

**CONTRACT COMPLIANCE REPORT
FORM CC-1**

OHRD USE ONLY

ICE – Yes ()

No ()

I. Regulations:

A. Section 10-194 of the Omaha Municipal Code and the Rules and Regulations based thereon require:

1. Prior to the award of any contract in the amount of \$5,000 or more, the apparent successful bidder shall submit or have on file with the Contract Compliance Officer this Contract Compliance Report (form CC-1). This report shall be in effect for 24 months from the date the Contract Compliance Officer receives this report.

Important:

2. THE CITY OF OMAHA SHALL NOT CONTRACT WITH ANY APPARENT SUCCESSFUL BIDDER WHO DOES NOT SUBMIT OR HAVE ON FILE THIS FORM CC-1.

B. FILING THIS REPORT: Submit this completed form to the City of Omaha, Human Relations Department, Room 502, Omaha/Douglas Civic Center, 1819 Farnam Street, Omaha, Nebraska, 68183. Direct any questions regarding this report to the Human Relations Department at (402) 444-5055. Forms may be obtained from the City of Omaha Finance Department or the Human Relations Department. Fax No. (402) 444-5058.

C. Questionnaire (to be completed by the apparent successful bidder)

1. Bidder

Firm's Name: _____

Address: _____

City/State/Zip Code: _____

Phone No.: _____ Fax No.: _____

2. Headquarters or Principal Office (if different from #1)

Name: _____

Address: _____

City/State/Zip Code: _____

Phone No.: _____

3. Principal Official or Manager of Firm

Name: _____

Address: _____

City/State/Zip Code: _____

Phone No.: _____

4. Equal Employment Opportunity Officer
 Name: _____
 Address: _____
 City/State/Zip Code: _____
 Phone No.: _____
5. Please indicate your hiring area:
 City(ies): _____
 County(ies): _____
 State(s): _____
6. Please list all minority and female organizations notified of employment opportunities with your firm in the last 12 months.
1. _____
 2. _____
 3. _____
 4. _____
 5. _____
7. Please list all unions with whom you have a collective bargaining agreement.
- | | Name | Address | Business Agent |
|----|-------|---------|----------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
8. Please indicate by a check, where appropriate, if you are a Protected Business Enterprise (PBE) i.e. your business must be at least 51% owned, controlled, and actively managed by protected class members, or, in the case of a publicly owned business, at least 51% of the stock is owned and controlled by protected class members. Refer to Omaha Municipal Code, Section 10-191, (g) and (h).

ONLY CHECK IF YOU HAVE BEEN CERTIFIED BY THE HUMAN RELATIONS DEPARTMENT

Check if PBE ()

Check Type of PBE

Black ()

Hispanic ()

Asian and Pacific Islander ()

American Indian or Alaskan Native ()

Female ()

- 8.(a) Please indicate by a check, where appropriate, if you are certified as a Disadvantaged Business Enterprise (DBE) i.e. your business must be at least 51% owned, controlled, and actively managed by individuals who are socially or economically disadvantaged, or in the case of a publicly owned business, at least 51% of the stock is owned and controlled by socially or economically disadvantaged individuals. Refer to Omaha Municipal Code, Section 10-191, (m).

ONLY CHECK IF YOU HAVE BEEN CERTIFIED BY THE HUMAN RELATIONS DEPARTMENT

Check if DBE ()

9. Please list all minority or female owned firms from whom you have subcontracted or solicited subcontracts in the past 12 months. Please indicate by a check whether subcontractor is minority or female firm.

	Name	Address	() Minority Firm	() Female Firm
a.	_____	_____		
b.	_____	_____		
c.	_____	_____		
d.	_____	_____		
e.	_____	_____		
f.	_____	_____		

II. Employment Data:

USE DATA FOR OFFICE LOCATED IN THIS REGION. IF THERE IS NO LOCAL OFFICE, PROVIDE THE HEADQUARTER'S DATA.

Please complete the following chart identifying your work force by race, sex, and job category. This information may be obtained by visual survey or post-employment records, neither of which is prohibited by any Federal, State or local law. An explanation of the job categories follows the signature and date line. **USE THE MOST RECENT PAYROLL PERIOD AND INDICATE THE OFFICE LOCATION USED TO COMPLETE THIS WORK FORCE INFORMATION.**

Employment Data Chart:

JOB CATEGORIES	ALL EMPLOYEES			MINORITY GROUP EMPLOYEES								
	TOTAL MALE & FEMALE	MALE	FEMALE	MALE				FEMALE				
				Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	
Officials, Managers and Supervisors												
Professionals												
Technicians												
Sales/Workers												
Office and Clerical												
Craftsman (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
Apprentices												
TOTAL												

Payroll Period Used: _____ (most recent payroll)

Office Location Used: _____

III. Agreement:

In connection with any contracts I may enter into with the City of Omaha for the life of this form, I agree to do the following:

- A. Not discriminate against any employees or applicant for employment because of race, religion, color, sex, national origin, age, or disability;
- B. Take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex, national origin, age, or disability;
- C. Post in places available to employees and applicants for employment, Equal Employment Opportunity notices provided by the Contract Compliance Officer;
- D. Include in all solicitations or advertisements for employees placed by or on behalf of the contractor, a statement that all qualified applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, or disability;

- E. Notify in writing each labor union with whom the contractor has an agreement of the contractor's commitment to the Equal Employment Opportunity Clause;
- F. Permit reasonable access to those records which the Contract Compliance Officer deems relevant to determine compliance with the Equal Employment Opportunity Clause;
- G. Allow the Contract Compliance Officer to question witnesses and otherwise investigate such facts, conditions, practices, or matters which the Contract Compliance Officer deems relevant to determine compliance with the Equal Employment Opportunity Clause;
- H. Correct subcontractor's noncompliance with the Ordinance through actions recommended by the Contract Compliance Officer including withholding all future payments to subcontractor(s) in violation until the Contract Compliance Officer determines that the subcontractor(s) is complying with the Ordinance;
- I. Notify each subcontractor of the contractor's commitment to the Equal Employment Opportunity Clause;
- J. Keep and retain all personnel records for one year from the date received such as applications, job advertisements, evaluations, terminations, promotions, etc.;
- K. To cause his/her subcontractor(s) to keep and retain the same records as listed above under Letter J;
- L. To certify that all employees directly involved with the contract will be given a discrimination prevention seminar approved by the Human Relations Department;
- M. Notify minority and female organizations of employment opportunities and maintain records of organizations' responses;
- N. Maintain a file of the name and address of each protected class applicant showing the date of contact and whether the applicant was hired or referred to the union hiring hall and if not hired or referred the reason(s) why;
- O. Notify the Contract Compliance Officer when union(s) with whom the contractor has an agreement has not referred a protected class worker sent by the contractor or when the union referral process has impeded the contractor's ability to employ workers protected class; and,
- P. Solicit bids for subcontracts from available protected class subcontractors including circulation to minority associations and maintain records of such.

I certify that I have provided accurate information in this report, that I have read the agreement in Part III, and that I am authorized to commit the contractor to comply with the Agreement.

Firm's Name: _____

(Date of Signing)

Signature: _____

(Print Name)

(Title)

(Signature)

Guidelines For Employment Data Chart

Please refer to the following explanations to complete the employment data in Part II.

Race/Ethnic Identification:

Black – All persons having origins in any of the Black African racial groups not of Hispanic origin;

Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race;

Asian and Pacific Island – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands;

American Indian or Alaskan Native American Indian or Alaskan Native – All persons having origins in any of the original peoples of North America or maintaining identifiable tribal affiliations through membership and participation or community identification.

Job Categories:

Officials and managers – Occupations requiring administrative personnel and who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried foremen who are members of management, purchasing agents and buyers, and kindred workers.

Professional – Occupations requiring either college graduation or experience of such kind and amounts to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.

Technicians – Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about two years post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

Sales – Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks and cashier-checkers, and kindred workers.

Office and clerical – Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: Bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.

Craft worker (skilled) – Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairs, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.

Operatives (semi-skilled) – Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: Apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics building trades, metal working trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dressmakers and seamstresses (except factory), dryers, furnace workers, heaters (metal), laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, stationary firefighters, truck and tractor drivers, weavers (textile), welders, and flamecutters, and kindred workers.

Laborers (unskilled) – Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, gardeners (except farm) and groundskeepers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

Service workers – Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides and orderlies), barbers, charworkers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.

Apprentices – Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with a Federal or State agency.