers and refrigerator magnets to inform customers of weekly Sanitation pick up dates and services. The post card contains general Trash, Yard Waste and Recycling information and is mailed to approximately 15,100 service addresses in Bloomington, Indiana. Complete specifications are listed on the Quote Pricing Form. Pricing shall include all costs associated with reproducing and mailing the post cards and magnets. The City is requesting two quote versions:

- **Quote 1:** Reproduction of the current design, layout and material of the sample and specifications supplied with updated information for 2016
- **Quote 2:** A cost savings alternative that incorporates the same information in Quote 1

1.2 RFQ Timeline

Name of the Quote:	Magnet Post Card Mailers – RFQ #2015-SAN-002
Date of Issuance:	Thursday, October 8, 2015
Deadline for Quote Submittal:	Tuesday, October 20, at 4:30 p.m. local time. Quotes submitted after 4:30 p.m. local time shall be considered late and will be returned unopened. Quote shall be submitted in a sealed envelope, identified on the outside with the words "SEALED QUOTE" and the name of the Quote and the Quote number.
Submit Quote to: Address <u>exactly</u> as provided:	Board of Public Works 401 N Morton St., Ste. 120 Bloomington, IN 47404
Method of Submittal:	US Mail, Overnight Delivery, In Person, Electronic or Fax submissions are acceptable.
Opening of Quotes:	Quotes shall be publicly opened and read aloud at the Board of Public Works meeting on Tuesday, October 20, 2015, at 5:30 p.m. local time in the Council Chambers of City Hall, 401 N. Morton Street, Bloomington, Indiana.
Award of Quote:	The award, if issued, will be issued at a subsequent meeting of the Board of Public Works.

Contact Person, Title:

Julie Martindale, Purchasing Manager

E-mail Address:

martindj@bloomington.in.gov

Phone/Fax Numbers:

Phone: 812-349-3474; 812-349-3456

- 1.3** Quotes shall be evaluated after opening. After the City has evaluated the quotes and determined whether or not to award the quote, a quote tabulation shall be sent to all Vendors who submitted a quote. Quote results shall not be given over the telephone or prior to City's determination. Quotes may be withdrawn any time prior to the scheduled deadline for receipt of quotes; no quote may be modified or withdrawn for a period of sixty (60) calendar days thereafter.

SECTION 2.0 – INSTRUCTIONS TO VENDORS

2.1 Addenda

Any matter of this quote package that requires explanation or interpretation must be submitted in writing via email by Wednesday, October 14, at 5:00 p.m. local time. E-MAIL all questions to Julie Martindale at the email address listed above. Questions shall be responded to in the form of written addenda to all Vendors.

2.2 Exceptions to Documents

The Vendor shall clearly state in the submitted quote any exceptions to, or deviations from, the minimum quote requirements, and any exceptions to the terms and conditions of this RFQ. Such exceptions or deviations shall be considered in evaluating the quotes. Vendors are cautioned that exceptions taken to this RFQ may cause their quote to be rejected.

2.3 Incomplete Information

Failure to complete or provide any of the information requested in this Request for Quote, including references, and/or additional information as indicated, may result in disqualification by reason of "non-responsiveness."

SECTION 3.0 – SPECIAL CONDITIONS

3.1 Payment Terms and Invoice Submittal

Payment terms for invoices shall be net forty-five (45) days upon receipt of an acceptable original invoice and after mailing has been completed.

Invoices shall include the following information:

- | | | |
|---------------------------|------------------|----------------------------------|
| • Vendor name and address | Date of shipment | City PO number (When applicable) |
| • Description of goods | Quantity | Unit price |
| • Extended price | Total amount due | |

- 3.1.2** Surcharges (i.e., fuel surcharges, restocking, etc...) shall NOT be allowed to be added to invoices as an additional line item.

- 3.1.3** The City is exempt from the payment of state sales taxes. Any charges for taxes from which the City is exempt shall be deducted from invoices before payment is made.

The City may withhold payment for reasons including, but not limited to the following:

- Goods that are defective, inaccurate, flawed, unsuitable, nonconforming or incomplete due to negligence of the Vendor
- Damage for which Vendor is liable
- Valid liens or claims of lien
- Valid claims of Subcontractors or other persons
- Delay in the delivery of the goods
- Inability of Vendor to complete the delivery of the goods

3.2 Estimated Quantities

The City reserves the right to order decreased or increased amounts from those specified. However, the estimates are as accurate as we are able to determine. Estimated quantities for printing of post cards and magnets will be 16,100. Approximately 15,100 will be mailed locally. The remaining balance will be forwarded to City of Bloomington Sanitation Department.

3.3 Proof

In order to ensure quality and conformance with standards, a final proof is required by the selected Vendor. Proof needs to be an exact replication of the printing and material quoted. No printing is to begin until the proof and material has been approved.

3.4 Artwork

All originals, photographs, artwork, paste-ups, negatives and digital media used in the production of the printing shall remain and/or become the property of the City. All artwork, paste-ups, negative and digital media shall be in a reusable condition and any damage shall be considered the responsibility of the printing company. In some cases the City may elect to leave that artwork with a particular vendor but the City's ownership of the artwork is not relinquished.

3.5 Digital Files

The City will provide a pre-sorted comma delimited file needed to create the service area mailing list. The City will also provide a separate file detailing Sanitation service dates. All digital files and the information contained within files is considered property of the City and should not be shared, used or sold to any entity without prior approval from the City.

3.6 Printing and Mailing

The post cards and magnets shall not be printed until after November 3, 2015. The 2016 mayor elect's name shall be incorporated into artwork for the post cards and magnets. This information will not be available until November 4, 2015. The post cards and magnets shall be mailed no later than December 9, 2015. Mailings will be sent to local city addresses only. It is the City's desire for Sanitation service customers to receive the mailings no later than the week of December 21, 2015.

3.7 Insurance

The Vendor shall purchase and maintain during the duration of this Quote such insurance as will protect him/her from the claims set forth below which may arise out of or result from the Vendor's operations under this Quote, whether such operations be by the Vendor or by anyone directly or indirectly employed by Vendor, or by anyone for whose acts any of them may be liable:

<u>Coverage</u>	<u>Limits</u>
A. Worker's Compensation & Disability	Statutory Requirements
B. Property Insurance	Sufficient to cover the City's merchandise while it is stored on the Vendor's Premises in during the duration of this Quote.
C. Commercial General Liability (Occurrence Basis) Bodily Injury, personal injury, Property damage, contractual liability, products- Completed operations. General Aggregate Limit (other than Products/Completed Operations)	\$1,000,000 per occurrence and \$2,000,000 in the aggregate.
Products/Completed Operation	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Fire Damage (any one fire)	\$50,000
D. Comprehensive Auto Liability (single limit, owned, Hired and non-owned)	\$1,000,000 each accident

Bodily injury and property damage

Certificates of Insurance showing such coverage then in force (but not less than the amount shown) shall be on file with the City prior to commencement of the work. These Certificates shall contain a provision that coverages afforded under the policies will not be canceled or not renewed until at least sixty (60) days' prior written notice has been received by the City. The City shall be named as an additional insured on the Commercial General Liability, Automobile Liability and Property insurance policies. The Vendor shall agree to a waiver of subrogation on its Worker's Compensation policy.

SECTION 4.0 – QUOTE EVALUATION AND AWARD

4.1 Award

Award, if made, shall be made to the responsible Vendor submitting the lowest responsive quote with regard to the specifications set forth herein. The City reserves the right to accept or reject any or all quotes; to request re-quotes; or to waive technicalities and formalities where it is deemed advisable in the best interests of the City. In addition to the quoted price, the following is a partial list of the criteria that may be used in our determination of Vendor responsibility and responsiveness:

- Adherence to specifications
- Print quality
- Material quality
- Past experience and service provided by Vendor to the City, if applicable

4.1.2 If the City determines that the quote should be awarded, the process shall be as follows:

- a) The City shall determine which responsible Vendor has submitted the lowest responsive quote.
- b) The City shall review the submitted proof for accuracy and durability.
- c) The Board of Public Works shall award the quote.
- d) The City shall issue a purchase order to the Vendor. The purchase order shall constitute authorization for the goods to be ordered.

4.1.3 If the City determines that all the quotes received should be rejected, the Vendors shall be notified by the Purchasing Manager accordingly. At that point, the City may, or may not, re-quote the project.

4.2 The Vendor must not have any unresolved performance issues with the City of Bloomington. The Vendor's performance as a prime Vendor or subcontractor in previous City contracts shall be taken into account when evaluating the Vendor's submittal for this Request for Quote. The City may survey other local agencies during the quote evaluation period to make sure the Vendor does not have any unresolved or unsatisfactory performance issues. The City reserves the right to reject the Vendor's submittal based on its assessment of the Vendor's prior performance.

SECTION 5.0 - GENERAL TERMS AND CONDITIONS - QUOTES

5.1 QUOTE FORM - Each Vendor must submit an original Quote Pricing Form which is attached. The Vendor shall correctly sign the quote, and the quote may be rejected if it shows any omissions, alterations of the form, additions not called for in the quote, or any irregularities of any kind. In case of a discrepancy between the unit price and the extended price, the unit price shall prevail.

5.2 QUOTE REJECTION OR PARTIAL ACCEPTANCE - The City reserves the right to accept or reject any or all quotes or parts thereof. The City further reserves the right to waive technicalities and formalities in quotes, as well as to accept in whole or in part such quotes where it is deemed advisable and in the best interests of the City.

5.3 BROCHURES - Quotes shall include adequate brochures, latest printed specifications and advertising literature, describing the product offered in such fashion as to permit ready comparison with our specifications on an item-by-item basis where applicable.

- 5.4 DISPUTES** - Should any disputes arise the Parties agree to act immediately to resolve such disputes. Time is of the essence in the resolution of disputes. The Vendor agrees that, the existence of a dispute notwithstanding, it shall continue without delay to carry out all of its responsibilities under the Quote that are not affected by the dispute, and the City shall continue to make payment for all work properly performed. Should the Vendor fail to continue to perform its responsibilities regarding all non-disputed work, without delay, any additional costs incurred by the City or the Vendor as a result of such failure to proceed shall be borne by the Vendor. The unintentional delayed payment by the City to the Vendor of one or more invoices not in dispute in accordance with the terms of the Quote shall not be cause for Vendor to stop or delay work.
- 5.5 EXTENSION** - Any or all of the awards made as a result of this Request for Quote may be extended for an additional period of time if mutually agreed between the parties.
- 5.6 SPECIFICATION DEVIATIONS BY THE VENDOR** - Any deviation from the specifications **MUST** be noted in detail, and submitted in writing with the Quote Pricing Form. Completed specifications should be attached for any substitutions offered. The absence of the specification deviation statement and accompanying specifications shall hold the Vendor strictly accountable to the specifications as written herein.
- 5.7 WARRANTIES** – The Vendor warrants that all articles, materials and goods shall be consistent with manufacturer’s specifications and shall be free from defects. Without limitation of any rights which the City may have by reason of any breach of warranty, goods which are not as warranted may be returned at Vendor’s expense within thirty (30) days after delivery, or discovery for either credit or replacement, as the City may direct without additional charge to the City.
- 5.8 ABANDONMENT** – Notwithstanding any other provision of this Award, if funds for the continued fulfillment of the Award by the City are at any time not forthcoming or are insufficient, through failure of any entity to appropriate the funds or otherwise, then the City shall have the right to terminate this Award without penalty by giving prior written notice documenting the lack of funding in which instance, unless otherwise agreed by the City and Vendor, this Award shall terminate and become null and void. The City agrees that it shall make its best effort to obtain sufficient funds, including but not limited to, including in its budget for each fiscal period during the term of this Award a request for sufficient funds to meet its obligations under the Award in full.
- 5.9 AFFIDAVITS** -- Vendor shall execute and include in its Quote submission the following affidavits:
- 5.9.1 Affidavit Regarding E-Verify (**Exhibit A**)
 - 5.9.2 Non-Collusion Affidavit (**Exhibit B**)
 - 5.9.3 Affidavit Regarding No Investment in Iran (**Exhibit C**)
- 5.10 AFFIRMATIVE ACTION PLANS (Exhibit D)** – Each Vendor submitting a Quote for over \$10,000.00 shall submit and have approved by the City of Bloomington Contract Compliance Officer, Barbara McKinney, his/her written **Affirmative Action Plan at least twenty-four (24) hours prior to the deadline for submission of quotes.**

Quotes received that do not have an approved Affirmative Action Plan will be returned unopened.

Each Vendor must insure that all employees and applicants for employment are not discriminated against because of race, religion, color, sex, national origin, ancestry, disability, sexual orientation, gender identity, veteran status or housing status. All the protected classes must be included in your Affirmative Action Plan for it to be acceptable. In addition to other requirements, your plan **MUST** include a workforce breakdown, an internal grievance procedure, a non-retaliation statement, designation of a person by name or position who is responsible for implementation of the Plan, applicability to both applicants and employees, recruitment of minorities, equal access to training programs, and an explanation of your method of communicating the operations of your Affirmative Action Plan to employees and prospective applicants.

Barbara McKinney, Contract Compliance Officer, may be contacted at (812) 349-3429, 8:00 a.m. to 5:00 p.m. Monday through Friday. The Affirmative Action Plan paperwork is provided in this Request for Quote.

QUOTE PRICING FORM

POST CARD SPECIFICATIONS: (Quote #1)

1. A scan of the 2015 post card and magnet is included as an attachment. The attachment file includes text updates that need to be incorporated for the 2016 print version
2. Post card is 6 1/8" x 9", 14 point C2S paper with spot varnish
3. Post card has 2" x 4" open area for printing of addresses
4. Printed in black with bleed on one side
5. Post card shall be made from recycled material and eco-friendly

MAGNET SPECIFICATIONS: (Quote #1)

1. Flat, flexible vinyl 3 23/32" x 5 23/32"
2. 20 Mil thickness
3. Printed black on one side with bleed
4. Magnets will need to be printed in eight (8) separate lots predetermined by City supplied address files
5. Magnets shall be made from recycled material and eco-friendly

MAILING SPECIFICATIONS

1. Vendor will be required have the necessary mailing permit from the US Post Office that offers the best mailing discount to the City
2. Post cards and magnets are required to be mailed no later than December 9, 2015
3. Vendor will use the mailing method that offers the lowest cost to the City to insure the mailings arrive at the customers service addresses at the appropriate time
4. The vendor will process all addresses through CASS certification software to ensure the most recent and accurate addresses are applied to mailings

Estimated quantities for Post Cards and Magnets: 16,100

Estimated quantities for Mailings: 15,100

QUOTE	DESCRIPTION	PER PIECE COST	TOTAL COST
#1	Post Card - Reproduction of current post card design and layout with updated information (Qty. 16,100)	\$	\$
#1	Magnet - Reproduction of current magnet design and layout with updated information (Qty. 16,100)	\$	\$
#1	Mailing - Estimated mailing cost of current version of post card/magnet (Qty. 15,100)	\$	\$
#2	Alternate Quote - Cost savings alternative that includes the same information currently listed on both post card and magnet (Qty. 16,100)	\$	\$
#2	Mailing - Estimated mailing cost for alternate version post card/magnet (Qty. 15,100)	\$	\$

Art/Setup Fees (per hour): \$ _____

Trip Fees (per trip): \$ _____

Digital Data Manipulation Services (per hour): \$ _____

Name of Company: _____

Signature: _____

Printed Name & Title: _____

Date: _____

EXHIBIT B

NON-COLLUSION AFFIDAVIT

The undersigned offer or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

OATH AND AFFIRMATION

I affirm under the penalties of perjury that the foregoing facts and information are true and correct to the best of my knowledge and belief.

Dated this _____ day of _____, 20_____.

(Name of Organization)

By: _____

(Name and Title of Person Signing)

STATE OF _____)

) SS:

COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____
2015.

My Commission Expires:

Notary Public Signature

Resident of _____ County

Printed Name

EXHIBIT C

STATE OF INDIANA)
) SS:
COUNTY OF _____)

AFFIDAVIT REGARDING NO INVESTMENT IN IRAN

The undersigned, being duly sworn, hereby affirms and says that:

- 1. The undersigned is the _____ of _____.
(Job title) (Company name)
- 2. The company named herein that employs the undersigned has contracted with or is seeking to contract with the City of Bloomington Utilities to provide services.
- 3. As required by Indiana Code 5-22-16.5-13, the undersigned hereby certifies under penalties of perjury that the company named herein is not engaged in investment activities in Iran.

Signature

Printed name

STATE OF INDIANA)
) SS:
COUNTY OF _____)

Before me, a Notary Public in and for said County and State, personally appeared _____ and acknowledged the execution of the foregoing this _____ day of _____, 2015.

My Commission Expires: _____

Notary Public

County of Residence: _____



City of Bloomington
Human Rights Commission

2015

RE: Affirmative Action and Living Wage Ordinance

To: Prospective Bidders

Affirmative Action: All bidders with the City of Bloomington for projects in excess of \$10,000.00 must submit an affirmative action plan to my office. This plan must insure that applicants are employed and that employees are treated in a manner that provides equal employment opportunity and tends to eliminate inequality based upon race, religion, color, sex, national origin, ancestry or disability, sexual orientation, gender identity, veteran status and housing status. Please note that the last four categories are new, adopted by the Common Council in September, 2015.

Even if your company already has a plan on file with the City, you must check with me to make sure that it complies with our current and recently updated requirements. If you already have a plan, but it does not cover all of the City's current requirements, you may submit a separate supplement with your plan to fill any gaps.

You must submit your written affirmative action plan (or supplement) to me at least twenty-four hours before the bid deadline. You must submit your plan to me separately from your bid. The twenty-four hours will give me sufficient time to review your and the other bidders' plans. I recommend that you submit your affirmative action plan to me earlier, if possible, so that you and I will have time to work out any problems that may be in your plan. Bidders who fail to submit acceptable plans by the deadline are subject to disqualification.

I strongly advise you to confirm with me that I have received your plan and that it meets our requirements well before the bid deadline. We will make every effort to work with you to clear up problems. But it remains your responsibility to confirm that I received your plan and that it complies with our requirements. If you fail to confirm that I received and approved your plan, you risk losing your eligibility to bid. We will be glad to provide a receipt upon request. Please let us know if you want a receipt when you submit your plan.

You must insure that all the protected classes listed above are included in your plan. In addition to other requirements, your plan **MUST** include a current workforce breakdown, an internal grievance procedure, a non-retaliation statement, designation of a person by name or position who is responsible for implementing the plan, applicability to both applicants and employees, recruitment of minorities, equal access to training programs, and an explanation of your methods of communicating the operations of your affirmative action plan to your employees and prospective applicants.

Accompanying this letter you will find the following materials:

- (2) A workforce breakdown form. You MUST submit a workforce breakdown (sometimes called a "utilization report") with your Affirmative Action plan. This form is provided for your convenience. If you already have a current form you have completed for another jurisdiction that includes the same type of information, you may substitute a copy of that form instead of using our form. Your workforce breakdown figures must be updated every six months. Even if you already have an acceptable affirmative action plan on file with my office, you should submit a new workforce breakdown each time you bid for a City Contract, to be sure we have up-to-date figures.
- (3) An Affirmative Action Plan checklist. I will use this checklist to review your affirmative action plan. If you compare your plan with this list, you should be able to tell whether your plan fulfills the City's requirements. If you omit any of the elements on the checklist, your plan will not be approved.
- (4) A sample affirmative action plans. These may be useful if your company has never designed an affirmative action plan before. Feel free to adopt this plan as your own or to amend it to meet your needs.

Additional materials, such as the City of Bloomington's Contract Compliance Regulations, are available from my office upon request.

Living Wage: Also, please be aware that you may be required to comply with the Bloomington Living Wage Ordinance. Whether the LWO applies to your project depends upon the size and type of your project and the number of people you employ. If you have questions about the applicability of the LWO, click on the LWO flow chart at: www.bloomington.in.gov/livingwage or call me. For 2015, the living wage for covered employees is \$12.31 an hour. In 2016, the living wage for covered employees will be \$12.32 an hour.

If you have any questions, contact me at 812.349.3429 or email me at the following address: mckinneb@bloomington.in.gov. My office hours are Monday through Friday, 8-5.

Thankyou.

Barbara E. McKinney, Human Rights Director/Contract Compliance Officer

BLOOMINGTON HUMAN RIGHTS COMMISSION

Model Affirmative Action Plan for Bidders Covered by Responsible Bidder Ordinance Policy Statement

_____, Inc., declares its policy to provide equal opportunity in employment, training and advancement, and to administer its employment practices without regard to race, color, religion, sex, national origin, ancestry, disability, sexual orientation, gender identity, veteran status, or housing status. Our policy of nondiscrimination will prevail throughout every aspect of our employment practices, including recruitment, hiring, training and all other terms and conditions of employment. We shall implement an affirmative action plan to make it widely known that equal employment opportunities are available on the basis of individual merit. We shall survey and analyze our employment workforce annually to determine what steps, if any, are needed to conform effectively with this equal employment policy.

Responsible Officer

Mr. or Ms. _____ (or the _____ officer) is the equal employment opportunity officer for our company and is responsible for implementing this affirmative action policy.

Publication of Policy

Our employees will be made aware of our commitment to affirmative action through the following procedures:

- posting notices on employee bulletin boards,
- including our policy statement and plan in our personnel manual,
- regularly sending out notice of our policy in paycheck envelopes,
- and training supervisors to recognize discriminatory practices.

We will make potential employees aware of our policy through the following procedures:

- including the words "Equal Opportunity Employer" in all of our advertisements and notices for job openings,
- notifying employment agencies about our commitment, and
- sending notice of our policy to unions.

Implementing Our Policy

Our affirmative action plan will be implemented by widening our recruitment sources. We shall advertise in newspapers and other media that reach people in protected classes. We shall send job notices to schools with large percentages of students in the protected classes and to local groups that serve these classes.

We shall examine our hiring practices periodically to insure that we consider only job-related qualifications in filling our positions. We shall discard irrelevant educational requirements and unnecessary physical requirements. We shall retain only job-related questions on our employment application.

We shall keep affirmative action information on each applicant, but separate from his or her application. We shall keep records on our hiring decisions to evaluate the success of our affirmative action measures. We shall decide placement, duties, benefits, wages, training prospects, promotions, layoffs and terminations without regard to race, sex, religion, color, national origin, ancestry, disability, sexual orientation, gender identity, veteran status or housing status.

Grievance Procedure

If an employee feels he or she has been discriminated against on the basis of race, sex, religion, color, national origin, ancestry, disability, sexual orientation, gender identity, veteran status or housing status, he or she may bring the complaint to his or her immediate supervisor. If the complaint is not resolved readily at that level, he or she may submit it to _____ (personnel officer, corporate president, other) who will make a final decision on its validity. This grievance process does not preclude his or her complaining to local, state or federal civil rights agencies. We will not retaliate against an employee or applicant for voicing a grievance or for filing a complaint with the appropriate agency.

Our current workforce breakdown is shown on the attached form.

Corporate President

Date

AFFIRMATIVE ACTION PLAN CHECKLIST

NOTE: This is **not** an Affirmative Action Plan

Effective Date: _____

Contractor: Plan MUST Include:	Yes	No	Comments:
Policy statement of equal employment opportunity	<input type="checkbox"/>	<input type="checkbox"/>	
Covers: Applicants for employment	<input type="checkbox"/>	<input type="checkbox"/>	
Employees	<input type="checkbox"/>	<input type="checkbox"/>	
On basis of: Race	<input type="checkbox"/>	<input type="checkbox"/>	
Religion	<input type="checkbox"/>	<input type="checkbox"/>	
Color	<input type="checkbox"/>	<input type="checkbox"/>	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	
National Origin	<input type="checkbox"/>	<input type="checkbox"/>	
Ancestry	<input type="checkbox"/>	<input type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	
Gender Identity	<input type="checkbox"/>	<input type="checkbox"/>	
Veteran Status	<input type="checkbox"/>	<input type="checkbox"/>	
Housing Status	<input type="checkbox"/>	<input type="checkbox"/>	
Designates a person responsible for implementation of the Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Provides for communication of the policy:			
Within the Organization	<input type="checkbox"/>	<input type="checkbox"/>	
Outside the Organization	<input type="checkbox"/>	<input type="checkbox"/>	
(e.g., recruitment sources, unions)			
Applies to all terms and conditions of employment (e.g., hiring, placement, promotion, duties, wages, benefits, use of facilities, layoff, discipline, termination)	<input type="checkbox"/>	<input type="checkbox"/>	
Provision for: Recruitment from minority groups	<input type="checkbox"/>	<input type="checkbox"/>	
Provision for: Equal access to training programs	<input type="checkbox"/>	<input type="checkbox"/>	
Grievance Procedure	<input type="checkbox"/>	<input type="checkbox"/>	
Prohibits retaliation for filing grievances	<input type="checkbox"/>	<input type="checkbox"/>	
Workforce Breakdown (figures up to date within 6 months)	<input type="checkbox"/>	<input type="checkbox"/>	

