



**Robert A. Ficano**  
County Executive

### **Potential Contractors and Subcontractors**

The Wayne County Procurement Ordinance requires that all County contractors and subcontractors who participate in contract awards of more than \$50,000 (supply/service) and more than \$100,000 (construction) establish compliance with its Equal Employment Opportunity provisions.

Enclosed is the Fair Employment Practices (FEP) Application, which includes sections 1 through 5. All applicants must complete **Sections 1 through 4** (a **federal EEO-1 report** may be **substituted for section 2**). Section 5 is applicable only to those participating on contracts funded by the federal government. After completing Section 5, keep the list of 16 Good Faith Efforts for your records. **\*\*For Sections 2 and 3, INSERT NUMBERS ONLY, do not use checkmarks and do not leave any blank spaces on Section 3\*\***

Please note: If additional information/documentation is needed, you will be notified **via certified mail** and given a **10-business day time period** in which to return the information. **Failure to submit the requested information in the allotted time will result in denial of the application as of the date specified on the notice, you will not receive any other correspondence.**

Upon our approval, you will be issued a Certificate of FEP Compliance which will make you eligible to bid on County contracts for one or three years from the date of issuance. Be sure to **renew your FEP compliance status 60 days prior to the expiration date on the certificate.** You can download the FEP application from our website, [www.humanrelations.waynecounty.com](http://www.humanrelations.waynecounty.com) or you can contact our office at (313) 224-5021.

**Whether you bid directly with the County or with a contractor (i.e. you are a subcontractor) a copy of the Certificate of FEP Compliance MUST be included with all bids as evidence of your compliance. \*\*Please keep a copy of your FEP certificate readily available for submission with each bid. Additional copies will not be provided\*\***

Rev. 02/08

Human Relations Division, 600 Randolph, 5th floor, Detroit, MI 48226, (313) 224-5021, Fax (313) 224-6932

# WAYNE COUNTY HUMAN RELATIONS DIVISION

## FEP FACT SHEET

- Fair Employment Practice Review (FEP)
- Required of prime contractors when a contract is more than \$50,000 (supply/service) or more than \$100,000 (construction).
- Required of all subcontractors regardless of the dollar amount at which the subcontractor participates.
- Process:
  1. Complete fully and return the application.
  2. Depending on the results of our review, one of the following will occur:
    - a) Application Approved. "Certificate of FEP Compliance" mailed.
    - b) Applicant placed in non-compliance status and refused future bid consideration if applicant fails or refuses to respond adequately to requirements and in a timely fashion.
  3. Upon approval certification is valid for one or three years. Firm must submit a new application 60 days prior to expiration to maintain uninterrupted compliance.
  4. **Subcontractor Designation Form** - Complete the Subcontractor Designation form if the Purchasing Division has notified you that you are the intended awardee of a County contract. The Wayne County Human Relations subcontractor designation form can be accessed in the bid packet or downloaded from [www.humanrelations.waynecounty.com](http://www.humanrelations.waynecounty.com). You can also contact our office at (313) 224-5021 to obtain the form.

**5. Form Sets Involved:**

<b>Form(s)</b>	<b>Disposition</b>
<b>FEP Application Packet</b>	
Section 1 – General Information	Complete and return
Section 2 – Employee Statistics Report	Complete and return
Section 3 – Hires / Terminations / Promotions	Complete and return
Section 4 – Commitment to exercise Fair Employment Practices	Complete and return
Section 5 – Good Faith Efforts List	Keep, implement, document actions taken
GFE Checklist & Acknowledgement	Evaluate, check appropriate boxes, sign and return
(Section 5 – Federal Contracts Only)	
<b>Subcontractor Designation Form</b>	<b>Can be accessed at <a href="http://www.humanrelations.waynecounty.com">www.humanrelations.waynecounty.com</a> or by calling (313) 224-5021.</b>

**When bidding on a contract:**

1. In addition to the other locations for application forms, the prime contractor will have forms available as part of the procurement proposal or specification package obtained from the County.
2. The responsibility to insure that all appropriate subcontractors have FEP approvals rests with the prime.
3. Subcontractors should send copies of their "Certificate of FEP Compliance" to prime contractors as evidence of compliance. The primes must submit copies of their subcontractors' certificates when submitting their bids.

**CONFIDENTIAL**  
**WAYNE COUNTY HUMAN RELATIONS DIVISION**  
**FAIR EMPLOYMENT PRACTICES APPLICATION**

**SECTION 1:**  
**GENERAL INFORMATION**

<b>THIS REQUEST IS FOR:</b> <input type="checkbox"/> <b>FIRST FEP COMPLIANCE</b> <input type="checkbox"/> <b>FEP COMPLIANCE RENEWAL</b>			
Firm Name:		Fed Tax ID or SSN: (if renewal use HRD#)	
Street Address (Actual Street):			
City:	County:	State:	Zip Code:
Mailing Address (if different than above):			
Telephone: (        )		Fax no: (        )	
Authorized Contact:	Contact's Title	Authorized Contact Telephone: (        )	
Email address:		Website address:	
<b>List your firm's NAICS Codes here:</b> Visit: <a href="http://www.naics.com">www.naics.com</a> for codes	1)	2)	3)
<b>List your firm's NIGP Codes here:</b> Visit the vendor registration section of <a href="http://www.epurchasing.waynecounty.com">www.epurchasing.waynecounty.com</a> for codes	1)	2)	3)
Describe the products and services your firm is qualified to provide to Wayne County:			
For Recordkeeping Purposes Only – Please Check if applicable			
Minority ownership (at least 51%) : <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Native American			
Female ownership (at least 51%) : <input type="checkbox"/> Yes <input type="checkbox"/> No			

<b>List ALL firms that apply separately for Wayne County FEP Compliance under this Tax ID Number:</b>		
Name of firm	City	State
Wayne County Human Relations Use Only:		
PC3 #:	Award Date:	Amt:\$

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# SECTION 2: CURRENT EMPLOYEE STATISTICS INFORMATION

**\*\*SEE NEXT PAGE FOR JOB CATEGORY DESCRIPTIONS\*\***

**INSTRUCTIONS: LIST ALL CURRENT EMPLOYEES OF THE FIRM IN THE APPROPRIATE JOB CATEGORY  
\*\*FEDERAL EEO-1 REPORTS\*\* - MAY BE SUBMITTED IN LIEU OF SECTION 2 ONLY.**

(Please note: Caucasian females are to be counted in the female category only. They are not to be counted as minorities. Minority females are to be counted in both the minority AND female categories)

Company Name \_\_\_\_\_ Date \_\_\_\_\_

JOB CATEGORIES	WHITE <small>**no checkmarks**</small>		BLACK <small>**no checkmarks**</small>		HISPANIC <small>**no checkmarks**</small>		ASIAN <small>**no checkmarks**</small>		NATIVE AMER. <small>**no checkmarks**</small>		TOTALS <small>** Numbers Only** no checkmarks**</small>	Minorities <small>** Numbers Only** no checkmarks**</small>	Female <small>** Numbers Only** no checkmarks**</small>
	M	F	M	F	M	F	M	F	M	F			
Male/Female													
Officials/ Administrators													
Professionals													
Technicians													
Sales													
Clerical													
Skilled Trade (Specify)													
Apprentices (Specify)													
Operatives													
Laborers													
Service Wrkrs.													
<b>TOTALS</b>													
Percent													

**\*\*ONLY INSERT NUMBERS ABOVE – NO CHECKMARKS\*\***

# DESCRIPTION OF JOB CATEGORIES

## **A=OFFICIALS AND ADMINISTRATORS**

Occupations requiring administrative personnel who set broad policies, exercise over-all responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers, superintendents, foremen who are members of management, and kindred workers.

## **P=PROFESSIONAL**

Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, designers, dieticians, editors, engineers, lawyers, librarians, registered professional nurses, personnel and labor relations workers, physicians, social scientists, teacher, purchasing agents and buyers, physical and natural scientists, professional photographers, and kindred workers.

## **T=TECHNICIANS**

Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about two (2) years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers and operators, draftsmen, licenses, practical or vocational nurses, surveyors, technical illustrators, technicians (medical, dental, electronic, physical sciences), movie projectionist, radio operators and kindred workers.

## **S=SALES**

- A. Commissioned sales persons
- B. Over-the counter and telephone salespersons.

## **C=OFFICE AND CLERICAL**

Includes all clerical-type work, regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, cashiers, collectors (bill and accounts), messengers, office machine operators, shipping and receiving clerk, stenographers, typists and secretaries, telephone operators and kindred workers.

## **SC=SKILLED CRAFTS**

Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the process involved in their work, exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid foremen and leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, compositors and typesetters, engravers, job setters (metal), pattern and model makers, tailors, gardeners, weavers, welders, dressmakers, stationary, engineers, and kindred workers.

## **O=OPERATIVES (SEMI-SKILLED)**

Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Include: blasters, chauffeurs, deliverymen and route men, dryers, furnace men, heaters (metal), laundry and dry cleaning operatives, milliners, mine operatives and laborers, motormen oilers and greasers (except auto), painters (except construction and maintenance), truck and tractor drivers, and kindred workers.

## **L=LABORERS (UNSKILLED)**

Workers in manual occupations which generally require no special training. Perform elementary duties that may be teamed in a few days and required the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, grounds keepers, longshoremen and stevedores, lumbermen, raftsmen and wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

## **SW=SERVICE WORKERS**

- A. Police and fire, barbers, etc.
- B. Cooks, waiters, waitresses, and kindred workers.
- C. Attendants (hospital, parking, etc.,) elevator operators, guards, stewards, janitors, porters and kindred workers.

## **ETHNIC GROUPS**

**White**-Caucasian

**Black**-Persons of African Ancestry

**Hispanics**-Persons of Spanish or Portuguese culture with origins in Mexico, South or Central America, Cuba, Puerto Rico, or the Caribbean Islands.

**Asian**-Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands.

**Native American**-Persons having origins in any of the original peoples of North America or Alaskan Native

## SECTION 3:

# HIRES / TERMINATIONS / PROMOTIONS REPORT

**\*\*DO NOT LEAVE ANY BLANK LINES – INSERT NUMBERS ONLY\*\***

## HIRES

Total # of company <b>hires</b> within the last 12 months: _____	Total # of <b>MINORITY hires</b> within the last 12 months _____	Total # of <b>FEMALE hires</b> within the last 12 months _____
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## TERMINATIONS

Total # of company <b>terminations</b> within the last 12 months: _____	Total # of <b>MINORITY terminations</b> within the last 12 months _____	Total # of <b>FEMALE terminations</b> within the last 12 months: _____
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## PROMOTIONS

Total # of company <b>promotions</b> within the last 12 months: _____	Total # of <b>MINORITY promotions</b> within the last 12 months: _____	Total # of <b>FEMALE promotions</b> within the last 12 months: _____
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## SECTION 4:

# COMMITMENT TO EXERCISE FAIR EMPLOYMENT PRACTICES

(Name of Firm) \_\_\_\_\_ agrees not to discriminate against any employee or applicant for employment, training, education or apprenticeship connected directly or indirectly with the performance of a Wayne County contract, with respect to his/her hire, promotion, job assignment, tenure, terms, conditions or privileges or employment because of religion, race, color, national origin, age, sex, height, weight, familial status, marital status, creed, or handicap.

On behalf of the firm (print name) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **SECTION 5:**

### **GOOD FAITH COMMITMENT CONFIRMATION OF ACKNOWLEDGEMENT**

**\*\*THIS SECTION APPLIES TO FEDERAL CONTRACT AWARD RECIPIENTS ONLY\*\***

Review the following 16 steps relating to affirmative action and Federal Contracting. **After review, please sign the Confirmation of Acknowledgement** at the end of this section.

Listed below are the sixteen essential affirmative action steps recommended by the Office of Federal Contract Compliance and the Human Relations Division. These efforts must be documented. The Contractor shall take specific affirmative action to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall document these efforts fully and shall implement affirmative action steps at least as extensive as the following:

1. Ensure and maintain a working environment free of harassment, intimidation and coercion at all sites, and in all facilities at which the Contractor's employees are assigned to work. The Contractor, where possible, will assign two or more women to each construction project. For construction projects, the Contractor shall specifically ensure that all foremen, superintendents and other on-site supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.
2. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available and maintain a record of organization's responses.
3. Maintain a current file of the names, addresses and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the Contractor by the union or if referred, not employed by the Contractor, this shall be documented in the file with the reason therefore, along with whatever additional actions the Contractor may have taken.

**\*\*Keep This List for Your Records\*\***

4. Provide immediate written notification to the Director Of Human Relations or The Office of Federal Contract Compliance, for federal projects, when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or woman sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligations.
5. For construction projects, develop on-the-job training opportunities and/or participate in training programs for the area which expressly includes minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the Department of Labor. The Contractor shall provide notice of these programs to the sources complied under number two above.
6. Disseminate the Contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.
7. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with on-site supervisory personnel such as supervisors, foremen, etc., prior to the initiation of construction work at any site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.
8. Disseminate the Contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's EEO policy with other Contractors and Subcontractors with whom the Contractor does or anticipates doing business.
9. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the Contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the Contractor shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.

**\*\*Keep This List for Your Records\*\***

10. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth both on the site and in other areas of a Contractors work force.
11. Validate all tests and other selection requirements where there is an obligation to do so under 41CFR Part 60-3.
12. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.
13. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and the Contractor's obligations under these specifications are being carried out.
14. Ensure that all facilities and company activities are non-segregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.
15. For construction contractors, document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.
16. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's EEO policies and affirmative action obligations.

**WAYNE COUNTY HUMAN RELATIONS DIVISION**  
**Wayne County Building**  
**600 Randolph, 5th Floor**  
**Detroit, MI 48226**  
**Phone: (313) 224-5021/22 Fax: (313) 224-6932**

**\*\*Keep This List for Your Records\*\***

**Good Faith Commitment  
Confirmation of Acknowledgement**

\*\*This Form Applies to Federal Contract Award Recipients Only\*\*

Dear Applicant,

If you are a recipient of a Wayne County contract that requires a good faith/affirmative action commitment as a condition of receiving the federal portion of the contract, this form applies to you.

Please review carefully the list of 16 good faith efforts/affirmative action steps. Please check each box corresponding with each effort indicating that you have reviewed each effort you are expected to adhere to. Sign below indicating that the firm will, where possible, adhere to, implement and keep documentation on all 16 good faith efforts.

**Check after Review**

- |  |     |                          |
|--|-----|--------------------------|
| I will adhere to and keep documentation on good faith effort | #1  | <input type="checkbox"/> |
| I will adhere to and keep documentation on good faith effort | #2  | <input type="checkbox"/> |
| I will adhere to and keep documentation on good faith effort | #3  | <input type="checkbox"/> |
| I will adhere to and keep documentation on good faith effort | #4  | <input type="checkbox"/> |
| I will adhere to and keep documentation on good faith effort | #5  | <input type="checkbox"/> |
| I will adhere to and keep documentation on good faith effort | #6  | <input type="checkbox"/> |
| I will adhere to and keep documentation on good faith effort | #7  | <input type="checkbox"/> |
| I will adhere to and keep documentation on good faith effort | #8  | <input type="checkbox"/> |
| I will adhere to and keep documentation on good faith effort | #9  | <input type="checkbox"/> |
| I will adhere to and keep documentation on good faith effort | #10 | <input type="checkbox"/> |
| I will adhere to and keep documentation on good faith effort | #11 | <input type="checkbox"/> |
| I will adhere to and keep documentation on good faith effort | #12 | <input type="checkbox"/> |
| I will adhere to and keep documentation on good faith effort | #13 | <input type="checkbox"/> |
| I will adhere to and keep documentation on good faith effort | #14 | <input type="checkbox"/> |
| I will adhere to and keep documentation on good faith effort | #15 | <input type="checkbox"/> |
| I will adhere to and keep documentation on good faith effort | #16 | <input type="checkbox"/> |

For the Company:

I acknowledge that I have reviewed and understand the 16 good faith efforts/affirmative action steps provided by Wayne County Human Relations. We (the company) will keep all documentation relating to these efforts and will make them available upon request by the Wayne County Human Relations Division.

Name of Company \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_