

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION

CONSTRUCTION DIVISION MEMORANDUM

GENERAL SUBJECT: CONTRACT EEO AND DBE INFORMATION NUMBER: CD-97-20

SUPERCEDES: CD-93-11

SPECIFIC SUBJECT: REVISIONS TO SUBMITTAL FREQUENCY DATE: NOVEMBER 20, 1997

Original w/Signature on file in Construction Division

C. F. GEE
CONSTRUCTION ENGINEER

LEVI M. CARY
EO MANAGER

DIRECTED TO - DISTRICT ADMINISTRATORS

As a result of continuing paperwork reduction efforts, the submittal frequency of some contract EEO information has been revised.

Effective immediately, it is no longer necessary for contractors to submit a copy of their firm's EEO policy on an annual basis. Upon signing a contract with VDOT, the contractor has committed to EEO policies as stated in Section 110.03 of the Road and Bridge Specifications and on federally funded contracts form FHWA-1273 along with Executive Order 11246 thus rendering the submittal of a separate policy statement unnecessary. This change does not relieve the contractor of placing a copy of their EEO policy on construction site bulletin boards as required or having a signed and dated policy available for review upon request when deemed necessary.

While typically reducing the frequency with which information is required, this procedure still provides for receipt of essential EEO information from contractors as follows:

- (1) Letter(s) designating the company's EEO and DBE Liaison Officer(s).
- (2) Minutes of EEO Meetings.
- (3) [Form C-64](#).

Item (1) need be submitted only once during any twelve-month period and at the preconstruction conference for the first contract during that period in each district in which the contractor has been the successful bidder. Item (2) need be submitted prior to submission of the contractors first monthly estimate. Item (3) is submitted before construction begins and as part of the sublet request.

Items (2) and (3) are required every six months thereafter as long as the contractor has an active contract in that district which is covered by the original submittal.

Firms performing subcontract work, who have not previously submitted the required information must attach it to the first sublet request for that twelve-month period in each district in which they are performing work. Firms must provide updates as noted above, as long as they are actively working in that district on a contract covered by the original submittal.

All information must be current at the time of submittal, so it is imperative that it be appropriately signed and dated. Failure to submit this information in a timely manner may result in withholding payment of the Contractor's estimate in accordance with Section 109.07 of the Specifications, other provisions of the contract, and current policy. In certain circumstances, additional and/or more current information will be necessary for compliance review or audit purposes.

It will be the responsibility of the District Equal Opportunity Manager (DEOM) to maintain the necessary files on all contractors performing work in their district, and to advise the Resident Engineer of the timeliness, accuracy, and completeness of the information submitted so they can ensure contract compliance. This responsibility will be for both contract administration and contract quality assurance purposes. The DEOM will be the contact person for information regarding submission of this documentation by subcontractors, and provide assistance and guidance as needed to the Resident Engineer for administration of the contract.

This policy is effective beginning with all projects advertised in January 1998.

CSA/rg