

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

EEO MONITORING OF OUTSIDE CONTRACTS

MP105.14 03/06 - R

PURPOSE

All companies, agencies or individuals with whom the City contracts for goods or services are required by ordinance to comply with certain equal employment and affirmative action requirements. Those vendors or contractors participating in the regular City bid process, or other vendors selected by the City are monitored by City Purchasing to determine compliance. This procedure outlines the process to be followed to monitor compliance with EEO/Affirmative Action requirements when the Fire Department selects a vendor or contractor outside the regular City process.

RESPONSIBILITIES

It is the responsibility of each City Department to monitor EEO compliance of vendors, speakers, consultants, firms, etc. selected outside the regular City bid process. The Personnel Officer will have the responsibility for this activity in the Fire Department.

Many of the Divisions/Sections in the Fire Department participate in contracts or agreements in which services or goods are provided to the Department. In the future, certification forms must be completed by the firm, submitted to the Fire Department and assessed for compliance before a bid or quotation can be considered for acceptance. Firms that employ less than fifteen people and are not construction contractors need only complete the Certification of Less than 15 Form. (Example: Pg. 6) Firms with fifteen or more employees, or firms that are construction contractors must complete the following:

- Guideline for Affirmative Action Program (Example: Pg. 3)
- Combination EEO Questionnaire/Employer Information Report (Example: Pg. 4 Example: Pc., 5)

These reports are required for both the primary contractor and any subcontractors. If the firm is to be utilized or considered on a continual basis, the reports must only be filed once annually.

After completion, all forms required will be submitted to the Fire Department Division/Section seeking the contract/agreement. They will then be forwarded to the Personnel Officer who will review, maintain a file copy and forward the forms to the City

Equal Opportunity Department for assessment. After assessment, the Personnel Officer will notify the requesting Section of the firm's compliance or non-compliance. Fiscal Management should clear initial payments for certain contractual services through the Personnel Officer to insure compliance with this requirement.

Attention: Part A, B and D of the Phoenix City Code Affirmative Action Requirements are currently available from the City Clerks Office. We hope to provide the form from this location in the near future. Thanks - March 19, 1999.

City of Phoenix
EQUAL OPPORTUNITY DEPARTMENT
AFFIRMATIVE ACTION DIVISION

IMPORTANT NOTICE
PHOENIX CITY CODE
AFFIRMATIVE ACTION REQUIREMENTS

Suppliers, Contractors and Lessees wishing to enter into a business relationship with the City of Phoenix, must comply with either Article IV or V of Chapter 18 of the City Code, as appropriate.

Compliance is achieved by submission of the affirmative action reporting forms as indicated below:

Individuals or Firms Who Employ Fewer Than 15 People:
Certificate of Less Than 15 (Part D)

Firms Who Employee 15 or More People:

1. Employer Information Report (Part A)
2. Employer EEO Workforce Profile (Part B)
3. An Affirmative Action Plan (Part C)

These reports must be completed accurately and on file with the Equal Opportunity Department prior to bid opening, proposal submission, response to a request for quotation, response to a request for qualification or the date set forth as part of any other request response process initiated by the City.

The above referenced reports must be submitted to:

Equal Opportunity Department
Affirmative Action Division
550 W. Washington Street
Phoenix, AZ 85003-2107

Failure to comply with the affirmative action requirements outlined in the Articles will result in your being considered ineligible for any City business.

Questions may be directed to the City of Phoenix Equal Opportunity Department, Affirmative Action Division at V/(602) 262-6790, TDD/534-1557, FAX 534-1785.

Thank you for your cooperation.

3 Attachments

PART C: AFFIRMATIVE ACTION PLAN

PLEASE PRINT OR TYPE Instructions:

If your firm has an Affirmative Action Plan, please submit a copy.

If not, please complete a plan on your company letterhead utilizing the outline below. City staff will determine if you are complying with your plan and will review your firm.

AFFIRMATIVE ACTION PLAN

In order to comply with the Affirmative Action reporting requirements of Article IV or V of Chapter 18 of the Phoenix City Code, and to ensure equal employment opportunity, the following measures will be taken:

1. Equal and fair treatment will be provided to all employees regardless of race, color, religion, national origin, gender, age or disability.
2. A complete up-to-date workforce profile which records employees by race or ethnicity, gender, and job classification will be maintained and annual reports will be submitted to the City of Phoenix Affirmative Action Division.
3. All employees will be advised at time of employment that the firm is an Equal opportunity/Reasonable Accommodation Employer and that hiring, promotion or demotion is based only on the individual's qualifications and ability to perform the work.
4. The firm will cooperate with and support apprenticeship training programs based on strict non-discrimination.
5. The firm has appointed _____ to serve as the Equal Employment Officer who is authorized to supply reports and represent this firm in all matters regarding this affirmative action plan.
6. The name, address and telephone number of the Equal Employment Officer will be posted in a conspicuous place or places.

This Officer will be responsible for:

- a. Seeking to utilize minorities, females and disabled individuals to the same degree as all others based on the

following factors:

- 1) Percentage of minorities, females and disabled individuals in the company's workforce as compared with the labor market in the area.
 - 2) Local availability of minorities, females and disabled individuals having the skills we employ.
 - 3) Availability of promotable minorities, females and disabled individuals in our company.
 - 4) Existence of training institutions to train minorities, females and disabled individuals in the area.
 - 5) The internal skills training our company offers for minorities, females and disabled individuals.
- b. Supervision of periodic audits of employment practices including: (1) applicant flow (2) promotion (3) training.
 - c. Contacts with recruitment sources for qualified minorities, females and disabled individuals. Notification to

employees regarding promotions or vacancies to ensure equal opportunity.

- d. Instruction of all supervisory personnel regarding their responsibility for equal employment opportunity and

nondiscrimination requirements.

- e. Periodic reviews with all supervisory personnel to ensure that the program is being implemented at all levels.

SIGNATURE AND
TITLE _____

FIRM NAME _____

DATE ____/____/____