

Submission Instructions and Common Mistakes for Equal Employment Opportunity Requirements in DC Government Contracts

I. Purpose:

The DC Government is committed to and is required to provide equal opportunity in employment for all persons with respect to any contract by and with the DC Government. Additionally, the DC Government promotes the full realization of equal employment through affirmative, continuing programs by contractors and subcontractors in the performance of contracts with the DC Government.

In order to accomplish these goals, the Office of the Human Rights (“OHR”) has been tasked with establishing standards and procedures to be followed by contractors and subcontractors performing under DC Government contracts for goods and services, including construction contracts, for the purpose of assuring equal opportunities for minorities and women.

Outlined below are the standards and procedures developed by and enforced by OHR for this purpose. This document has been created for those DC government employees who are the point of contact for handling contracts – if you have applied or submitted this information, please consult your government point of contact. Please note that this process only applies to construction contracts that are over \$25,000 and non-construction contracts that are over \$10,000.

II. Required EEO Forms List:

- Notice of Compliance with Equal Employment Opportunity (EEO) Requirements
 - Formerly known as Assurance of Compliance
 - The template should be on company letterhead and should include the company’s name, address, and telephone number.
 - Similarly, the correct contract, bid, or solicitation number should be listed, this cannot be left blank. This number should also be correctly identified in the body of the e-mail request as well.
- Equal Employment Opportunity (EEO) Policy Commitment:
 - The template should be on company letterhead and should include the company’s name, address, and telephone number.
- Equal Employment Opportunity (EEO) Employer Information Report:
 - OHR Follows the EEOC’s EEO-1 Standard (*Completing the EEO-1*) for this form.
- **Please note:** All fields require a response. **If** a question does not apply to the business structure of the company, please indicate N/A (Not Applicable) as a response. A blank form does not necessarily mean N/A. OHR cannot assume anything for the contractors. Similarly, signature sections **MUST** be signed accordingly.

III. Request and Approval Procedures of the Required EEO Forms:

1. Requests:

- Send e-mail requests for approval to AffirmativeAction.OHR@dc.gov to ensure tracking, monitoring, and easy access by the Compliance Manager.
- The body of the e-mail should have the following information:
 - i. Name of Contractor
 - ii. Contract Number. If a contract number has not been created, a solicitation or bid number will work as well.
 - iii. Contract Amount
 - iv. Construction or non-construction contract NOTE: Please limit each e-mail to 10 requests. If multiple requests
- Please limit each e-mail to a maximum of 10 requests.
- If multiple requests are made, please include all the required information above for each request - this includes if there is more than one contractor per contract (see example below)

Send

From

To

Cc

Bcc

Subject

Hello, I am submitting the following contract requests for EEO Affirmative Action review:

Request 1

- Contractor: Old McDonald Farms
- Contract Number: 123456
- Contract Amount: \$10,000
- Non-construction contract

Request 2

- Contractor: Twinkle Twinkle Little Star Construction
- Contract Number: 891011
- Contract Amount: \$25,000
- Non-construction contract

2. OHR's Response:

- If you have provided all the required forms, which have completed been filled out, signed and reviewed for errors, you can send the request to AffirmativeAction.OHR@dc.gov. The Contract Specialist will respond and review within 5-7 business days from the date submitted.
- If there are errors or correction required, upon submitting an updated version with these corrections, they will be reviewed within 5-7 business days from the date submitted.
- Please note review times do vary.

IV. Common Mistakes

There are several common mistakes that may slow the review time. They are, but not limited to:

- Not having the above three required documents and in one complete PDF
- If revisions are required for one or more documents, send all three documents in one PDF and not just the edited ones.
- Missing dates.
- Employment Data totals are in the wrong row or there are no totals.
- Contract/bid/solicitation numbers are missing from the EEO Policy Statement.
- Business letterheads are missing.
- Having the vendor submit the documents to OHR – they must be submitted by the POC in the agency.
- Body of the email errors:
 - Not having the same contract/bid/solicitation number as in the documents.
 - Not including if the contract is for construction or non-construction.

V. Additional Questions or Comments

If you have any further questions about the EEO Compliance Process or information in this document, please visit and/or contact us via:

- E-mail: AffirmativeAction.OHR@dc.gov
- In-Person: 441 4th Street NW, Suite 570N, Washington, DC 20001
- Phone: (202) 727-4559
- Webpage: EEO and Affirmative Action in Contracts webpage at https://bit.ly/EEO_AA_Contracts

Please note that while OHR is available to answer questions to the best of our ability, any information provided should not be considered legal advice.