

CITY OF BLOOMINGTON

401 N. Morton St.
Bloomington, IN 47404
www.bloomington.in.gov

REQUEST FOR PROPOSALS

For

**SOLAR PANEL AND ROOF EVALUATION DESIGN SERVICES FOR
VARIOUS CITY BUILDINGS**

RFP #2016-ESD-001

RELEASE DATE: May 4, 2016

SUBMITTAL DATE: MAY 31, 2016

Affirmative Action Plan Due: May 27, 2016

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PURPOSE

The City of Bloomington is requesting proposals from qualified and experienced structural engineers and/or energy services firms for solar and roof evaluation and design at City Hall, Police Headquarters, and the Dimension Mill (collectively “City Buildings”), all located in the City of Bloomington, Indiana.

PART I: GENERAL INFORMATION

1.1 BACKGROUND:

This project helps meet the City of Bloomington’s goals of reducing municipal electrical use and maintaining efficient and reliable infrastructure. Specifically, the project will evaluate existing roofs and awnings in terms of structural integrity, insulation value, and potential solar capacity, and to make recommendations and create designs and biddable specifications according to these recommendations. Proposing firms are invited to submit proposals individually or collaborate with another firm(s) to submit a joint proposal.

1.2 SCOPE OF WORK:

The selected firm will be asked to:

- Evaluate the structural capacity of the City Buildings to accommodate the weight of solar panels.
- Calculate the R-value for the City Buildings’ current roof materials, taking into account roof windows and other factors.
- Estimate the potential for overall R-value gain, impacts on energy consumption, and estimated cost if insulation is increased or design is otherwise improved.
- Estimate the overall reduction in energy use and the potential for increased efficiency of solar panels if lighter-colored, reflective roofs are installed.
- Evaluate opportunities for recycling or repurposing existing roofing materials and minimizing waste where possible. Include consideration of recyclability and deconstruction in design recommendations.
- Recommend an optimal design for the roof replacements and solar installations according to the above evaluations, and create design documents for bidding.
- Calculate the financial and environmental impacts expected from the recommended design.

The following facilities are included in this RFP:

- 1) City Hall, 401 N. Morton. City Hall is one of three sections of the larger Showers Building. Please see Exhibit A for a delineation of the property. This project will affect the CFC Properties and City of Bloomington sections of the building, but not the Monroe County section at the north end.
 - a. This portion of the project will include an evaluation to determine whether a single installation (on the roof only) or double installation (on both the roof and the parking lot awnings) of photovoltaic panels is recommended, considering cost, environmental and other impacts, visibility to the public, and other factors. If an installation is recommended for the parking lot awnings, this portion of the project will include the redesign of the parking lot awnings to both accommodate the solar panels and to optimize handling of stormwater.
- 2) Police Headquarters, 220 E. 3rd Street.
- 3) The Dimension Mill, Trades District.

1.3 GENERAL SPECIFICATION AND INVENTORY INFORMATION:

This information is included as general information regarding our current installations. It is intended to be used in conjunction with the information obtained during site visits.

The existing roofs consist of the following:

- City Hall: Saw tooth roof with clerestory windows; wood deck, 5/8" gypsum board, 3.5" Firestone ISO, EPDM membrane; 35,000 sf
- Police Headquarters: Flat roof with rooftop air handlers; wood deck, 2.5-3.5" Firestone ISO, EPDM; 10,000 sf
- Dimension Mill: Building is currently vacant. Saw tooth roof with clerestory windows; roof will need to be completely replaced. 18,000 sf

Replacement roof designs should all include DensDeck board or equivalent.

1.4 LICENSES AND CERTIFICATIONS:

All relevant employees, including the structural engineer, shall have all valid and up-to-date licenses required by the State of Indiana necessary for this type of project.

1.5 QUALIFICATIONS:

Firms shall be responsive, responsible, and have the capability, experience, and personnel to render the services requested.

1.6 SELECTION PROCESS:

All proposals deemed responsive to this request will be reviewed. Selection of the successful Firm will be based on multiple factors including: cost, experience, ability, and references.

The City may make an award, with the approval of the Board of Public Works, to the Firm who submits a proposal judged by the City to be the most advantageous.

The Firm or an authorized agent may withdraw a proposal upon written request prior to the scheduled closing time for accepting proposals. Negligence on the part of the firm in preparing their proposal confers no right to withdraw his or her response after the scheduled closing time for filing proposals.

All proposals submitted shall remain open and valid until the proposal has been rejected, or accepted, and awarded. Furthermore, the City may reject any and all proposals, to waive any irregularities or informalities in a proposal, and to issue a new or modified request, or cancel the RFP if it is found to be in the best interest of the City.

Discussions and negotiations may take place with the short list of firms to ensure clarification and to obtain a best and final offer.

1.7 AWARD:

Once the proposals are opened and evaluated by the City, taking into consideration the criteria stipulated in this RFP, the City, through its Board of Public Works, may make an award to the Firm who submits the proposal judged by the City to be the most advantageous. The City reserves the right to award on an all-or-none basis, or award to multiple Firms if it is in the best interest of the City. The award, if issued, will be issued at a subsequent meeting of the Board of Public Works.

1.8 KEY DEADLINE DATES:

Event	Time	Day	Date
RFP Issuance Date	N/A	Wednesday	May 4, 2016
Pre-Proposal Meeting	11:00 a.m. Local Time	Thursday	May 12, 2016
Inquiries Due	5:00 p.m. Local Time	Thursday	May 19, 2016
Responses to Inquiries Due	5:00 p.m. Local Time	Monday	May 23, 2016
Affirmative Action Plan Due	5:00 p.m. Local Time	Friday	May 27, 2016
Proposal Submittal Deadline	4:30 p.m. Local Time	Tuesday	May 31, 2016
Proposal Opening - Board of Public Works Meeting	5:30 p.m. Local Time	Tuesday	May 31, 2016

The Board reserves the right, at its sole discretion, to adjust the RFP key deadline dates as it deems necessary. Any adjustment of the Deadline Dates shall constitute an RFP addendum. Any amendments will be posted on the City's RFP Information web page listed below and it is the responsibility of each Proposer to confirm no addenda has been issued prior to submitting their proposals.

<http://bloomington.in.gov/rfp>

PART II: GENERAL CONDITIONS

2.1 SUBMISSION REQUIREMENTS:

Sealed proposals shall be submitted to the attention of the City of Bloomington Board of Public Works to the mailing address shown below. Submittals must include **five (5) copies printed front and back on recycled paper and one (1) electronic PDF copy on a flash drive**. All submittals shall be clearly marked "Solar/Roof Evaluation and Design Services". Submittals will be due to the address listed below on or before 4:30 p.m. local time, May 31, 2016. No emailed or facsimile offers will be accepted.

Sealed proposals will be opened and each Proposer's name will be read aloud at the City of Bloomington Board of Public Works meeting on May 31, 2016, at 5:30 p.m. local time. The meeting will be held in the Council Chambers located at 401 N Morton Street, Bloomington, Indiana. Any proposals received after the deadline will be returned unopened.

Submit Proposals To:

Mailing Address: Bloomington Board of Public Works
Attn: Kyla Cox Deckard, President
401 N. Morton St., Ste. 120
Bloomington, IN 47404

2.2 DELIVERY OF PROPOSAL:

Each proposal must be received by the date and time set for closing receipt of offers. The envelope shall be identified with the RFP Title, the name of the submitting Firm(s), and the date and time of closing. No electronic or facsimile offers will be accepted.

Note: Any deviation from this requirement may result in your proposal being considered non-responsive, thus eliminating your company from further consideration.

It is the responsibility of each Proposer to assure actual delivery of proposal documents with the City prior to 4:30 p.m. on May 31, 2016. To confirm receipt of your submittal, please contact Christina Smith at 812.349.3589, or smithc@bloomington.in.gov.

2.3 PROPOSAL COSTS:

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, or providing additional information when requested by the City, this includes, but is not limited to, costs for travel and per diem, attending interviews, providing presentations or demonstrations, and participating in contract negotiation sessions.

2.4 ACCEPTANCE OR REJECTION:

Submission of any proposal indicates acceptance of the conditions and requirements contained in the Request for Proposal and contract draft unless clearly and specifically noted otherwise in the submittal documents.

The City of Bloomington also reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.

2.5 COMPLIANCE:

The Proposer warrants and agrees that its performance under this contract will at all times comply with all local, state and federal laws, codes, rules, ordinances and regulations.

2.6 PRE-PROPOSAL MEETING:

A pre-proposal meeting (recommended but not mandatory) is scheduled for May 12, 2016, 11:00 AM at City Hall. All attendees should meet in the lobby and must sign in at the site visit location. A tour of this facility shall be given with opportunities to pose questions. There will be site maps available for the City Buildings and Proposers are encouraged to visit these sites prior to submitting a proposal. The City will either respond to questions, or document questions for later response. Any follow-up site visit questions should be submitted as per instructions listed in Section 2.7.

2.7 INQUIRIES:

It is the responsibility of each Firm to examine the RFP and to seek clarification in writing via email if the Firm does not understand any information or instructions.

Questions regarding the RFP must be submitted via email. Submissions shall include "Solar/Roof Evaluation and Design Services RFP #2016-ESD-001 in the subject line. The City assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt. Inquiries must be submitted via email no later than 5:00 p.m. local time, Thursday, May 19, 2016.

1. Be sure to reference the page number and paragraph within this RFP relevant to the question presented for clarification.
2. The City will respond to all inquiries within two (2) business days of submittal.
3. Any ambiguities or inconsistencies shall be brought to the attention of the City through written communication via **email** by 5:00 p.m. local time, May 19, 2016.

Submit inquiries to:

Julie Martindale, Purchasing Manager

martindj@bloomington.in.gov

812.349.3474

2.8 PROPOSAL FORMAT:

In order to facilitate the evaluation of responses to this RFP, Firms are required to prepare their proposals in accordance with the instructions outlined in this section. Each Firm is required to submit the proposal in a sealed package. Firms whose proposal deviates from these instructions may be considered non-responsive and may be disqualified at the discretion of the City.

Qualified Firms interested in performing the work described in this Request for Proposal shall provide the following information presented in a clear, comprehensive, and concise manner illustrating the company's capabilities and expertise:

2.8.1 Company Introductory Letter - Letter must state the name and title of the person(s) authorized to represent the company in any negotiations, the name(s) and titles(s) of persons authorized to sign any contract that may result from this RFP, the contact person's name, mailing address, phone and fax numbers, and email address. A legal representative of the company authorized to bind the firm in contractual matters must sign the Cover Letter and the Proposal.

2.8.2 Firm Qualifications – Provide a statement that documents the company's qualifications and as it relates to experience described in the Scope of Work. The response should include the following:

- a. Summary of the Firm's general qualifications, specific disciplines that are applicable to the proposed work, background, number of employees, office locations, etc.
- b. Outline the Firm's capacity to carry out the scope and the extent of the work required.
- c. Provide a cost schedule for all services necessary to complete the project.
- d. Cost breakdown defined for each facility to provide the services outlined in the Scope of Work. Please submit a detailed cost per line item.
- e. Provide references from the Firm's five (5) most recent projects, including detailed contact information. In addition, identify any municipal projects similar to the services requested in the Scope of Work.
- f. The Firm must submit a proposal for all listed locations.

2.9 ADDENDA:

If revisions become necessary, the City will provide written addenda to all Firms who have received the RFP by facsimile or by mail. Any addenda issued by the City must be so noted on any proposals that are submitted to the City. The Firm shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal. In addition, any Addenda will be posted on the City’s RFP website:

<http://bloomington.in.gov/rfp>

PART III: EVALUATION OF PROPOSALS

3.1 EVALUATION METHOD:

All proposals deemed responsive to this request will be evaluated. The City will consider the qualifications and demonstrated experience of each respondent, and the additional criteria listed in the Evaluation Criteria table in section 3.2. The award, if any, will be based upon the proposal that is determined to be the most advantageous to the City.

3.2 EVALUATION CRITERIA AND SCORING:

While cost is important, other factors are also significant. Consequently, the City may select a proposal other than the lowest cost proposal. The City’s goal is to choose the Firm capable of providing quality service and experience that will help the City achieve the goals within a reasonable budget.

Evaluation will be based on the criteria defined below.

Evaluation Criteria Table	Possible Points
Responsiveness/Completion of Proposal Were all the forms completed and included that were required by the RFP?	5
Experience/Qualifications Firm’s experience working within the requested Service arena; Firm’s experience working with Municipalities and the ability to complete the Scope of Work.	35
References Did Firm supply favorable references?	20
Cost Does the cost seem reasonable for the scope of services proposed; does the cost provide the City good value?	40
Total Points Possible	100

PART IV: GENERAL REQUIREMENTS

4.1 VENDOR/CONTRACTOR REGISTRATION:

Upon notification of an award, a Firm must meet the approval requirements of the City for becoming an approved vendor. Therefore the Firm shall submit a current and completed Request for Taxpayer Identification Number and Certification form (IRS Form W-9) to the Controller’s office as soon as they have been notified of an award or contract. A substitute IRS

W-9 form can also be obtained from the City of Bloomington website located here: <http://bloomington.in.gov/controller>. The completed documents must be submitted using one of the methods listed on the form. Please contact the Controller's office at 812.349.3474 if you have any questions.

4.2 PAYMENT PREFERENCE:

The City of Bloomington's preferred method of payment is Electronic Funds Transfer (EFT). Payments processed through an EFT saves dollars by increasing efficiency and streamlining the payment process. This eliminates the cost of paper, printing, postage, paperwork, and time.

If awarded a contract, the Firm shall submit a completed EFT form to the Controller's office through one of the methods listed on the form. The form is located on the City of Bloomington website located here: www.bloomington.in.gov. Please contact the Controller's office at 812.349.3474 if you have any questions.

4.3 TAX EXEMPTION:

The City of Bloomington is exempt from payment of all state and federal sales taxes. Tax documents are available upon request.

4.4 INSURANCE:

The firm awarded a contract shall maintain insurance coverage reflecting the minimum amounts and conditions specified by the City. The firm must provide Certificates of Insurance in which the City shall be named as an additional insured. Insurance terms and requirements shall be included in the contract.

4.5 AFFIRMATIVE ACTION PLAN:

Each Vendor/Contractor submitting a quote, proposal or bid 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 submission deadline for requests.** Quotes received that do not have an approved Affirmative Action Plan may be returned unopened.

Each Vendor/Contractor 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 Proposal, Exhibit B.

Please make sure you contact Barbara McKinney as soon as possible if your submittal is above \$10,000.

4.6 AFFIDAVITS:

The selected Firm will also be required to execute affidavits for E-Verify and Non-Collusion affidavits as required by Indiana State statutes. **(Exhibits C - D)**

- **E-VERIFY AFFIDAVIT (Exhibit C):** Pursuant to Indiana Code 22-5-1.7-11, each Company is required to enroll in and verify the work eligibility status of all of its newly hired employees through the E-Verify program. An affidavit must be signed which affirms that the firm does not knowingly employ an unauthorized alien. This affidavit is provided and should be submitted with your proposal.

- **NON-COLLUSION AFFIDAVIT (Exhibit D):** Pursuant to Indiana Code 5-22-16-6, each Company is required to affirm it has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by Company, 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. This affidavit is provided and should be submitted with your proposal.

EXHIBIT A: Property delineation of the Showers Building

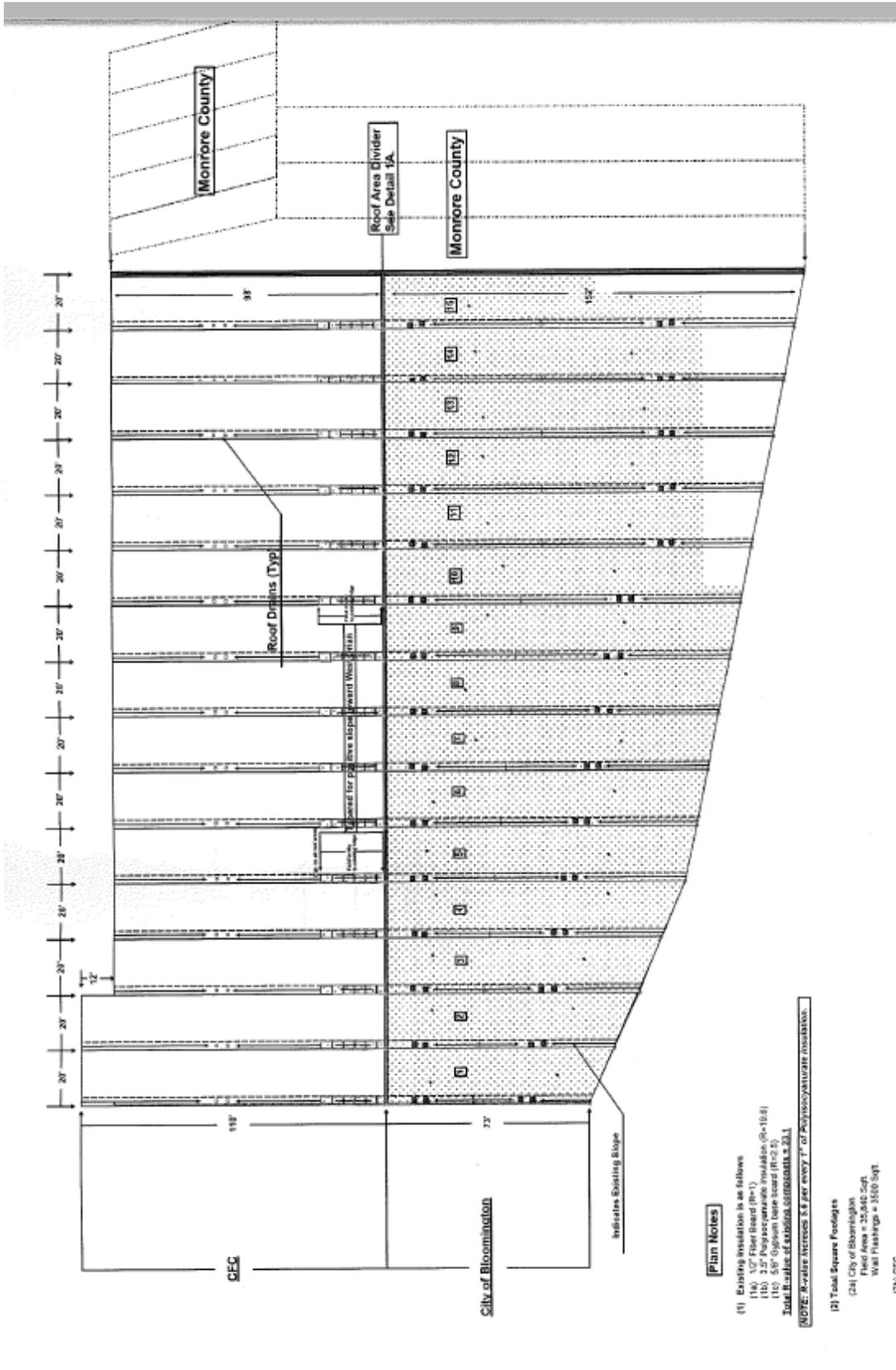


EXHIBIT B: Affirmative Action Plan Documents
(6 pages)



City of Bloomington Human Rights Commission

2016

RE: Affirmative Action and Living Wage Ordinance

To: Prospective Bidders/Vendors

Affirmative Action: All bidders and vendors 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, 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, quote or proposal deadline. You must submit your plan to me separately from your bid or quote. The twenty-four hours will give me sufficient time to review your and the other 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. Vendor's 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 submittal 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 submit a bid or quote. 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:

- (1) 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.
- (2) 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.
- (3) 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 2016, the living wage for covered employees is \$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.

Thank you.

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

BLOOMINGTON HUMAN RIGHTS COMMISSION

Model Affirmative Action Plan for

_____, 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 to 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 (e.g., recruitment sources, unions)	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	

