

To be Submitted by Successful Bidder Within 120 Days of Award

## Form 6-N Affirmative Action Program Clauses

1. Each non-construction prime contractor and subcontractor who has 50 or more employees and has a government contract of \$50,000 or more must develop a written affirmative action compliance program for each of its establishments. A necessary prerequisite to the development of a satisfactory affirmative action program is the identification and analysis of problem areas inherent in minority employment and an evaluation of opportunities for utilization of minority group personnel. The contractor's program shall provide in detail for specific steps to guarantee equal employment opportunity keyed to the problems and needs of members of minority groups, including, when there are deficiencies, the development of specific goals and time tables for the prompt achievement of full and equal employment opportunity. Each contractor shall include in its affirmative action compliance program a table of job classifications. This table should include but need not be limited to job titles, principal duties (and auxiliary duties, if any), rates of pay, and where more than one rate of pay applied (because of length of time in the job or other factors), the applicable rates. The affirmative action compliance program shall be signed by an executive official of the contractor.
2. **Utilization evaluation.** The evaluation of utilization of minority group personnel shall include the following:
  - a) An analysis of minority group representation in all job categories.
  - b) An analysis of hiring practices for the past year, including recruitment sources and testing, to determine whether equal employment opportunity is being afforded in all job categories.
  - c) An analysis of upgrading, transfer, and promotion for the past year to determine whether equal employment opportunity is being afforded.
3. **Maintenance of programs.** Within 120 days from the commencement of the contract, each contractor shall maintain a copy of separate affirmative action compliance programs for each establishment, including evaluations of utilization of minority group personnel and the job classification tables, at each local office responsible for the personnel matters of such establishment. An affirmative action compliance program shall be part of the manpower and training plans for each new establishment and shall be developed and made available prior to the staffing of such establishment. A report of the results of such program shall be compiled annually and the program shall be updated at that time. This information shall be made available to representatives of DEQ upon request, and the contractor's affirmative action program and the result it produces shall be evaluated as part of compliance review activities.

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Signature

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Date