

DOCUMENT 00823 - AFFIRMATIVE ACTION COMPLIANCE

AFFIRMATIVE ACTION COMPLIANCE PROGRAMS:

- (a) **REQUIREMENTS OF PROGRAMS.** In accordance with Section 60-1.40 of Chapter 60 to Title 41 of the Code of Federal Regulations, as amended, the Seller shall develop and shall require each of its lower-tier subcontractors hereunder who has 50 or more employees and a subcontract of \$50,000 or more to develop a written affirmative action compliance program for each of its establishments. A necessary prerequisite to the development of a satisfactory affirmative action program is the identification and analysis of problem areas inherent in minority employment and an evaluation of opportunities for utilization of minority group personnel. The Seller's and each of its non-exempt lower-tier subcontractor's programs shall provide in detail for specific steps to guarantee equal employment opportunity keyed to the problems and needs of members of minority groups, including, when there are deficiencies, the development of specific goals and time tables for the prompt achievement of full and equal employment opportunity. The Seller and each of its non-exempt lower-tier subcontractors shall include in his affirmative action compliance program a table of job classifications. This table should include but need not be limited to job titles, principal duties (and auxiliary duties, if any), rates of pay, and where more than one rate of pay applies (because of length of time in the job or other factors) the applicable rates. The affirmative action compliance program shall be signed by an executive official of the Seller or lower-tier subcontractor, as the case may be.
- (b) **UTILIZATION EVALUATION.** The evaluation of utilization of minority group personnel shall include the following:
- (1) An analysis of minority group representation in all job categories.
 - (2) An analysis of hiring practices for the past year, including recruitment sources and testing, to determine whether equal employment opportunity is being afforded in all job categories.
 - (3) An analysis of upgrading, transfer and promotion for the past year to determine whether equal employment opportunity is being afforded.
- (c) **MAINTENANCE OF PROGRAMS.** Within 120 days from the commencement of the applicable purchase order or the lower-tier subcontract hereunder, the Seller and each non-exempt lower-tier subcontract hereunder shall maintain copy of separate affirmative action compliance programs for each establishment including evaluations of utilization of minority group personnel and the job classification tables, at each local office responsible for the personnel matters of such establishment.
- (d) An affirmative action compliance program shall be part of the manpower and training plans for each new establishment and shall be developed and made available prior to the staffing of such establishment. A report of the results of such program shall be compiled annually and the program shall be updated at that time. This information shall be made available to representatives of the agency or Director upon request and the Seller's and each non-exempt lower-tier subcontractor's affirmative action program and the result it produces shall be evaluated as part of compliance review activities.

Add the following paragraphs [Add2-8]:

- (e) ***CONTRACTING WITH DISADVANTAGED FIRMS. Contractor must ensure that small businesses, minority-owned firms and women's business enterprises are used to the fullest extent practicable.***
- (f) ***CERTIFICATION. Minority and women-owned businesses listed in Attachment D to the Bid Form must be certified as a Disadvantaged Business Enterprise ("DBE") by the appropriate governmental agency for the jurisdiction in which the small, minority or women-owned business is located. Contractors may contact the City of Shreveport, Department of Community Development, Business Development and Services Unit at City Hall Annex, 1237 Murphy St., Room 210, (318) 673-7500, for a comprehensive list of DBEs in Shreveport, Louisiana.***