

To ensure compliance with C.G.S. 4a-60(a)(4) and (5); 4a-60a(a)(3) and (4); and 4a-60g as amended by Public Act 15-5, the selected contractor will comply with the following procedures.

Policies and Procedures for State Funded
Projects in the Amount of
\$20 Million Dollars
or More

1. Construction Manager at Risk (CMR)/General Contractor (GC) must meet with the Commission on Human Rights and Opportunities (CHRO) Contract Compliance Unit (CCU) Supervisor and provide:
 - a. details for how the CMR/GC will make good faith efforts to solicit small businesses and small businesses owned by persons with disabilities, ethnic minorities and women.
 - b. details for how the CMR/GC will break out each trade package to allow small businesses and small businesses owned by persons with disabilities, ethnic minorities, and women to not only bid but to actually be able to perform on the project.
 - c. the supplier diversity goals the CMR/GC will assign to the overall project (to be discussed).
 - d. the trades the CMR/GC will solicit as trades for set-aside companies only.
 - e. An understanding that each company awarded one of the trade packages aforementioned must file a Supplier Diversity Plan (i.e. a Set-Aside Plan) and have it approved by the CCU.

2. CMR/GC must invite a CHRO CCU Representative to its open houses (i.e. all information sessions, pre-bid meetings, etc.) to reiterate this policy to the attendees. A CCU approved handout, to be distributed to the attendees, may be substituted.

3. The CMR/GC must submit a full Affirmative Action Plan (AAP) with sections 11 and 12 incomplete. Section 11 should bear this language: "XYZ Company will submit the requested information each month once bidding has begun, until the project has been completely bought out." For Section 12, the CMR/GC must complete, sign and date the statement provided on Attachment IIIa, whether or not the project is a design build.

4. Once the job has been completely bought out, the CMR/GC must provide CHRO with a revised Attachment III.
5. Once the job has been completely bought out, the CMR/GC is to provide CHRO with a spreadsheet that contains the following columns:
 - a. Bid/trade packages that lists the type of trade;
 - b. Bid/trade package numbers (i.e. CMR/GC identifier);
 - c. Indicates if the trade package is a set-aside package only (i.e. could only be awarded to a S/M/W/DisBE)
 - d. Lists the name of each company that was awarded one of the trade packages listed;
 - e. Indicates whether each company listed is an S/M/W/DisBE
 - f. List the contract amount (each contract must be listed separately and provided a separate bid package number);
 - g. List each trade package SBE goal percentage;
 - h. List each trade package MBE goal percentage;
 - i. Indicate whether each company listed will file a Plan or not;
 - j. Provide a column for CHRO comments; and
 - k. Provide a column for CHRO to indicate whether the company's Plan has been approved or not.
6. Each company, as indicated on the CMR/GC spreadsheet, must file a Set-Aside plan (SAP) and have that SAP approved by CHRO.
7. Each company, as indicated on the CMR/GC spreadsheet, that is filing an SAP must also adhere to CHRO's monthly and quarterly report filings.
8. The CMR/GC AAP and its subcontractors' SAPs are then monitored as if each project was separate, until the overall project is concluded. Then each subcontractors' actual SBE and MBE goals are calculated to determine if the CMR/GC actually met its SBE% and MBE% supplier diversity goals for the entire project.