Special Provision to Item 000

Standard Federal Equal Employment Opportunity Construction Contract Specifications   
(Executive Order 11246)

# General

## As used in these Specifications:

* “Covered area” means the geographical area described in the solicitation from which this Contract resulted;
* “Director” means Director, Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor (DOL), or any person to whom the Director delegates authority;
* “Employer identification number” means the federal Social Security number used on the employer’s quarterly federal tax return, U.S. Treasury Department Form 941; and
* “Minority” includes:
* 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 Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and
* American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).

## Whenever the Contractor, or any subcontractor at any tier, subcontracts a portion of the work involving any construction trade, it will physically include in each subcontract of more than $10,000 the provisions of these Specifications and the Notice that contains the applicable goals for minority and female participation that are set forth in the solicitations from which this Contract resulted.

## If the Contractor is participating (pursuant to 41 CFR 60-4.5) in a Hometown Plan approved by DOL in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) will be in conformance with that Plan for those trades that have unions participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each Contractor or subcontractor participating in an approved Plan is individually required to comply with its obligations under the equal employment opportunity (EEO) clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other Contractors or subcontractors toward a goal in an approved Plan does not excuse any covered Contractor’s or subcontractor’s failure to take good faith efforts to achieve the Plan goals and timetables.

## The Contractor will implement the specific affirmative action standards provided in Sections 1.7.1.–Section 1.7.16. of this Specification. The goals set forth in the solicitation from which this Contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the Contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. Covered construction Contractors performing Contracts in geographical areas where they do not have a federal or federally assisted construction Contract will apply the minority and female goals established for the geographical area where the Contract is being performed. Goals are published periodically in the Federal Register in notice form, and such notices may be obtained from any OFCCP office or any federal procurement contracting officer. The Contractor is expected to make substantially uniform progress toward its goals in each craft during the period specified.

## Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the Contractor has a collective bargaining agreement, to refer either minorities or women will excuse the Contractor’s obligations under these Specifications, Executive Order (EO) 11246, or the regulations promulgated pursuant thereto.

## For the nonworking training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees must be employed by the Contractor during the training period, and the Contractor must have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to training programs approved by DOL.

## The Contractor will take specific affirmative actions to ensure EEO. The evaluation of the Contractor’s compliance with these Specifications will be based on its effort to achieve maximum results from its actions. The Contractor will document these efforts fully and will implement affirmative action steps at least as extensive as the following.

### Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the Contractor’s employees are assigned to work. The Contractor, where possible, will assign two or more women to each construction project. The Contractor will specifically ensure that all foremen, superintendents, and other onsite supervisory personnel are aware of and carry out the Contractor’s obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.

### Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available, and maintain a record of the organizations’ responses.

### Maintain a current file of the names, addresses, and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, recruitment source, or community organization, and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred to the Contractor by the union or, if referred, not employed by the Contractor, this will be documented in the file with the reason therefor, along with whatever additional actions the Contractor may have taken.

### Provide immediate written notification to the Director when the union or unions with which the Contractor has a collective bargaining agreement have not referred to the Contractor a minority person or woman sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor’s efforts to meet its obligations.

### Develop on-the-job training opportunities or participate in training programs for the area that expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor’s employment needs, especially those programs funded or approved by DOL. The Contractor will provide notice of these programs to the sources compiled under Section 1.7.2.

### Disseminate the Contractor’s EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in publications such as the company newspaper and annual report; by specifically reviewing the policy with all management personnel and with all minority and female employees at least once annually; and by posting it on bulletin boards accessible to all employees at each location where construction work is performed.

### Review, at least annually, the company’s EEO policy and affirmative action obligations under these Specifications with all employees having any responsibility for hiring, assignment, layoff, termination, or other employment decisions, including specific review of these items with onsite supervisory personnel such as superintendents and general foremen, before the initiation of construction work at any jobsite. A written record must be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.

### Disseminate the Contractor’s EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor’s EEO policy with other Contractors and subcontractors with whom the Contractor does or anticipates doing business.

### Direct its recruitment efforts, both oral and written, to minority, female, and community organizations; to schools with minority and female students; and to minority and female recruitment and training organizations serving the Contractor’s recruitment area and employment needs. Not later than 1 mo. before the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the Contractor will send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.

### Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after-school, summer, and vacation employment to minority and female youth both onsite and in other areas of a Contractor’s workforce.

### Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR 60-3.

### At least annually, conduct an inventory and evaluation at least of all minority and female personnel for promotional opportunities, and encourage these employees to seek or to prepare for such opportunities through appropriate training or other means.

### Ensure that seniority practices, job classifications, work assignments, and other personnel practices do not have a discriminatory effect by continually monitoring all personnel and employment-related activities to ensure that the EEO policy and the Contractor’s obligations under these Specifications are being carried out.

### Ensure that all facilities and company activities are non-segregated, except that separate or single-user toilet and necessary changing facilities will be provided to assure privacy between the sexes.

### Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.

### Conduct a review, at least annually, of all supervisors’ adherence to and performance under the Contractor’s EEO policies and affirmative action obligations.

## Contractors are encouraged to participate in voluntary associations that assist in fulfilling one or more of their affirmative action obligations (Sections 1.7.1.–1.7.16. of this Specifications). The efforts of a contractor association, joint contractor-union, contractor-community, or other similar group of which the Contractor is a member and participant may be asserted as fulfilling any one or more of its obligations under Sections 1.7.1–1.7.16. of this Specification, provided that the Contractor actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the Contractor’s minority and female workforce participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation that demonstrates the effectiveness of actions taken on behalf of the Contractor. The obligation to comply, however, is the Contractor’s, and failure of such a group to fulfill an obligation will not be a defense for the Contractor’s noncompliance.

## A single goal for minorities and a separate single goal for women have been established. The Contractor, however, is required to provide EEO and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, the Contractor may be in violation of the EO if a particular group is employed in a substantially disparate manner (e.g., even though the Contractor has achieved its goals for women generally, the Contractor may be in violation of the EO if a specific minority group of women is underused).

## The Contractor must not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.

## The Contractor will not enter into any subcontract with any person or firm debarred from Government Contracts pursuant to EO 11246.

## The Contractor will carry out such sanctions and penalties for violation of these Specifications and of the Equal Opportunity Clause, including suspension, termination, and cancellation of existing subcontracts as may be imposed or ordered pursuant to EO 11246, as amended, and its implementing regulations, by OFCCP. Any Contractor who fails to carry out such sanctions and penalties will be in violation of these Specifications and EO 11246, as amended.

## The Contractor, in fulfilling its obligations under these Specifications, will implement specific affirmative action steps, at least as extensive as those standards prescribed in Section 1.7 of this Specification, to achieve maximum results from its efforts to ensure EEO. If the Contractor fails to comply with the requirements of the EO, the implementing regulations, or these Specifications, the Director will proceed in accordance with 41 CFR 60-4.8.

## The Contractor will designate a responsible official to monitor all employment-related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government, and to keep records. Records must at least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number when assigned, Social Security number, race, sex, status (e.g., mechanic, apprentice, trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records must be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, Contractors will not be required to maintain separate records.

## Nothing herein provided will be construed as a limitation on the application of other laws that establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).

## In addition to the reporting requirements set forth elsewhere in this Contract, the Contractor and the subcontractors holding subcontracts, not including material suppliers, of $10,000 or more, will submit for every month of July during which work is performed, employment data as contained under Form PR 1391 (Appendix C to 23 CFR 230), and in conformance with the included instructions.