

**CONTRACT COMPLIANCE REPORT  
FORM CC-1**

OHRD USE ONLY

ICE – Yes ( )

No ( )

I. Regulations:

A. Section 10-194 of the Omaha Municipal Code and the Rules and Regulations based thereon require:

1. Prior to the award of any contract in the amount of \$5,000 or more, the apparent successful bidder shall submit or have on file with the Contract Compliance Officer this Contract Compliance Report (form CC-1). This report shall be in effect for 24 months from the date the Contract Compliance Officer receives this report.

Important:

2. THE CITY OF OMAHA SHALL NOT CONTRACT WITH ANY APPARENT SUCCESSFUL BIDDER WHO DOES NOT SUBMIT OR HAVE ON FILE THIS FORM CC-1.

B. FILING THIS REPORT: Submit this completed form to the City of Omaha, Human Rights and Relations Department, Room 502, Omaha/Douglas Civic Center, 1819 Farnam Street, Omaha, Nebraska, 68183. Direct any questions regarding this report to the Human Rights and Relations Department at (402) 444-5055. Forms may be obtained from the City of Omaha Finance Department or the Human Rights and Relations Department. Fax No. (402) 444-5058.

C. Questionnaire (to be completed by the apparent successful bidder)

1. Bidder

Firm's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

2. Headquarters or Principal Office (if different from #1)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_

3. Principal Official or Manager of Firm

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_

4. Equal Employment Opportunity Officer

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_

5. Please indicate your hiring area:

City(ies): \_\_\_\_\_

County(ies): \_\_\_\_\_

State(s): \_\_\_\_\_

6. Please list all minority and female organizations notified of employment opportunities with your firm in the last 12 months.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

7. Please list all unions with whom you have a collective bargaining agreement.

Name	Address	Business Agent
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

8. Please list all minority or female owned firms from whom you have subcontracted or solicited subcontracts in the past 12 months. Please indicate by a check whether subcontractor is minority or female firm.

Name	Address	( ) Minority Firm	( ) Female Firm
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a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

f. \_\_\_\_\_

II. Employment Data:

USE DATA FOR OFFICE LOCATED IN THIS REGION. IF THERE IS NO LOCAL OFFICE, PROVIDE THE HEADQUARTER'S DATA.

Please complete the following chart identifying your work force by race, sex, and job category. This information may be obtained by visual survey or post-employment records, neither of which is prohibited by any Federal, State or local law. An explanation of the job categories follows the signature and date line. USE THE MOST RECENT PAYROLL PERIOD AND INDICATE THE OFFICE LOCATION USED TO COMPLETE THIS WORK FORCE INFORMATION.

**Employment Data Chart:**

Job Categories	Number of Employees (Report employees in only one category)														
	Race/Ethnicity														
	Hispanic or Latino		Not-Hispanic or Latino												Total Col A - N
	Male	Female	Male						Female						
			White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Executive/Senior Level Officials and Managers 1.1															
First/Mid-Level Officials and Managers 1.2															
Professionals 2															
Technicians 3															
Sales Workers 4															
Administrative Support Workers 5															
Craft Workers 6															
Operatives 7															
Laborers and Helpers 8															
Service Workers 9															
<b>TOTAL</b> 10															
<b>PREVIOUS YEAR TOTAL</b> 11															

Payroll Period Used: \_\_\_\_\_ (most recent payroll)

Office Location Used: \_\_\_\_\_

III. Agreement:

In connection with any contracts I may enter into with the City of Omaha for the life of this form, I agree to do the following:

- A. Not discriminate against any employees or applicant for employment because of race, religion, color, sex, national origin, age, or disability;
- B. Take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex, national origin, age, or disability (See Executive Order 11246, as amended);
- C. Post in places available to employees and applicants for employment, Equal Employment Opportunity notices that are in conformance with EEOC laws and regulations;
- D. Include in all solicitations or advertisements for employees placed by or on behalf of the contractor, a statement that all qualified applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, or disability;
- E. Notify in writing each labor union with whom the contractor has an agreement of the contractor's commitment to the Equal Employment Opportunity Clause;
- F. If a written complaint is filed with the City of Omaha alleging that a City contractor has violated the Equal Employment Opportunity clause, the contractor agrees to:
  - 1. Permit reasonable access to those records which the Contract Compliance Officer deems relevant to determine compliance with the Equal Employment Opportunity clause;
  - 2. Allow the Contract Compliance Officer to question witnesses and otherwise investigate such facts, conditions, practices, or matters which the Contract Compliance Officer deems relevant to determine compliance with the Equal Employment Opportunity Clause;
  - 3. Correct contractor's noncompliance with the Equal Employment Opportunity clause through actions recommended by the Contract Compliance Officer including withholding all future payments to contractor(s) in violation until the Contract Compliance Officer determines that the contractor(s) is complying with the EEOC laws;
- G. Notify each subcontractor of the contractor's commitment to the Equal Employment Opportunity Clause;
- H. Keep and retain all personnel records for one year from the date received such as applications, job advertisements, evaluations, terminations, promotions, etc.;
- I. To cause his/her subcontractor(s) to keep and retain the same records as listed above under Letter H;

At a contractor's request, the Omaha Human Rights and Relations Department will provide training regarding employment discrimination prevention. You may contact the Department for more information at (402)444-5055.

I certify that I have provided accurate information in this report, that I have read the agreement in Part III, and that I am authorized to commit the contractor to comply with the Agreement.

Firm's Name: \_\_\_\_\_  
(Date of Signing)

Signature: \_\_\_\_\_  
(Print Name) (Title) (Signature)

## **Guidelines for Employment Data Chart**

Please refer to the following explanations to complete the employment data in Part II.

### **Race/Ethnic Identification:**

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

### **Instructions for assigning employees into the race/ethnic categories:**

Hispanic or Latino - Include all employees who answer YES to the question, “Are you Hispanic or Latino”. Report all Hispanic males in Column A and Hispanic females in Column B.

White (Not Hispanic or Latino) - Include all employees who identify as White males in Column C and as White females in Column I.

Black or African American (Not Hispanic or Latino)- Include all employees who identify as Black males in Column D and as Black females in Column J.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - Include all employees who identify as Native Hawaiian or Other Pacific Islander males in Column E and as Native Hawaiian or Other Pacific Islander females in Column K.

Asian (Not Hispanic or Latino) - Include all employees who identify as Asian males in Column F and as Asian females in Column L.

American Indian or Alaska Native (Not Hispanic or Latino) - Include all employees who identify as American Indian or Alaska Native males in Column G and as American Indian or Alaska Native females in Column M.

Two or More Races (Not Hispanic or Latino) - Report all male employees who identify with more than one of the above five races in Column H and all female employees who identify with more than one of the above five races in Column N. As to the method of collecting data, the basic principles for ethnic and racial self-identification for purposes of the EEO-1 report are:

(1) Offer employees the opportunity to self-identify

(2) Provide a statement about the voluntary nature of this inquiry for employees. For example, language such as the following may be used (employers may adapt this language): “The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.”

### **Job Categories:**

Executive/Senior Level Officials and Managers – Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/organizations for the development and delivery of products or services, within the parameters approved by boards of directors or other governing bodies. Examples of these kinds of managers are: chief executive officers, chief operating officers, chief financial officers, line of business heads, presidents or executive vice presidents of functional areas or operating groups, chief information officers, chief human resources officers, chief marketing officers, chief legal officers, management directors and managing partners.

First/Mid Level Officials and Managers - Individuals who serve as managers, other than those who serve as Executive/Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. Examples of these kinds of managers are: vice presidents and directors, group, regional or divisional controllers; treasurers; human resources, information systems, marketing, and operations managers.

Professionals - Most jobs in this category require bachelor and graduate degrees, and/or professional certification. In some instances, comparable experience may establish a person’s qualifications. Examples of these kinds of positions include: accountants and auditors; airplane pilots and flight engineers; architects; artists; chemists; computer programmers; designers; dietitians; editors; engineers; lawyers; librarians; mathematical scientists; natural scientists; registered nurses; physical scientists; physicians and surgeons; social scientists; teachers; and surveyors.

Technicians - Jobs in this category include activities that require applied scientific skills, usually obtained by post secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required. Examples of these types of positions include: drafters; emergency medical technicians; chemical technicians; and broadcast and sound engineering technicians.

Sales Workers - These jobs include non-managerial activities that wholly and primarily involve direct sales. Examples of these types of positions include: advertising sales agents; insurance sales agents; real estate brokers and sales agents; wholesale sales representatives; securities, commodities, and financial services sales agents; telemarketers; demonstrators; retail salespersons; counter and rental clerks; and cashiers.

Administrative Support Workers - These jobs involve nonmanagerial tasks providing administrative and support assistance, primarily in office settings. Examples of these types of positions include: office and administrative support workers; bookkeeping; accounting and auditing clerks; cargo and freight agents; dispatchers; couriers; data entry keyers; computer operators; shipping, receiving and traffic clerks; word processors and typists; proofreaders; desktop publishers; and general office clerks.

Craft Workers (formerly Craft Workers (Skilled)) - Most jobs in this category includes higher skilled occupations in construction (building trades craft workers and their formal apprentices) and natural resource extraction workers. Examples of these types of positions include: boilermakers; brick and stone masons; carpenters; electricians; painters (both construction and maintenance); glaziers; pipelayers, plumbers, pipefitters and steamfitters; plasterers; roofers; elevator installers; earth drillers; derrick operators; oil and gas rotary drill operators; and blasters and explosive workers.

Operatives (formerly Operatives (Semi-skilled)) - Most jobs in this category include intermediate skilled occupations and include workers who operate machines or factory-related processing equipment. Most of these occupations do not usually require more than several months of training. Examples include: textile machine workers; laundry and dry cleaning workers; photographic process workers; weaving machine operators; electrical and electronic equipment assemblers; semiconductor processors; testers, graders and sorters; bakers; and butchers and other meat, poultry and fish processing workers.

Laborers and Helpers (formerly Laborers (Unskilled)) - Jobs in this category include workers with more limited skills who require only brief training to perform tasks that require little or no independent judgment. Examples include: production and construction worker helpers; vehicle and equipment cleaners; laborers; freight, stock and material movers; service station attendants; construction laborers; refuse and recyclable materials collectors; septic tank servicers; and sewer pipe cleaners.

Service Workers - Jobs in this category include food service, cleaning service, personal service, and protective service activities. Skill may be acquired through formal training, job-related training or direct experience. Examples of food service positions include: cooks; bartenders; and other food service workers. Examples of personal service positions include: medical assistants and other healthcare support positions; hairdressers; ushers; and transportation attendants. Examples of cleaning service positions include: cleaners; janitors; and porters. Examples of protective service positions include: transit and railroad police and fire fighters; guards; private detectives and investigators.