



**Department of Administration
Division of Equity, Diversity & Inclusion
Equal Opportunity Office**

One Capitol Hill, 3rd Floor.
Providence, RI 02908-5850
Telephone: (401) 574-8606 RI Relay 711
Email: ooo.compliance@doa.ri.gov Website: www.dedi.ri.gov

Instructions: This checklist of documents is required to obtain an Equal Employment Opportunity approval letter, per [R.I. Gen. Laws § 28-5.1-10](#). The Division of Equity, Diversity & Inclusion (DEDI)/ Equal Opportunity Office (EOO) ensures that any firm contracting with the State of Rhode Island is an Equal Employment Employer (EEO) vendor.

**The attached Documents are needed to submit a Contract Compliance Report.
successfully**

☐ **Equal Employment Policy Statement, if under 50 employees**

☐ **Affirmative Action Plan (AAP)**

☐ **50 or more employees and \$50,000.00 or more in government contracts must submit an executed Affirmative Action Plan that includes Executive Order 11246, Section 503**

☐ **VEVRAA plan is required if the contract amount is \$150,000.00 or more, and over 50 employees**

☐ **Attach a document detailing the hiring and termination dates of all minorities and females (Do not include names).**

☐ **Attach a Copy of the Employment Application or Online application**



**Department of Administration
Division of Equity, Diversity & Inclusion
Equal Opportunity Office**

One Capitol Hill, 3rd Floor
Providence, RI 02908-5850
Telephone: (401) 574-8606 RI Relay 711
Email: eeo.compliance@doa.ri.gov Website: www.dedi.ri.gov

Contract Compliance Report

Solicitation/ BID #:	Contract #:
-----------------------------	--------------------

Contract Value:

Section 1	
Vendor Name:	
Vendor Address:	
Vendor Phone Number:	
Email Address:	
Name & Title of Executive Officer	

Project Information	
Project Location:	
Project Activity:	
Contract Beginning Date:	
Estimated Completion Date:	
Anticipated Peak Employment:	

EEO Officer information	
Name of EEO Officer:	
Email of EEO Officer:	

Project Superintendent	
Name of Superintendent:	
Title of Superintendent:	
Email of Superintendent:	

Date Last Compliance Report was Submitted to The Division of Equity, Diversity & Inclusion (DEDI)	
---	--



**Department of Administration
Division of Equity, Diversity & Inclusion
Equal Opportunity Office**

One Capitol Hill, 3rd Floor.
Providence, RI 02908-5850
Telephone: (401) 574-8606 RI Relay 711
Email: eeo.compliance@doa.ri.gov Website: www.dedi.ri.gov

If you answer “Yes” to any of the following questions, a copy must be submitted with this form; otherwise, it will not be accepted.

Has a written Affirmative Action Program been established that covers all applicable requirements of 41 CFR Chapter 60, including a program for disabled and covered Veterans and persons with disabilities? If “YES,” submit a copy.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	-------------------------------------	------------------------------------

Is the non-discrimination clause included in all union contracts, subcontracts, and other contracts as executed in your state contract? If “YES,” submit a copy of these letters/ notices.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	-------------------------------------	------------------------------------

Have all your unions, contractors, and subcontractors covered by these reporting requirements been advised in writing of your nondiscrimination requirements? If “Yes,” submit a copy of these letters/ notices.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	-------------------------------------	------------------------------------

Has a Collective bargaining or other contract of understanding been made with a labor union(s) representing the employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	-------------------------------------	------------------------------------

Has your company policy been communicated in writing to all officers and employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	-------------------------------------	------------------------------------

Do you explain all educational or formal training programs to employees or prospective employees that allow these persons to participate equally?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	-------------------------------------	------------------------------------

Have all recruitment sources, including unions, been notified in writing that all qualified applicants will receive consideration for employment without regard to Race, Color, Religion, Sex, Sexual Orientation, Gender Identity or Expression, Age, National Origin, Veteran status, or Disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	-------------------------------------	------------------------------------

Do you maintain segregated facilities, such as restrooms, lunchrooms, recreational areas, etc., based on Race, Color, Religion, Sex, sexual orientation, Gender Identity or Expression, Age, National Origin, Veteran status, or Disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	-------------------------------------	------------------------------------

Solicitation/ BID #:



**Department of Administration
Division of Equity, Diversity & Inclusion
Equal Opportunity Office**

One Capitol Hill, 3rd Floor.
Providence, RI 02908-5850
Telephone: (401) 574-8606 RI Relay 711
Email: ooo.compliance@doa.ri.gov Website: www.dedi.ri.gov

Section 2

Which of the following recruitment sources are used by your company?

- | | |
|--|---|
| <input type="checkbox"/> Word of Mouth % _____ | <input type="checkbox"/> Private Employment % _____ |
| <input type="checkbox"/> Schools and Colleges % _____ | <input type="checkbox"/> State Employment Service % _____ |
| <input type="checkbox"/> Newspaper Advertisement % _____ | <input type="checkbox"/> Walk-ins % _____ |
| <input type="checkbox"/> Referral by Labor Organization % _____ | <input type="checkbox"/> Referral by Minority % _____ |
| <input type="checkbox"/> Other: Internet, Radio, Present employees, etc. % _____ | |

Do all recruitment publications show An Equal Opportunity Employer? If yes, submit a copy

☐

Please attach an explanation of the criteria used for hiring and a copy of your employment application

☐

Please submit your Equal Opportunity Policy Statement or Affirmative Action Plan.

☐

Union affiliations and other recruitment and training data to be used in completing this contract

If not union-affiliated, please skip this part and proceed to section 4

Union Title of Identification	Union Local Number	Does the Union have exclusive referral rights?		Does the union sponsor or participate in the Pre-Apprentice, Apprentice, or Post-Apprentice Training Program?		Does the contractor sponsor or participate in Pre-Employment or Post-Employment Training Programs?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other recruiting services, predominantly minority, women, disability, and social service organizations

Name of recruiting services	Address of recruiting services

Solicitation/ BID #:



**Department of Administration
Division of Equity, Diversity & Inclusion
Equal Opportunity Office**

One Capitol Hill, 3rd Floor.
Providence, RI 02908-5850
Telephone: (401) 574-8606 RI Relay 711
Email: ooo.compliance@doa.ri.gov Website: www.dedi.ri.gov

Section 3

Please Note: This section will be completed only if you have a subcontractor for this project.

Subcontractors Information

Subcontractor's Name:	
Subcontractors Address:	
Subcontracts Email Address:	

Subcontractors- Vendors-supplies (If any, please list)

Name:	Address	% Of Minority	% Of Female

Solicitation/ BID #:



Department of Administration
Division of Equity, Diversity & Inclusion
Equal Opportunity Office

One Capitol Hill, 3rd Floor.
Providence, RI 02908-5850
Telephone: (401) 574-8606 RI Relay 711
Email: ooo.compliance@doa.ri.gov Website: www.dedi.ri.gov

Section 4

Company- Wide Employment Statistics (Use pay period ending nearest to the 15 th of the previous month)																					
Occupational Categories	Male Employees									Female Employees											
	Total Male	Black Or African American	Hispanic Or Latino	American Indian or Alaska Native	Asian	Native Hawaiian Or other Islander	White	Two Or More Races	Other	Total Female	Black Or African American	Hispanic or Latino	American Indian or Alaska Native	Asian	Native Hawaiian Or other Islander	White	Two Or More Races	Other	Persons With Disabilities	Veteran	Over 40
Officials/ Managers																					
Professionals																					
Technicians																					
Sales Workers																					
Office Clerical																					
Crafts (Unskilled)																					
Operatives (Skilled)																					
Crafts (Unskilled)																					
Service Workers																					
Total																					

Total Employees in Rhode Island: _____

Solicitation/ BID #:



Department of Administration
Division of Equity, Diversity & Inclusion
Equal Opportunity Office

One Capitol Hill, 3rd Floor.
Providence, RI 02908-5850
Telephone: (401) 574-8606 RI Relay 711
Email: ooo.compliance@doa.ri.gov Website: www.dedi.ri.gov

Section 4B (FOR SUBCONTRACTORS ONLY)

Company- Wide Employment Statistics (Use pay period ending nearest to the 15 th of the previous month)																					
Occupational Categories	Male Employees									Female Employees											
	Total Male	Black Or African American	Hispanic Or Latino	American Indian or Alaska Native	Asian	Native Hawaiian Or other Islander	White	Two Or More Races	Other	Total Female	Black Or African American	Hispanic or Latino	American Indian or Alaska Native	Asian	Native Hawaiian Or other Islander	White	Two Or More Races	Other	Persons With Disabilities	Veteran	Over 40
Officials/ Managers																					
Professionals																					
Technicians																					
Sales Workers																					
Office Clerical																					
Crafts (Unskilled)																					
Operatives (Skilled)																					
Crafts (Unskilled)																					
Service Workers																					
Total																					

Total Employees in Rhode Island: _____

Solicitation/ BID #: