

COMPLIANCE WITH EEO REQUIREMENTS IN DC GOVERNMENT CONTRACTS



COMPLIANCE WITH EQUAL OPPORTUNITY REQUIREMENTS IN DC GOVERNMENT CONTRACTS

The Director of the Office of Human Rights has the authority to establish standards and procedures by which contractors and subcontractors who perform under District of Columbia Government contracts shall comply with the equal opportunity provisions of their contracts; to issue all orders, rules, regulations, guidelines, and procedures the Director may deem necessary and proper for carrying out and implementing the purpose of Mayor's Order 85-85 and Chapter 11 – Equal Employment Opportunity Requirements in DC Government Contracts.

Required EEO Forms List:

1. EEO Policy Statement
2. Assurance of Compliance w/t EEO Requirements
3. Employer Information Report

Request and Approval Procedures of the Required EEO Forms:

1. **REQUEST:** Send e-mail requests for approval to AffirmativeAction.OHR@dc.gov to ensure tracking, monitoring, and easy access by Compliance Manager. The body of the e-mail should have the following information:
 - Name of Contractor
 - Contract Number. If a contract number has not been created, a solicitation or bid number will work as well.
 - Contract Amount

NOTE: Please limit each e-mail to 10 requests. If multiple requests are made, please include for EACH request the required information identified above in #1. **See** Sample E-mail in the Required Forms/Template section below.

Please ensure that prior to submitting a request for approval, the contractor has filled out ALL the forms COMPLETELY and that no response fields are left blank. Lastly, please make sure the required forms match your request information (vendor name, contract/solicitation/bid number, and contract amount).

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- OHR RESPONSE:** If you provide all the required forms completely filled out and signed, AND send the request e-mail to the OHR designated e-mail address, Contract Specialist should receive a response within 6 – 10 business days. If OHR sends back the request for corrections, upon receipt of requested corrections, the Contract Specialist should receive a response within 3 – 5 business days.

FOR MORE INFORMATION:

DC Office of Human Rights
441 4th Street, NW, Suite 570 North
Washington, DC 20001
Phone: (202) 727-4559
Fax: (202) 727-9589
TTY: 711
E-mail: AffirmativeAction.OHR@dc.gov

REQUIRED FORMS GUIDANCE

EEO POLICY: The template should be on company letterhead. The letterhead should include the company's name, address, and telephone number.

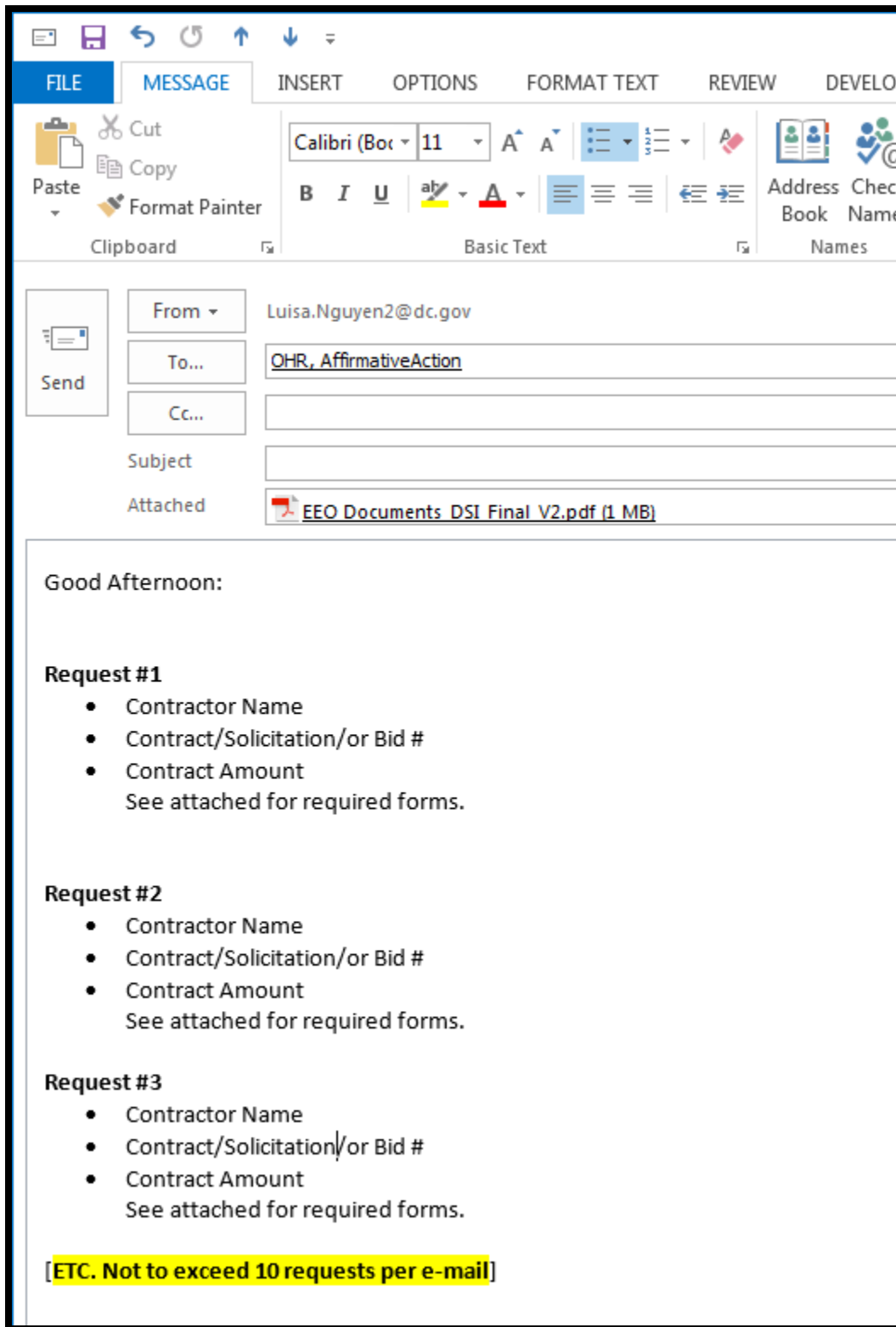
ASSURANCE OF COMPLIANCE: The template should be on company letterhead. The letterhead should include the company's name, address, and telephone number. Similarly, the correct contract, bid, or solicitation number should be listed, this cannot be left blank. This number should also be correctly identified in the body of the e-mail request as well.

EMPLOYER INFORMATION REPORT:

OHR Follows the EEOC's EEO-1 Standard (*Completing the EEO-1*) for this form. Please refer to their FAQ page [here](#).

NOTE: All fields require a response. If a question does not apply to the business structure of the company, please indicate N/A (Not Applicable) as a response. A blank form does not necessarily mean N/A. OHR cannot assume anything for the contractors. Similarly, signature sections MUST be signed accordingly.

SAMPLE E-MAIL WITH MULTIPLE REQUESTS



The screenshot shows an email client interface with the following details:

- Menu Bar:** FILE, MESSAGE, INSERT, OPTIONS, FORMAT TEXT, REVIEW, DEVELOPERS
- Clipboard Group:** Paste, Cut, Copy, Format Painter
- Basic Text Group:** Font face (Calibri), size (11), bold (B), italic (I), underline (U), text color (black), background color (yellow), text background color (red), bulleted list, numbered list, indent, decrease indent, increase indent
- Names Group:** Address Book, Check Names
- Message Header:**
 - From: Luisa.Nguyen2@dc.gov
 - To: OHR, AffirmativeAction
 - Cc: (empty)
 - Subject: (empty)
 - Attached: EEO Documents DSI Final V2.pdf (1 MB)
- Message Body:**

Good Afternoon:

Request #1

 - Contractor Name
 - Contract/Solicitation/or Bid #
 - Contract Amount

See attached for required forms.

Request #2

 - Contractor Name
 - Contract/Solicitation/or Bid #
 - Contract Amount

See attached for required forms.

Request #3

 - Contractor Name
 - Contract/Solicitation/or Bid #
 - Contract Amount

See attached for required forms.

[ETC. Not to exceed 10 requests per e-mail]