



City of Omaha-Human Rights & Relations Department-Training

Contract Compliance (CC-1)
Economic Equity & Inclusion Program (EEIP)

Jared Anderson
402-444-5053
jared.anderson@cityofomaha.org

Contract Compliance (CC-1)

- **Enforcement Authority**

- Ordinance No. 35344 §§10-190--10-200.4, the Contract Compliance Ordinance, covers contractors and vendors who do business with the City in the amount of \$10,000 and above.

- **Responsibilities**

- The Contract Compliance Division is responsible for ensuring that contractors and vendors doing business with the City comply with the equal opportunity requirements of the Ordinance. The staff conducts compliance reviews, investigates contract compliance complaints, assists contractors as needed, and conducts training for all contractors or vendors who receive a contract with the City for business.

CC-1 (continued)

- **Sec. 10-194. - Contract compliance requirements.**

- (a) All notices to prospective bidders published on behalf of the city shall include as a part of the contract specifications the condition that all bidders will be required to comply with the Omaha Contract Compliance Program regarding equal employment opportunity.
- (b) All reports required herein shall be submitted to the human rights and relations director.
- (c) Each bidder shall file, as part of bid documents, contract employment reports with the city contracting agency or as may be directed by the human rights and relations director. Such contract employment reports shall include such information as to the employment practices, policies, programs and statistics of the contractor, and shall be in such form, as the human rights and relations director may prescribe.

- (Code 1980, § 10-194; Ord. No. 34841, § 1, 3-16-99; Ord. No. 35344, § 1, 9-26-00; Ord. No. 37101, § 2, 8-9-05; Ord. No. 38563, § 7, 11-3-09)

CC1 (continued)

- Each contractor will visit the HR&R website and click on the tab “Contract Compliance” on the left hand menu bar or visit directly at : <https://humanrights.cityofomaha.org/contract-compliance>
- Each contractor will then click on the link “CC1 form” or access the electronic form directly at: <https://filebound.cityofomaha.org/hrr/CC1LongForm.html>

CONTRACT COMPLIANCE REPORT CC-1 FORM

[Page 1](#) [Page 2](#) [Page 3](#) [Page 4](#)

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 \$10,000 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:** Please complete this form in its entirety. Any entries not applicable to your company must be completed by entering N/A. If you have attachments, use the **Browse** button to locate and attach your documents before submitting this form. Submit this form by clicking the **Submit** button.

Attachments 1 No file chosen

Attachments 2 No file chosen

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

1. Bidder

Firm's Name: *

Firm's Name needs to match Firm's Name submitted on bid/proposal

dba Name:

Address 1:*

Address 2:

Address 3:

Page 1-3 need to be filled out completely, with special attention to all line items marked with an asterisk. Page 4 provides definitions intended to guide contractors on page 2.

Attachments can be included should there be a need for more space than line items allow, for example.

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

1. Bidder

* Firm's Name:

Firm's Name needs to match Firm's Name submitted on bid/proposal

dba Name:

Address 1:*

Address 2:

Address 3:

Address 4:

City:*

State:*

Zip:* -

Phone Number:* - -

Fax Number: - -

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

Name:

Address:

City:

State:

Zip: -

Phone Number: - -

3. Principal Official or Manager of Firm

Name:*

Address:*

City:*

State:*

Zip:* -

Phone Number:* - -

4. Equal Employment Opportunity Officer

Name:*

Address:

City:

State:

Zip: -

Phone Number: - -

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.

Organization 1:*

Organization 2:

Organization 3:

Organization 4:

Organization 5:

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

1. Name:*

Address:

Business Agent:

2. Name:

Address:

Business Agent:

3. Name:

Address:

Business Agent:

8. Please list all minority or female owned firms from whom you have subcontracted and/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
* <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

There are 8 total section on page 1. If any of these sections may not apply (e.g., your firm has no collective bargaining agreement with any union), then simply put N/A. Remember all line times with an asterisk must be filled in.

Page 2 includes all employees. Use regional/local office numbers, or HQ data. Enter each number into the corresponding box. Make sure to include totals. Utilize Page 4 for guidance on how to classify employees. At least one employee/owner must be listed.

II. Employment Data:

USE DATA FOR OFFICE LOCATED IN THIS REGION. IF THERE IS NO LOCAL OFFICE, PROVIDE THE HEADQUARTER'S DATA. FORM MUST LIST AT LEAST 1 EMPLOYEE/OWNER

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.
 INDICATE THE MOST RECENT PAYROLL PERIOD BY DATE AND THE OFFICE LOCATION USED TO COMPLETE THIS WORK FORCE INFORMATION.

Job Categories	Number of Employees (report employees in only one category)														Total Col A - N	
	Race/Ethnicity															
	Hispanic or Latino		Not-Hispanic or Latino											Total		
	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		
1.1 Executive/Senior Level Officials and Managers																
1.2 First/Mid-Level Officials and Managers																
2. Professionals																
3. Technicians																
4. Sales Workers																
5. Administrative Support Workers																
6. Craft Workers																
7. Operatives																
8. Laborers and Helpers																
9. Service Workers																
10. Total																
11. Previous Year Total																

Payroll Period Used: (most recent payroll)* Office Location Used:*

The CC1 form must list the most recent payroll period that this data was captured from AND the location used. For example: "1/1/2021-1/15/2021...Omaha, NE"

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 ensure 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.

Your type written name, if filing electronically, is equivalent to your signature. If not filing electronically, you must provide your printed name and handwritten signature. Your signature certifies that you have provided accurate information in this report, you have read the agreement in Part III, and that you are authorized to commit the contractor to comply with the Agreement.

Firm's Name*	Date*
<input type="text"/>	<input type="text" value="03/15/2021"/>
Signature Name*	Title*
<input type="text"/>	<input type="text"/>

[Previous - Page 2](#)

[Continue - Page 4](#)



Page 3 is the final page to fill out. This page explains the CC1 agreement each contractor is agrees to upon signature, including all relevant laws and requirements, noncompliance process, records retention, etc.

These line items MUST be filled in. Print before hitting submit form.

Economic Equity & Inclusion Program (EEIP)



PURPOSE

- To provide a platform of stewardship and compliance utilizing principles of economic equity and inclusion through action to generate sustainable growth and opportunities in Omaha for our Small and Emerging Small Businesses (SEBs), our local workforce, and our youth.

VISION

- To create a culture of economic inclusivity in the City of Omaha that maximizes development in disadvantaged areas, to enhance job growth, to build collaborative community partnerships, and to sustain long-term success for community stakeholders.

MISSION

- To be a catalyst in creating a community culture of economic prosperity by growing inclusive community partnerships, promoting workforce development and training opportunities, and cultivating small business growth potential in areas of high unemployment and below median income areas of Omaha.

Goals & Objectives

- Partner with project owners and contractors to promote community-wide economic inclusion
- Identify and support public-private partnerships to provide education, training and workforce development
- Increase access and opportunity to diverse and underrepresented populations
- Increase youth outreach for education, training, and significant workforce opportunities in the City of Omaha
- Serve as a catalyst for change and implementation of sustainable economic inclusion practices for all contracting and procurement activities within the City
- Increase participation in Small and Emerging Business Program

EEIP Resolution

Resolution

The City of Omaha Mayor and City Council have adopted a resolution that makes economic equity and inclusion a city policy. City departments are to include Economic Equity and Inclusion Plan (EEIP) in construction contracts in excess of \$500,000. The bidding firms will customize their EEIP by engaging in activities from each of the three areas of focus (Small and Emerging Small Business Participation; Workforce Opportunities for Working Age Students and Adults; and Youth Engagement) that are best suited to the firm's capacity and ability to participate at a substantial level. Hence, the firm's responses must be realistic and must include benchmarks, target dates, and completion timelines.

EEIP Components & Procedure

1. SEB utilization
 2. Workforce opportunities for working age students and adults
 3. Youth engagement
- An annual EEIP for review and approval from HR&R if require or all professional consulting/services projects \$100,000+ and all construction contracts \$500,000+. Once a firm's annual EEIP is approved, this date will be the basis for setting a quarterly reporting schedule for the required EEIP update reports.
 - Construction contracts will require EEIP submission to soliciting department. Consulting/services contracts will submit EEIP directly to HR&R.

SEB Utilization

- What efforts is your firm taking to include current or potential Certified Tier I/II SEB subcontractors in your project(s), including a detail description of the scope of work performed?
 - List these authorized SEBs and their contact information. Be prepared to provide updates quarterly.

AND/OR

- What efforts is your firm taking to enter into a mentor/mentee relationship?
 - List these authorized SEBs you are mentoring and be able to provide updates.
- An annual EEIP must include intentionality and express how the firm *will* take action and *how* will capture this data quarterly. Keep in mind that this effort should be realistic and substantial in nature.
- The SEB utilization requirement for a firm's EEIP is not the same as the SEB reserve/set aside; a project may not require an SEB reserve but can still require an EEIP. If a project has a reserve, this can be used to meet project and EEIP requirements.

Workforce Opportunities for Working-Age Students and Adults

- Is your firm utilizing the Apprenticeship Incentive? [OMC Section 10-152]
 - AIF form with Annual EEIP
 - Overview or what type of apprenticeship program to be used
 - 5% bid incentive (total value not to exceed \$500,000)
 - 10% of total labor hours for apprentices
- Talent acquisition
- Career fairs and other employment outreach events
- Educational presentations to local schools, colleges and universities
- Local partnerships with workforce agencies and/or community organizations
- Professional organizations and local chapter direct impact
- Tier I areas impact

Be prepared to provide metrics on quarterly reports (e.g., volunteer hours logged, total new hires from Tier I areas, and specifics required to meet the apprenticeship incentive requirements).



Professional Organizations Partnerships



Career Fairs

Workforce Development



Internships

Youth Engagement

- Partnerships with local organizations and agencies
- Volunteerism
- Financial sponsorship and scholarships
- Educational presentations and outreach to local schools, colleges and universities
- Leadership development
- Attraction and promotion of A/E/C industry
- Certain apprenticeship, student learning models apply to this component, also.

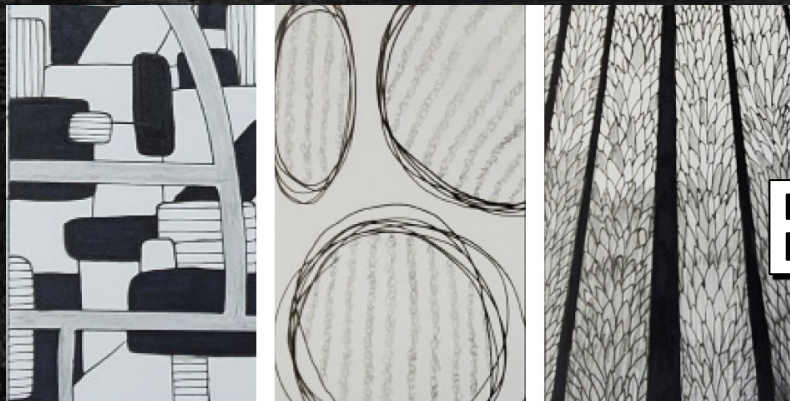
Be prepared to provide metrics and/or supporting evidence of efforts (e.g., volunteer logs, receipts for sponsorship/scholarships, funnel reports, etc.)



Industry-related youth activities



Community Outreach & Volunteerism



Youth Engagement

Collaborate with school districts to create a unique, project-based learning opportunities.

Engineering Adventures at the KROC



Resources

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- REACH Program
 - 402-346-5000
- SEB Inventory
 - <https://humanrights.cityofomaha.org/small-and-emerging-small-business-seb/seb-directory-search>
- Existing SEB relationships
- Professional originations
- Local unions
- Local schools, colleges, universities
- City of Omaha EEIP Administrator with HR&R Department can point you in a good direction and even provide upcoming opportunities for your firm to inquire about should the exist at that time.

Questions?

