



State of Illinois
Capital Development Board

Bruce Rauner, Governor
Jodi Golden, Executive Director

www.illinois.gov/cdb

FAIR EMPLOYMENT PRACTICES(FEP)

CONTRACTOR INFORMATION

MBE/FBE Participation Program

DHR Minority/Female Workforce Program

Veterans Business Enterprise

The Fair Employment Practices (FEP) Unit oversees the following. The **MBE/FBE Participation Program** promotes opportunities for minority/female owned firms as stipulated by the A Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30ILCS575, Public Act-597, effective 8/28/94. The **DHR Minority/Female Workforce Program** offers equal employment opportunities to minority and female tradespersons in accordance with the Department of Human Rights, Subpart D, Bidding and Compliance, Section 750. **Veterans Program** promotes opportunities for Veteran owned firms in accordance with 30 ILCS 500/45-57. Public Act 98-0307.

June 2015

MBE/FBE/VBE PARTICIPATION PROGRAM

Projects with a total estimated construction cost of \$250,000 or greater are generally assessed goals for the utilization of MBE/FBE/VBE (Minority Business Enterprise, Female Business Enterprise and Veteran Business Enterprise “where applicable”) firms. Goals are established based upon the project availability of MBE/FBE/VBE firms and scope of work. If deemed appropriate, projects of less than \$250,000 may be assessed goals. A map outlining state regions and suggested minimum goals is attached. (***Asbestos work is exempt***)

MBE/FBE/VBE firms must be certified with CMS to be eligible for this program. Certification is obtained through the Illinois Department of Central Management Services, 100 W. Randolph, Suite 4-400, Chicago, IL 60601-3274, 312-814-4190. Certified MBE/FBE/VBE firms who are bidding as prime contractors are encouraged to use MBE/FBE subcontractors/suppliers.

30 ILCS 500/45-57 requires that not less than 3% of the total dollar amount of State contracts shall be established as a goal to be awarded to veteran owned small businesses. A contract may be exempted from the goal **prior** to the solicitation being pursuant to 44 Ill. Adm. Code 20.120 or because there is an insufficient number of veteran owned small businesses in the relevant service/commodity code (s) to ensure competition and an expectation of reasonable prices.

Architect/Engineer MBE/FBE/VBE Goals

A 15% goal will be assessed on A/E projects with the estimated basic services fee of \$75,000 or more (total project value of approximately \$1,000,000). CDB receives and reviews 255 submittal forms for compliance with MBE/FBE/VBE Goals. Those firms failing to meet the MBE/FBE/VBE goals are contacted, as a courtesy, reminding them that good faith effort (GFE) documentation must be submitted within 7 days of the 255 submittal deadline. GFE is then reviewed and a determination is made to reject or accept the documentation.

Completing the 00 41 05 Form in SDC 2009

The MBE/FBE/VBE goal for the bidding trade is provided in the Goals statement in Section 004339 in SDC 2009 - Minority/Female/Veteran Business Enterprise Program Requirements of the bid package (sample attached).

Bidders shall list the name, address and telephone number of the certified minority/female/veteran owned firm(s) as first and second tier (level) subcontractor or suppliers in accord with the Business Enterprise for Minorities, Females, Persons with Disabilities Act and Veterans. Only MBE/FBE/VBE firms certified or registered with the Illinois Central Management Services are acceptable.

Bidders shall indicate whether the firm is certified as a MBE/FBE/VBE with CMS.

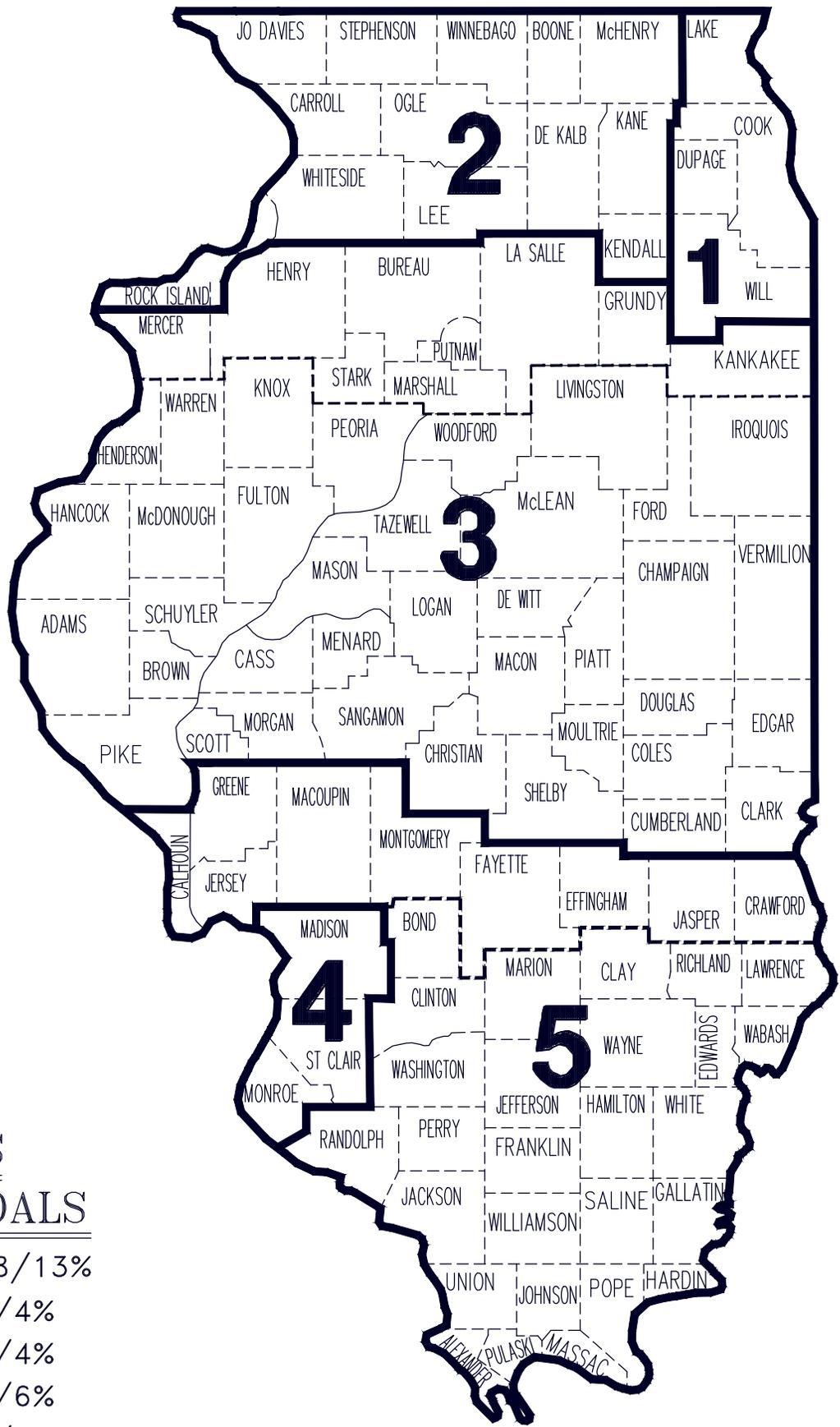
Written evidence of good faith efforts to achieve the goals in order to support a change/waiver of goals request must be submitted within seven (7) calendar days after the bid opening. (Not required when participation goals have been met or are not applicable) If bidder requires assistance with this process, a FEP Compliance Technician may be contacted.

Failure to list certified MBE/FBE/VBE firm(s) and list the proposed dollar value of the subcontract(s) which meet or exceed the goal or provide documentation of a good faith effort

within seven (7) calendar days of the bid opening will be a material deficiency which cannot be corrected and the bid will be rejected. The 00 41 05 form must be signed by the bidder and submitted with the bid package.

Post –Bid

If applicable, all bidders have seven (7) calendar days after the bid opening to submit good faith effort documentation to FEP. Failure to do so will result in rejection of the bid. FEP will evaluate the 00 41 05 form and any good faith effort documentation during the Post-Bid phase.



GUIDE LINES
MBE/FBE GOALS

- REGION 1 = 18/13%
- 2 = 6/4%
- 3 = 6/4%
- 4 = 8/6%
- 5 = 4/4%

A JEANIFER L. KIMBROUGH
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312-814-0941
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B JANET BLANCHARD
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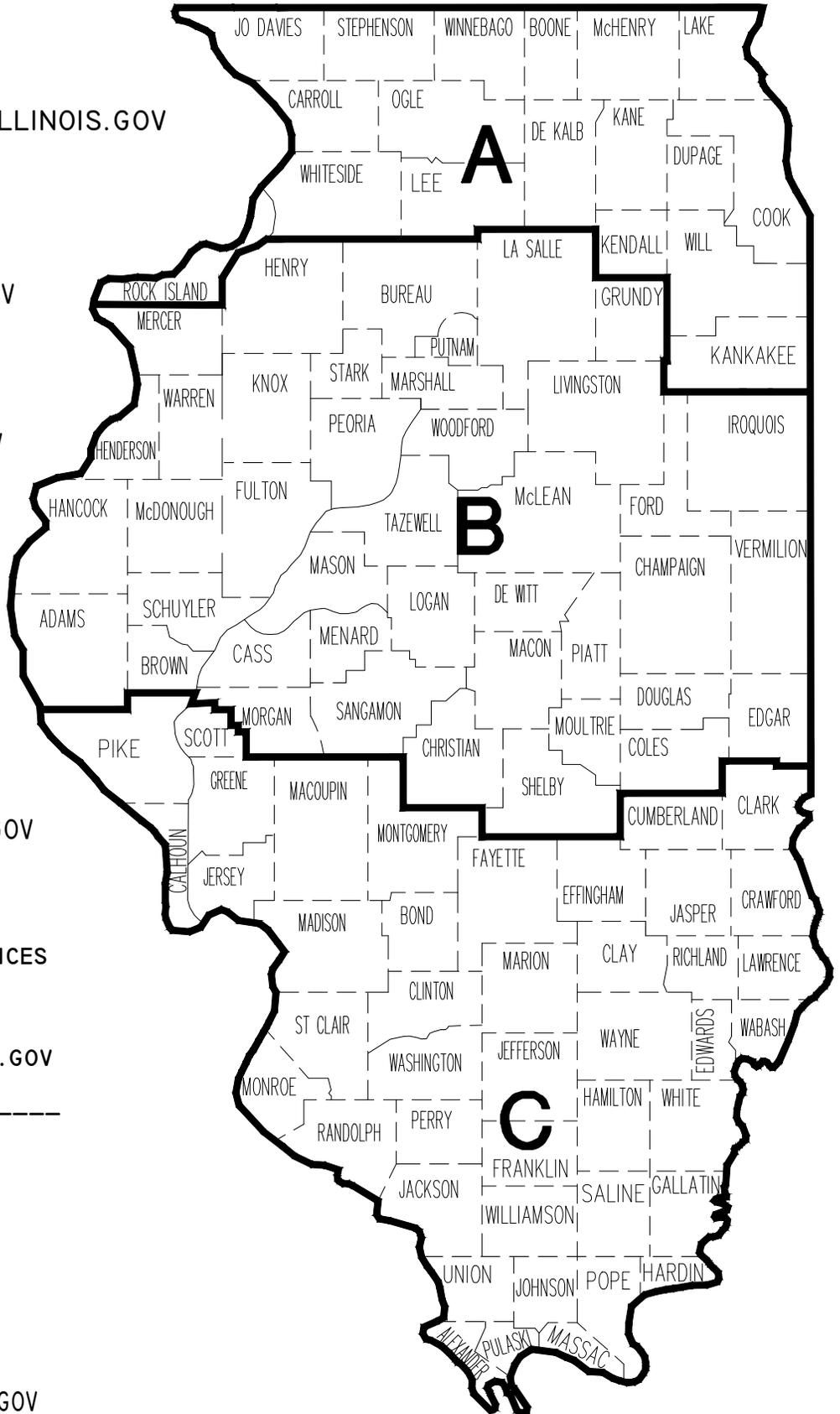
C EMEKA JACKSON - HICKS
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JESSE MARTINEZ

ADMINISTRATOR
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FRETA HORN
ADMINISTRATIVE ASST.
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JANNA DAMMERMANN
OFFICE SPECIALIST
217-524-0312
JANNA.DAMMERMANN@ILLINOIS.GOV



COMPLIANCE TECHNICIANS AREAS

RETURN WITH BID

Name of Bidder: _____

CDB PROJECT NO. (* - -)

(* INSERT TRADE HERE) CONTRACT REQUIREMENTS FOR MINORITY/FEMALE/VETERANS BUSINESS PARTICIPATION

- A. This project has goals for participation by minority and female owned businesses as first and second tier (level) subcontractors or suppliers in accord with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act.

GOALS: The MBE/FBE goal for this contract is (*INSERT PERCENT HERE) percent of the amount of the contract awarded by CDB.

- B. This project has goals for participation by veteran owned businesses as first and second tier (level) subcontractors or suppliers in accord with 30 ILCS 500/45-57.

GOALS: The VBE goal for this contract is (*INSERT PERCENT HERE) percent of the amount of the contract awarded by CDB.

- C. The contract award is defined as a Base Bid plus an or all alternates. Only MBE/FBE/VBE firms certified or registered with the Illinois Department of Central Management Services are acceptable. NOTE: MBE/FBE/VBE goals are in addition to those specified for workforce projections (DHR Form PC-2 Form).

INSTRUCTIONS: When Goals are established, the Bidder shall include below the names of certified minority/female/veteran owned business enterprises which will perform at least the percentage of the work specified in the Goals statement (see above) and the proposed dollar value of subcontract (percentage values are not acceptable). If the Bidder needs assistance in identifying subcontractors or suppliers, contact CDB's FEP Unit prior to submitting the bid and assistance will be provided in accordance with the MBE/FBE/VBE requirements in the Standard Documents for Construction. Efforts to comply with these requirements will be considered in evaluating whether the bid is responsive. If the percentage of the work (Base Bid plus all Alternates) is less than the specified goals, bidder is required to submit within 7 (seven) calendar days after the bid opening written evidence of its good faith efforts to achieve the goals.

- ❖ **Firms cannot be identified after the bid opening.**
- ❖ **Failure to identify firms will result in rejection of bid.**
- ❖ **Firms shall be certified or registered with CMS as an MBE/FBE/VBE prior to bid opening.**
- ❖ **Firms can only be used to satisfy one goal, MBE, FBE, or VBE – not multiple goals.**
- ❖ **See the 2009 Standard Documents for Construction Supplement 00 43 39 .10 - MBE/FBE supplier participation of regular dealers.**

BIDDER'S MBE/FBE/VBE SUBCONTRACTOR/SUPPLIER FIRMS, INCLUDING ADDRESS AND TELEPHONE NUMBER, TO BE UTILIZED IN REGARD TO THIS CONTRACT (Include base bid below and each alternate on next page(s)).

(Attach additional sheet if necessary)

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 05 – Minority/Female/Veterans Business Enterprise Program Requirements

RETURN WITH BID

Name of Bidder: _____

CDB PROJECT NO. (* - - - - -)

BASE BID:

	Name of MBE/FBE/VBE Firm Address City State Zip	Proposed \$ Value of Subcontract	Telephone Number	MBE/FBE/VBE Designation And Certifying Agency <input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS	Trade Performed or Supply Provided	Description / Scope of Work	CDB Use Only CMS Expiration Date
1.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS			
2.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS			
3.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS			
4.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS			
5.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS			
6.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS			
7.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS			
8.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS			

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 05 – Minority/Female/Veterans Business Enterprise Program Requirements

RETURN WITH BID

ALTERNATE BID No. _____

	Name of MBE/FBE/VBE Firm Address City State Zip	Proposed \$ Value of Subcontract	Telephone Number	MBE/FBE/VBE Designation And Certifying Agency	Trade Performed or Supply Provided	Description / Scope of Work	CDB Use Only CMS Expiration Date
1.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS			
2.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS			
3.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS			

ALTERNATE BID No. _____

	Name of MBE/FBE/VBE Firm Address City State Zip	Proposed \$ Value of Subcontract	Telephone Number	MBE/FBE/VBE Designation And Certifying Agency	Trade Performed or Supply Provided	Description / Scope of Work	CDB Use Only CMS Expiration Date
1.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS			
2.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS			
3.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS			

BIDDING & CONTRACT REQUIREMENTS

Document 00 91 ** - Addendum No. *

Name of Bidder: _____

CDB PROJECT NO. (* ____ - ____ - ____)

The Bidder represents to CDB that, to the best of its knowledge and belief:

1. Each of the subcontractors and suppliers listed is certified by Central Management Services under the provisions and definitions of the Minority/Female/Veterans Business Enterprise Program Acts as a minority, female or veteran owned business.
2. The subcontract(s) which will be executed by the Bidder for the first level subcontractors and suppliers if the bidder is awarded this contract by CDB will meet or exceed the specified MBE/FBE goals, and will comply with all provisions of the Minority/Female Business Enterprise Program Act.
3. The subcontract(s) which will be executed by the Bidder for the first level subcontractors and suppliers if the bidder is awarded this contract by CDB will meet or exceed the specified VBE goals, and will comply with all provisions of 30 ILCS 500/45/57.

Bidder agrees to the contractual requirements specified in CDB's Standard Documents for Construction in regard to the Minority/Female/Veterans Business Enterprise Program Acts.

Signature, Title

Date

SIGNATURE IS REQUIRED

GOOD FAITH EFFORT DOCUMENTATION CHECKLIST

1. Based on available trades a **reasonable number of MBE/FBE/VBE firms** were contacted. A list of all MBE/FBE/VBE firms contacted and the dates they were contacted, including documentation from those firms.
2. The **work selected** by the bidder for allocation to MBE/FBE/VBE firms was selected in order to increase the likelihood of achieving the specified participation.
3. The bidder negotiated, in good faith, with the potential MBE/FBE/VBE firms by **not imposing any conditions** which are not similarly imposed on all other subcontractors and suppliers, or by denying benefits ordinarily conferred on subcontractors or suppliers for the type of work for which bids were solicited.
4. The bidder **engaged Fair Employment Practices (FEP)** to provide referrals in efforts to achieve the specified participation.
5. The bidder **attended Capital Development Board (CDB) pre-bid meeting** for the project.
6. Bidder **provided evidence**, such as a log of telephone contacts including time and date of call, telephone number and name of the person called.
7. The bidder **provided copies of all bid solicitation letters** to MBE/FBE/VBE firms. Letters should contain, as a minimum:
 - Project title and location.
 - Classification of work items for which quotations are requested.
 - Date, time and place quotations are due.
 - Returnable acknowledgment of solicitation.
8. **Mathematical errors** should be addressed by providing a detailed rationale and evidence that explains and justifies the mathematical error. Bidders should not attempt to resubmit a revised 00 41 05 form as evidence of "Good Faith", this will be regarded as curing deficiencies.

Note: SB351 prohibits a bidder from curing deficiencies after bid opening. Good Faith Efforts are evaluated on the actions taken to solicit MBE/FBE/VBE firms before bid date. Bidders should not attempt to resubmit a revised 41 05 form, or attempt to substitute or add firms, as evidence of "Good Faith"; this will be regarded as curing deficiencies.

FEP will consider all other evidence of good faith efforts made by the bidder to secure eligible MBE/FBE/VBE firms to meet the specified goal. CDB will take into account the performance of other bidders in satisfying the contracts specified MBE/FBE/VBE participation. For example, when the apparent low successful bidder fails to commit to the contract goals, but other bidders commit to the goals, CDB will raise the question of whether, with additional efforts, the apparent successful bidder could have committed to the goal.

Post Award

The Awarded Contractor will have 10 calendar days from the Notice of Award (NOA) to submit the Document 00665 form(s) and subcontract/supplier agreements to FEP for review and approval. The Awarded Contractor shall ensure that the completed 665 form(s) match or exceed the firms listed on the 00 41 05 form and that the dollar amounts match or exceed. (including any additional firms and/or dollar amounts that result from an alternate(s) being accepted).

Completing the 665 Form:

Document 00665 – MBE/FBE/VBE Subcontractor Supplier Certification Form (sample attached) is a post award requirement, therefore, it must be executed and submitted to CDB within ten (10) calendar days of the Notice of Award.

In accordance with IV of the Document 00665, the Contractor shall submit a true copy of the signed subcontract or supply agreement in accordance with Article 005140.2 of the Standard Documents for Construction. This form certifies that the MBE/FBE/VBE subcontractor(s)/supplier(s) are a certified minority/female/veteran and the dollar amount of work to be performed or provided. Completion of the 665 form is not required if the contractor is a certified MBE/FBE/VBE firm, however, MBE/FBE/VBE prime contractors are encouraged to utilize MBE/FBE/VBE subcontractors/suppliers.

The top half of the 665 form shall be completed by the contractor and forwarded to the MBE/FBE/VBE subcontractor/supplier.

The MBE/FBE/VBE subcontractor/supplier certifies, by completing the dollar amount of the subcontract or supply agreement, checking the applicable minority/female/veteran status of the firm and signing the bottom half of the form. Upon completion, the MBE/FBE/VBE firm shall return the 665 form to the contractor.

The contractor shall submit the completed 665 form to CDB for approval. Failure to submit the form within the time frame allotted shall be cause for CDB to cancel the notice of award and make a claim against the bid security.

Compliance with the approved 665 Form

Verification of compliance may be made by reviewing CASS forms and Lien Waivers to ensure utilization of and payment to MBE/FBE/VBE firms. In addition, MBE/FBE/VBE firms may be contacted for verification purposes.

State of Illinois
CAPITAL DEVELOPMENT BOARD

BIDDING & CONTRACT REQUIREMENTS

Document 00665 - MBE/FBE Subcontractor Supplier Certification

CDB Project No.:

CDB Contract No.:

Project Title: _____

Contract: _____

Subcontract/Supplier for: _____

Contractor's Name

Subcontractor's/Supplier's Name

Official Address (Street)

Official Address (Street)

(City, State, Zip Code)

(City, State, Zip Code)

Area Code and Telephone

Area Code and Telephone

FEIN Number

FEIN Number

- I. Subcontractor/Supplier certifies that the proposed subcontract will be in the amount of \$ _____ for _____ work.
- II. Subcontractor/Supplier certifies that the business is:
- A. Minority owned: (check one)
 African American Hispanic Asian American Native American or Alaskan Native
- B. Female owned
- as defined in Section 2 of the Minority and Female Business Enterprise Act, as amended (30 ILCS 575) See reverse side.
- III. Subcontractor/Supplier certifies that the information included herein is true and correct, and that the subcontractor agrees, if Contractor is awarded the Project, to enter into the indicated subcontract. Subcontractor/Supplier agrees to immediately notify CDB of all changes to this Certification.
- IV. **A true copy of the signed subcontract or supply agreement shall be delivered to CDB in accordance with Article 005140.2 of the Standard Documents for Construction.** and CDB shall be given complete and accurate information from time to time regarding the actual work performed on the project and the payments under the subcontract.

NOTE: IT IS A CRIME UNDER THE LAWS OF THE STATE OF ILLINOIS TO OBTAIN A STATE CONTRACT BY MAKING FALSE STATEMENTS OR MISREPRESENTATIONS TO A STATE AGENCY.

Respectfully submitted, signed and sealed this _____ day of _____

Subcontractor/Supplier Firm Name: _____

ATTEST:

Corporate Secretary (Corporations Only)

By _____
Signature _____

Title _____

Continued on Reverse Side

Signature Required

DEFINITIONS:

- A. **Minority Person.** Minority person is a citizen or lawful permanent resident of the United States and who is:
1. African American (a person having origins in any of the black racial groups in Africa);
 2. Hispanic (a person of Spanish or Portuguese culture with origins in Mexico, Central or South America, or the Caribbean Islands, regardless of race);
 3. Asian American (a person having origins in any of the original peoples of the Far East, southeastern Asia, the Indian Subcontinent or the Pacific Islands); or
 4. Native American or Alaskan Native (a person having origins in any of the original peoples of North America).
- B. **Female.** Female is a person who is a citizen or a lawful permanent resident of the United States and who is of the female gender.
- C. **Minority owned business.** Minority owned business is a business concern which is at least **51 percent owned by one or more minority persons**, or, in the case of a corporation, at least **51 percent of the stock in which is owned by one or more minority individuals; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.**
- D. **Female owned business.** Female owned business is a business concern which is at least 51 percent owned by one or more females, or, in the case of a corporation, **at least 51 percent of the stock in which is owned by one or more females; and the management and daily business operations of which are controlled by one or more of the females who own it.**

E-MAIL THIS FORM:

This form may be submitted to CDB electronically. Attach a completed form to an e-mail addressed to Freta Horn (Freta.Horn@illinois.gov). All CDB e-mail addresses are available on our website: www.cdb.state/il.us.

NOTE: Form may be submitted electronically for review purposes. To meet contractual requirements, form submitted to CDB must have an original signature.

DHR MINORITY/FEMALE WORKFORCE PROGRAM

Pursuant to the Public Contracts Section of the Department of Human Rights Act, all bidders are required to complete and submit the DHR PC-2 form with their bid (sample enclosed).

The PC-2 form is a projection, by trade category, of the number of tradespersons needed to perform the contract work throughout the duration of the contract (at the jobsite). The workforce includes the prime contractor's workforce, all of the subcontractor's workforce and minority/female workforce (when goals are assessed), which are categorized by trade.

There are two (2) types of the PC-2 form. The first paragraph of the form distinguishes the type. One requires the workforce for the contract to include minority/female tradespersons. The other one indicates there are no hiring goals, however, the inclusion of minority/female tradespersons is encouraged.

Completing the PC-2 Form

The workforce goals are listed on the front side of the PC-2 form. The workforce is listed by trade category. The percentage represents the **minimum** percentage of **total workforce hours** that are to be achieved by minority/female tradespersons, therefore the front side of the PC-2 form shall be referred to when completing your projections.

The reverse side of the PC-2 form is the grid in which the bidder projects the workforce required to complete the contract. As previously stated, the projection includes those tradespersons of all subcontractors. Include within the projections, separate numbers for Journeyman and Apprentices by the letters "J" and "A". **The bidder will enter his total number of projected veterans for that job category.**

Contract Award

Upon receipt of the contract award, the FEP Compliance Technician will review for acceptance the contractor's PC-2 projection. If the projection is unacceptable, the contractor will be given the opportunity to negotiate an acceptable projection. Failure to reach an acceptable workforce projection may result in rejection of the contract award.

BIDDER'S EMPLOYEE UTILIZATION FORM

SAMPLE:

(Note: A/E needs to obtain the proper PC-2 form from CDB PM/FEP)

All bidders shall complete the DHR Form PC-2 per 00 43 38.1 of the Standard Documents For Construction (SDC) and as identified by trade category. Failure to complete may result in rejection of the bid per 00 43 38.1 of the SDC.

(Option #1) Workforce projections are for work performed on the project being bid. Workforce projections shall include any subcontractor's(s') workforce. The bidder, if awarded a contract, shall be responsible for ensuring the subcontractor(s) meet minority/female/veteran workforce goals.

***** OR *****

(Option #2) No minority/female/veteran workforce hiring goals have been established for this contract. CDB encourages the bidder to utilize minority/female/veteran tradespersons on "no goals" designated contracts and to include that workforce on the PC-2 form.

CDB's acceptance of the Bidder's PC-2 projection is a condition of contract award. CDB will notify the bidder if the projection is unacceptable. The bidder shall be given the opportunity to negotiate an acceptable projection with the CDB. Failure to reach an acceptable workforce projection may result in rejection of the contract award.

GOALS

The following workforce hiring goals are in effect for each trade. These goals represent a minimum of **total** workforce hours.

Air Test & Balancing	0%
Sandblast/Waterproofing/Caulkers	0%
Asbestos Workers	30%
Terrazzo	12%
Carpet	15%

Minority / Female Utilization

Percent

Sheetmetal	25%
Equipment operators	20%
Mechanics	12%
Ironworkers/Boilermakers	20%
Carpenters	25%
Acoustical Tilers	20%
Ceramic Tile Setters	12%
Brick Masons/Tuckpointers	15%
Cement Masons	15%
Lathers (Metal/Wood)	15%
Tapers	15%
Plasters	15%
Painters	20%
Glaziers	15%
Roofers	25%
Metal Deck Roofers	15%
Pipefitters	25%
Plumbers	25%
Insulators	12%
Temperature Control	12%
Laborers	33%
Electricians	25%
Fencing, Guard Rails	15%
Landscaping	20%
Truck Drivers	20%

INSTRUCTIONS

Project: _____ for
 Phase: _____
 Trade: _____

Under "Total Employees", project the total number of employees to be used in the performance of the contract work by your firm and your subcontractors. Include within the projections, separate numbers for Journeyman and Apprentices by the letters "J" and "A". (See next page)

Contact Person _____

Firm Name _____

Address _____

Telephone Number _____

Fax Number _____

Email Address _____

DHR # _____

DHR Expiration Date: _____

Compliance with the approved PC-2 Form

During the course of the construction work, the FEP Compliance Technician will periodically monitor the contractor's workforce utilization to ensure compliance with the minority/female tradespersons workforce goals from the approved PC-2 form.

If it is determined that the contractor is not utilizing minority/female tradespersons as projected on the approved PC-2 form, a letter of non-compliance will be issued identifying the deficient trade(s). A response to the letter is required within ten (10) consecutive calendar days from the date of the letter. The following sanctions may apply if the contractor does not document and demonstrate a good faith effort to correct the deficiencies:

- Termination of contract
- Forfeiture of profit
- Loss of prequalification status with CDB

A copy of the Equal Employment Opportunity Clause is attached.

Substantial Completion

At the conclusion of the contract, the FEP Compliance Technician will conduct a Final Compliance Report to determine the contractor's final compliance status based on minority/female utilization and hours reported on the Monthly Manpower Utilization Report (MMUR). Any contractor determined to be in non-compliance will be referred to the Department of Human Rights for their review.

Completing the MMUR

The Monthly Manpower Utilization Report (MMUR) Form (sample attached) is used to report the number of employees on the jobsite and their respective work hours. The contractor shall submit the MMUR on a monthly basis directly to CDB's FEP section. This report is to be completed each month throughout the contract beginning the month after the Authorization to Proceed is issued, regardless of the hours worked.

A cover sheet **must** be attached to the front of each MMUR. The first page will have a place for your firm's name and address along with your subcontractor's name and address. There will also be a place to list the minority/female/veteran tradespersons who performed work that month. The CDB project and contract number, date of the MMUR and whether it is a final MMUR is also included. The second page is used to report the total number of employees by trade category, ethnicity, gender and to indicate if they are journeyman or apprentices. **In addition, the contractor must enter the number of veterans in each job category and the total hours for the veterans in each job category. Employees must be accounted for under the correct ethnicity column in addition to being counted in the veteran column.**

Total Employed		African American				Hispanic				Native American				Asian				Caucasian				Veteran					
M	F	M		F		M		F		M		F		M		F		M		F		M		F			
		J	A	J	A	J	A	J	A	J	A	J	J	J	A	J	A	J	A	J	A	J	A	J	A		
6	2	3							1									2	1	1			1				1

On the last page of the form, the total number of hours worked by all employees should be recorded. All MMURS require a signature.

Workforce hours for a working superintendent/foreman shall be reported under the job category applicable to their respective trade. If they are strictly in a supervisory capacity, their hours shall **not** be reported.

Subcontractor's employees and their respective hours are to be included with those of the contractor's firm's. Subcontractors are not to submit separate MMURs to CDB.

During any monthly period where there are "no hours worked," that indication shall be made on the last 2 pages of the MMUR. Upon submission of the Final MMUR for the contract, that indication shall be made on the front of the report.

Errors occurring on the MMUR form will be cause for rejection of the MMUR. CDB has prepared a list of common reasons MMUR's are rejected along with their corrective measure (sample attached).

Failure to submit MMUR's will constitute non-compliance with the contract.

The MMUR form and cover sheet are available on CDB's website: www.illinois.gov/cdb in our Reference Library.

On large projects, the contractor's site representative may be asked to complete a Daily Jobsite Manpower Report.

** CDB MMUR Coversheet **



* Denotes a **REQUIRED Field.** – Revision 1

NO STAPLES. Only Paperclips Accepted. TYPE Only. This document **WILL** be returned if handwriting is present.

*Project Number	
*Folder Type	FEP
*Date	
*Document Title	MMUR
*Contract Number	

Check if Revised Submission

YES

Instructions:

Project Number **MUST** be in
XXX-XXX-XXX format

Date **MUST** be in
NN/NN/NNNN format

Contract Number **MUST** be
in **NN-XXNN-NN** format

Contractor Name

State of Illinois
CAPITAL DEVELOPMENT BOARD

0215
Monthly Manpower Utilization Report
MMUR

Contractor Name: _____

Contract Address: _____

Phone #: _____

Email: _____

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CDB Project Number

		-				-			
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CDB Contract Number

Final
MMUR: YES NO

Submitted for month of:

(1 MMUR each month is required throughout the project.)

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Month

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Year

Provide the name and address of your subcontractor(s) performing work this month. Your subcontractor's employees and their respective hours are to be included with those of your firm's. Subcontractors are not to submit separate MMURs to CDB.

Subcontractor(s) Name	Subcontractor(s) Address

Provide the following information for all minority and female tradespersons performing work this month. (Attach additional sheet(s) if necessary. Please type or print legibly.)

Minority /Female/Veteran Tradesperson Name, Address & Telephone Number	M*	F*	V*	Ethnicity	Job Category

M* - Minority F* - Female V* - Veteran (Check one)

**This report is to be completed for each month throughout the project, regardless of the hours worked. During any monthly period when there are "no hours worked", please indicate so on the last two pages of this report.

**Failure to submit this report will constitute noncompliance with this contract. Additional forms may be downloaded from CDB's website: www.illinois.gov/cdb

**For questions regarding the MMUR, please call 217/524-2838 or 217/524-0312. Please forward the monthly MMUR directly to CDB, Attn: FEP, 401 South Spring St. Springfield, IL 62706.

**E-MAIL THIS FORM: This form may be submitted to CDB electronically. To meet contractual requirements, form submitted to CDB must have an original signature. Attach a completed form to an e-mail addressed to CDB.MMUR@illinois.gov. All CDB e-mail addresses are available on our website: www.illinois.gov/cdb

NOTE: Complete all pages of this form. MMUR will be rejected if all pages are not completed.

NUMBER OF HOURS

JOB CATEGORIES	Trade Codes	Total Hours		African American				Hispanic				Native American				Asian				Caucasian				Veteran			
		M	F	M		F		M		F		M		F		M		F		M		F		M		F	
				J	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A
Sheet Metal	03																										
Equipment Operators	04																										
Mechanics	05																										
Ironworkers/Boilermakers	06																										
Carpenters	07																										
Acoustical Tilers	08																										
Ceramic Tilesetters	09																										
Brickmasons/Tuckpointers	10																										
Cement Masons	11																										
Lathers (Metal/Wood)	12																										
Tapers	13																										
Plasterers	14																										
Painters	15																										
Glaziers	16																										
Roofers	17																										
Metal Deck Roofers	18																										
Pipefitters/Sprinklerfitters	19																										
Plumbers	20																										
Insulators	21																										
Temperature Control	22																										
Laborers	23																										
Electricians	24																										
Fencing, Guard Rails	25																										
Landscaping	26																										
Well Drilling	27																										
Truck Drivers	28																										
Air Test & Balancing	29																										
SandBlst'g/Wtrprfg/Clkrs	30																										
Asbestos Workers	31																										
Terrazzo	32																										
Carpet	33																										

(signature)

NOTE: Complete all pages of this form. MMUR will be rejected if all pages are not completed.



MMUR REJECTED FOR THE FOLLOWING REASON(S) INDICATED BELOW

<i>Deficiency</i>		<i>Corrective Measure</i>
<input type="checkbox"/>	Employee listed as a Journeyman, but hours are under Apprentice column.	Journeyman and Apprentice information must be in the correct column.
<input type="checkbox"/>	Hours do not add up.	Total Hours must be correct.
<input type="checkbox"/>	Duplicate MMUR, showing different hours.	Only one MMUR per month.
<input type="checkbox"/>	No signature on the last page of the form.	All MMURS require a signature.
<input type="checkbox"/>	Same number of employees as hours. (Example: 145 Laborers and with 145 hours).	Employees and hours should not be the same. Double check to be sure all information is correct.
<input type="checkbox"/>	Subcontractors listed on the front but there are no employees listed or hours.	Only list a subcontractor who performed work for that month.
<input type="checkbox"/>	The name of the subcontractor's company is listed as a minority/female tradesperson.	The front of the form is divided into subcontractors and tradesperson information. Do not combine or switch the information for either. Report each as is called for on the MMUR.
<input type="checkbox"/>	A Job Category is marked out and replaced with another trade.	Do not add additional job categories to the MMUR. Report only those job categories printed.
<input type="checkbox"/>	Cover sheet was not included.	A cover sheet is required for each MMUR submitted to CDB.
<input type="checkbox"/>	Cover sheet was handwritten or wrote on.	
<input type="checkbox"/>	Project Number and/or Contract Number on cover sheet does not match numbers on page one of MMUR.	Insert Correct Project and/or Contract Number.
<input type="checkbox"/>	Information on Coversheet not aligned.	The left side of all information inserted on the Coversheet must be aligned.
<input type="checkbox"/>	Minority/Female Tradesperson Information on page one does not match Minority/Female Tradesperson on page two and/or page three.	All Minority/Female Tradespersons must be listed on page one of the MMUR and must be accounted for on page two and page three of the MMUR. All Minority/Female Tradesperson on page two and three must be listed on page one.
<input type="checkbox"/>	Employees shown but no hours listed.	All Employees listed on page two of the MMUR must be given hours worked on page three.
<input type="checkbox"/>	No hours worked for month reported.	"NO HOURS WORKED" must be written on all pages except cover sheet.
<input type="checkbox"/>	MMURs returned for correction must be submitted in their entirety.	
<input type="checkbox"/>	MMURs may be downloaded from our website at www.illinois.gov/cdb in our reference library.	

**FOR QUESTIONS REGARDING THE MMUR, YOU MAY CALL
FRETA HORN at 217-524-2838 or Janna Dammermann at 217-524-0312**

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

In the event of the contractor's non compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations there under.
5. That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules.
6. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules.
7. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontract with the State of Illinois or any of its political subdivisions or municipal corporations.