



Instructions for Vendors

Affirmative Action Requirements

**INSTRUCTIONS FOR VENDORS
AFFIRMATIVE ACTION REQUIREMENTS**

PURPOSE

These instructions are intended to aid a vendor in satisfying the affirmative action requirements specified in the Business Inclusion and Development proposal selection criteria section for this RFQ, RFP, or RFCSP. A vendor to the City of Dallas is obligated to these contract compliance requirements by the Business Inclusion and Development Administrative Guide.

IF A VENDOR HAS QUESTIONS CONCERNING THESE INSTRUCTIONS, PLEASE CONTACT THE BUSINESS INCLUSION AND DEVELOPMENT DIVISION AT 214-243-2121 OR gfe@dallascityhall.com

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Affirmative Action Plan Preparation

Must Include the Following Five Selections:

1. Policy Statement Section 1, See Pages 3 and 4
2. Ethnic Workforce Composition Report Section 2, See Pages 5 and 6
3. Program Goals Section 3, See Page 7
4. Plan Dissemination Section 4, See Page 8
5. Internal Monitoring Section 5, See Page 8

SECTION 1:

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

A sample Equal Employment Opportunity and Affirmative Action Policy Statement is provided on the following page. The necessary parts of an acceptable policy statement are:

- Identification of the vendor by name;
- Commitment to equal opportunity in employment programs for any applicant for employment or any employee by not basing employment decisions on age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin;
- Commitment to affirmative action policies and practices in employment programs to achieve a balanced work force;
- A statement that identifies employment programs to include at least employment, promotion, demotion, transfer, recruitment, compensation, training; layoff and termination;
- Designation of an employee of a vendor with his/her name and title as equal employment opportunity/affirmative action officer;
- Provision for holding supervisors and managers accountable for affirmative action initiatives to balance their respective work forces; and

Additionally, this equal employment opportunity/affirmative action policy statement must be:

- Signed by the vendor's chief executive officer;
- Written on the vendor's letterhead stationery;
- Dated; and
- Available for review by employees and applicants for employment.

SAMPLE

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

The following is an example of an Affirmative Action Policy statement which satisfies minimum compliance requirements. The following sample is for illustrative purposes only and does not represent the only styles and formats that meet regulatory requirements. The policy statement must appear on the vendor's letterhead stationery, be dated and signed by the chief executive officer.

It is the policy of (name of vendor) not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination. Except with respect to sexual orientation, this company further agrees to take affirmative action to ensure equal employment opportunities.

(Name of person and title) has been appointed Equal Employment Opportunity Officer and is responsible for planning and implementing our affirmative action program as well as for its day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program. They shall provide leadership in implementing affirmative action goals and initiatives.

During the life of contract with the City of Dallas, the (name of vendor) shall comply with state regulations and federal laws relating to equal employment opportunities and affirmative action. The company shall continue to work cooperatively with government and community organizations to take affirmative action to ensure equal employment and advancement opportunities.

Typed Name

Signature

Date

Title

SECTION 2:

ETHNIC WORKFORCE COMPOSITION REPORT

The vendor must submit an Ethnic Workforce Composition Report as part of its Affirmative Action Plan. The vendor must complete and submit the sample form or a copy of its federal EEO form.

For each job category/group the vendor must report:

- Total number of employees;
- Number and percent of males;
- Number and percent of females; and
- Number and percent of minorities

Minorities and persons with disabilities are included also in the number and percentage for males and females. The percentages of minority and persons with disabilities represent their part of the total number of employees.

This data must be current within one year of the proposal date when submitting these criteria.

Signatures: The analysis must be signed by the preparer of the information.

After completing the data, the vendor needs to assess its work force to determine whether an equitable representation of qualified individuals with disabilities, minorities and women are employed which approximates the percentage of individuals with disabilities, minorities, and women available from the relevant workforce.

Remedies for any inequity must be presented in the vendor's affirmative action goals.
A vendor must make every reasonable effort to develop a balanced work force.

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**CITY OF DALLAS
ETHNIC WORKFORCE COMPOSITION REPORT**

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. Please **DO NOT** use the “Enter” key.)

Company name: _____
 Address: _____
 Bid #: _____
 Telephone Number: _____ - _____ - _____ Ext. _____
 Email Address: _____

Employee Classification	Total No. Employees		White		Black		Hispanic		Other	
	Male	Female	M	F	M	F	M	F	M	F
<i>EXAMPLE</i>	15	12	7	4	4	4	3	2	1	2
Administrative/ Managerial										
Professional										
Technical										
Office/Clerical										
Skilled										
Semiskilled										
Unskilled										
Seasonal										
Totals:										

Intentional misrepresentation could result in criminal prosecution.

Officer’s Signature

Title

Typed or Printed Name

Date

SECTION 3:

AFFIRMATIVE ACTION GOALS

These goals are directed to achieving a balanced work force. The nature of these goals is contingent upon the nature of any underrepresentation of women, minorities, and persons with disabilities in any of the job categories/groups of the vendor's work force. Each goal must:

- Be specific;
- Have an implementation target date of between six months and two years; and
- Have a plan of action or description of procedure to implement the goal.

SAMPLE OF GOALS that a vendor may include in its Affirmative Action Plan are (Note: a vendor may use its own goal or use one or more of these suggested goals):

- Developing a company employee affirmative action committee to advise the chief executive officer on affirmative action issues.
- Reviewing job descriptions to ensure that they reflect actual job duties with reasonable work-related requirements for employment.
- Restructuring jobs, where possible, to encourage appointing trainees.
- Broadening recruitment notices to include community organizations likely to refer women, minorities, and individuals with disabilities.
- Advertising position vacancies in minority media.
- Developing interview teams for all positions using only job-related questions.
- Implementing an exit interview program or an employee assistance program.
- Developing work schedules where feasible which include part-time employment opportunities to encourage the employment of persons for whom full-time employment is difficult.
- Identifying an informal equal employment opportunity complaint resolution procedure.
- Identifying other means to strengthen its recruitment and retention of women, minorities, and individuals with disabilities.
- Conducting onsite training on affirmative action issues and initiatives.
- Committing to recruit and appoint women, minorities, and individuals with disabilities for vacancies in the same percentages as they are available in the labor market when the vendor has turnover or a need to expand its work force.

SECTION 4:

PLAN DISSEMINATION

The vendor must give broad dissemination of its Affirmative Action Plan to current and prospective employees as well as to others with whom the vendor does business. The Affirmative Action Plan must provide that:

- Equal opportunity and affirmative action issues frequently appear on the agendas of executive and staff meetings. The Plan must specify the frequency of these meetings and with whom they occur.
- All solicitations or advertisements for employment must include a statement comparable to "an equal employment opportunity employer functioning under an Affirmative Action Plan". The contractor should provide at least one copy of an advertisement for employment, or, if one is unavailable, state why.
- All employees must have access to the Affirmative Action Plan for review. The Plan must specify the procedure for employees who wish to review the Plan.

SECTION 5:

INTERNAL MONITORING

The vendor must identify a method or system for an internal monitoring of the Affirmative Action Plan to regularly evaluate results achieved by the Plan. The Affirmative Action Plan must:

- Specify the frequency of reviews, the individual(s) performing the reviews, and the consequences of the reviews.
- Hold supervisory and management personnel responsible, at least through performance appraisals and compensation reviews, for implementing affirmative action initiatives within their areas of responsibility.

NOTE: The vendor must retain a copy of its Affirmative Action Plan, including the forms submitted with it, for purposes of satisfying the Plan dissemination and internal monitoring requirements.