

# EEO REPORT

REQUEST FOR BID TITLE

BID NUMBER

## RETURN

TO: CITY OF HARTFORD  
 OFFICE OF GRANTS MANAGEMENT  
 260 CONSTITUTION PLAZA  
 HARTFORD, CT 06103

### Part I- IDENTIFICATION OF VENDOR

1. NAME & ADDRESS <i>(as shown on BID)</i>	
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2. CHIEF EXECUTIVE OFFICER FOR ABOVE GRANTEE (Name)

3. CONTRACTOR'S PARENT COMPANY (if any) (Name and headquarter's address)

4. ADDITIONAL LOCATIONS IN CONNECTICUT	ADDRESS	TELEPHONE NUMBER

### PART II: NONDISCRIMINATION POLICIES AND PRACTICES

1a. Have you put into effect a company wide equal opportunity program to promote nondiscrimination?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	3c. Do all your employee recruitment advertisements state a nondiscriminatory policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1b. If "Yes," have all your employees been informed of this in writing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	4a. Do you have a collective bargaining agreement or other contract or understanding with a labor union representing the employee employed by you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2a. Do you sponsor or promote any educational or training programs for your employees or prospective employees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	4b. If "Yes," does each such agreement assure full compliance with nondiscrimination requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2b. If "Yes," are all such persons given the opportunity to participate in accordance with your nondiscrimination statement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	4c. If "No," check here, and explain on a separate attached sheet.	<input type="checkbox"/>	
3a. Have all your recruitment sources been notified that all qualified applicants will be considered without discrimination?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	5a. Is there a person in your employ who is responsible for assuring equal employment opportunities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3b. Has this been done in writing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	5b. If "Yes," give Name and Title		

### Part III – HIRING AND RECRUITMENT

1. which of the following recruitment sources are used by you? <i>(Check "Yes" or "No". Estimate % if not known.)</i>					2. Check any of the following that you use as hiring qualification.	3. Describe any other practices which show that you hire, train and promote employees without discrimination.
	Yes	No	% of all applicants provided by this source	(X)		
SOURCE					Work Experience	
State Employment Service					Ability to speak or write English	
Private Employment Agencies					Written Tests	
Schools and Colleges					High School Diploma	
Newspaper Advertisements					College Degree	
Walk-ins					Union Membership	
Present Employees					Personal Recommendation	
Labor Organizations					Height or Weight	
Minority/Community Organizations					Car Ownership	
Employment Resource Development Agency						
OTHER (Specify)						

**Part IV - STATISTICS** - Employment at grantees' location (as shown on bid submittal). In lieu of completing this section, grantee may submit a copy of its most recent Federal EEO-1 report for the reporting location or a copy of its consolidated report for the total organization filed within the last year. The City reserves the right to request additional employment statistic information if necessary to complete the certification process.

EMPLOYMENT FIGURES WERE OBTAINED FROM _____ (Identify)	CLOSING DATE OF REPORT PERIOD _____
<input type="checkbox"/> Visual check <input type="checkbox"/> Employment records <input type="checkbox"/> Other ▶	

JOB CATEGORIES	OVERALL TOTALS (SUM OF ALL COLUMNS A-E MALE & FEMALE)	A WHITE (NOT OF HISPANIC ORIGIN)		B BLACK (NOT OF HISPANIC ORIGIN)		C HISPANIC		D ASIAN OR PACIFIC ISLANDER		E AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Managers											
Professionals											
Technicians											
Sales Workers											
Office and Clerical											
Craft workers (skilled)											
Operatives (Semi-skilled)											
Laborers (Unskilled)											
Service Workers											
<b>TOTALS ABOVE</b>											
<b>TOTALS ONE YEAR AGO</b>											

**ON THE JOB TRAINEES** (Enter figures for the same categories as are shown above.)

Apprentices											
Trainees											

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**Part V – DOCUMENTATION AND COMMITMENT REQUIRED**

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- For companies employing more than 3 persons, please submit as part of this EEO report, **a copy of your Company Policy Statement of Equal Employment Opportunity.**
- For companies employing more than 10 persons, please submit as part of this EEO report a **written commitment to hire minority and female workers** if your work force statistics are not representative of the minority and female work force availability in your labor market area. In lieu of reviewing the 1990 census data in your labor market area, you may use as a guide the work force availability in the Greater Hartford Labor Market, which is:

**Minority Males: 16% of the total male work force  
Females: 47% of the total work force**

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**AFFIDAVIT**

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The Grantee understands and agrees that its failure to meet the equal opportunity requirements established by section 2-545 and 2-548 of the Code (both of which are provided with the request for bid) will preclude such bid from being considered. The Grantee agrees to the procedure set forth in section 2-548 of the Code in regard to the determination of whether such Grantee is an equal opportunity employer. The Grantee also understands and agrees that the equal opportunity documents will become a part of the contract, and that a breach of the provision of the equal opportunity documents will constitute a breach of the contract subject to such remedies as provided by law.

SIGNATURE	TITLE	DATE SIGNED	TELEPHONE NO. (Include Area Code)
<b>X</b>			