

Welcome to the City of Madison

Contract Compliance Know How



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Agenda

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Introduction

- ▶ The following guide is intended to inform contractors on how to remain in, or gain compliance by providing, with transparency, a thorough guide about our compliance process.

Objective

- ▶ At the end of this presentation, you should have all the information required to remain in, or gain compliance on your project.

What is contract compliance?

- ▶ All contractors awarded, or bidding on, projects in the City of Madison must be in compliance with Madison General Ordinance 39.02. This includes affirmative action plan compliance in addition to project specific compliance.

What is contract compliance?

- ▶ Affirmative Action Division provides education, evaluation and enforcement of the City's Equal Opportunity and Affirmative Action policies for all companies doing business with the City of Madison.

The Process of Contract Compliance

- ▶ This is accomplished through various meetings, trainings, audits, onsite visits, and mandatory reporting.

The Process of Contract Compliance

- ▶ Affirmative Action Division is also responsible for monitoring the compliance of non-exempt contractors, developers, community-based organizations, vendors and suppliers with Madison General Ordinance 39.02 and the Affirmative Action plan.

How to be in compliance

- ▶ Compliance is accomplished through timely mandatory reporting (MEUR/CCSR Submissions) and onsite visits.
- ▶ Affirmative Action Plans
- ▶ RAISE (Referrals and Interviews for Sustainable Employment) Program

Mandatory Reporting

- ▶ There are two forms that prime contractors need to submit on a monthly basis in order to be in compliance.
- ▶ Monthly Employment Utilization Report (MEUR)
- ▶ Committed Cost Status Report (CCSR)
- ▶ Certified Payroll (if applicable)

Monthly Employment Utilization Report (MEUR)

- ▶ The MEUR provides demographic information about the employees working at the project site. This information is provided by the prime contractor directly to our office.

Monthly Employment Utilization Report (MEUR)

- ▶ The prime contractor is responsible for collecting MEUR's from their subcontractors. The prime contractor shall submit this information or make sure that the subcontractors are submitting this information via email to contractcompliance@cityofmadison.com in a timely manner.

Monthly Employment Utilization Report (MEUR)

DEPARTMENT OF CIVIL RIGHTS - AFFIRMATIVE ACTION DIVISION
210 Martin Luther King, Jr. Boulevard, Room 523
Madison, WI 53703
(608) 266-4910

Employment Utilization Report (CC-257) (at least monthly)



This report is required by Executive Order 11246, Sec. 203(a), 208 and MGO 39.02. Failure to report can result in contracts being canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or Federally assisted construction contracts.

1. Current Goals: Minority: Female:

2. Reporting Period: From: To:

3. Name and Address of Company Reporting:
 Worksite Address/Location:
 City Contract #:

4. Construction Trade	5. Classification	6. TOTAL CITY OF MADISON CONSTRUCTION WORK HOURS:														7. Minority % of Total Hours	8. Female % of Total Hours	9. Total Number of Employees		10. Total Number of Minority Employees	
		8a. Total All Hours by Trade		8b. White		8c. Black (Not of Hispanic Origin) -		8d. Hispanic -		8e. Asian or Pacific Islander -		8f. American Indian or Alaskan Native -		8g. Two or more races				MALE	FEMALE	MALE	FEMALE
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE						
	Journey Worker	0.00	0.00													0.00%	0.00%				
	Apprentice	0.00	0.00																		
	Trainee	0.00	0.00																		
	Total New Hires	0.00	0.00																		
	Journey Worker	0.00	0.00													0.00%	0.00%				
	Apprentice	0.00	0.00																		
	Trainee	0.00	0.00																		
	Total New Hires	0.00	0.00																		
	Journey Worker	0.00	0.00													0.00%	0.00%				
	Apprentice	0.00	0.00																		
	Trainee	0.00	0.00																		
	Total New Hires	0.00	0.00																		
	Journey Worker	0.00	0.00													0.00%	0.00%				
	Apprentice	0.00	0.00																		
	Trainee	0.00	0.00																		
	Total New Hires	0.00	0.00																		
Grand Totals		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00	0.00

12. Company Official's Signature: _____ Title: _____

13. Telephone Number: Fax Number:

Date Signed:

Notice: One (1) Report Monthly
 Photocopy and computer-generated in this format are acceptable.
 The above information represents all the hours worked by this company's construction employees at the City of Madison worksites indicated above for this reporting period.

Monthly Employment Utilization Report (MEUR)

- ▶ Both the form and instructions can be found at:

<https://www.cityofmadison.com/civil-rights/contract-compliance/contract-compliance-forms/forms>

MEUR FAQs

- ▶ How do I classify an employee who falls into two categories?

If you have an employee who falls into two categories, enter hours in both categories the employee falls into. For example, if you have an employee who is a Hispanic female, you should enter her hours in both categories: 6A (female) and 6D (female).

MEUR FAQs

- ▶ How do I fill out the total employee columns when one of my employees falls into two categories?

If you have an employee who falls into two categories, you should fill in both categories the employee falls into. For example, if you have an employee who is a Hispanic Female, you should fill her information into section 9 (female) and section 10 (female).

MEUR FAQs

- ▶ Can I submit my own version of the MEUR?
- ▶ Yes, as long as the document encompasses all the information needed and is in a similar table format. *For faster processing of your information we suggest using our format. This will affect how fast your invoices are processed.*
- ▶ Generic Excel spreadsheets or “lists” will not be accepted.

Don't Forget to...

- ▶ Fill in all sections, including the name and address of the company reporting, the worksite address/location, and the city contract #.
- ▶ Fill in your contact information including your telephone number.
- ▶ MEURs that are not signed (item 12) will not be accepted.

Committed Cost Status Report (CCSR)

- ▶ The CCSR provides payments made to all subcontractors, including SBEs working on this project. This information is provided by the prime contractor via email to contractcompliance@cityofmadison.com
- ▶ Vendors and suppliers shall be included on The CCSR.

Committed Cost Status Report (CCSR)

City of Madison Committed Cost Status Report

Prime Contractor: _____ Report # _____ Report (Mo/Yr) _____
 Contract Amount: _____ Total Paid to Prime to Date: _____ Final Monthly Report? Yes No
 Contract Number: _____ Last Payment Amount Made to Prime: _____

SUBCONTRACTORS	SUPPLIER ONLY	CERTIFICATION DBE, MBE, SBE, WBE OR SECTION 3	ORIGINAL CONTRACT	LAST PAYMENT AMOUNT	RETAINED	TOTAL PAID TO DATE	NO WORK / DELIVERIES TO DATE
_____	<input type="checkbox"/>	_____	_____	_____	_____	_____	<input type="checkbox"/>
		SUBCONTRACTOR TIER / HIRED BY?	_____	_____	_____	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	_____	_____	_____	_____	<input type="checkbox"/>
		SUBCONTRACTOR TIER / HIRED BY?	_____	_____	_____	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	_____	_____	_____	_____	<input type="checkbox"/>
		SUBCONTRACTOR TIER / HIRED BY?	_____	_____	_____	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	_____	_____	_____	_____	<input type="checkbox"/>
		SUBCONTRACTOR TIER / HIRED BY?	_____	_____	_____	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	_____	_____	_____	_____	<input type="checkbox"/>
		SUBCONTRACTOR TIER / HIRED BY?	_____	_____	_____	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	_____	_____	_____	_____	<input type="checkbox"/>
		SUBCONTRACTOR TIER / HIRED BY?	_____	_____	_____	_____	<input type="checkbox"/>

The information on this form is true and accurate to the best of my knowledge.

Prepared by (please print): _____

Date: _____

Email: _____

Committed Cost Status Report (CCSR)

- ▶ The form can be found at:
<https://www.cityofmadison.com/civil-rights/contract-compliance/contract-compliance-forms/forms>

CCSR FAQs

- ▶ Do I have to include payments to suppliers on the CCSR?

Payments to subcontractors who are suppliers shall be included on the CCSR. If a supplier is an SBE, the SBE utilization will be calculated at 60% of the total contract amount.

CCSR FAQs

- ▶ Can I send my company's own version of the CCSR?
- ▶ Yes, as long as the document encompasses all the information needed and is in similar table format. *For faster processing of your information we suggest using our format.*

CCSR FAQs

- ▶ What should I do if I have months worth of payments that have not been reported?

You should contact our Contract Compliance Specialists to determine how to provide the missing information to our agency in a timely manner.

Don't forget to...

- ▶ Check the box “supplier only” on the CCSR to inform our agency what subcontractors on the report are suppliers only. This is important because we search for demographic information (MEUR) on all subcontractors listed on the CCSRs, and suppliers are not required to provide demographic information.
- ▶ Check “no work to date” on CCSR. We will not expect to see an MUER for a subcontractor who hasn't worked on a project.

How to achieve your Racial/Ethnic and Women - SBE/DBE goals

- ▶ In order to be in compliance, contractors should monitor their workforce utilization throughout the contract. Project Managers are encouraged to calculate their goals periodically. This can be done with their own systems or they can request a status report from one of our Compliance Specialists.

Racial/Ethnic and Women - SBE/DBE goals FAQs

- ▶ What should I do if I am falling behind in achieving my contract goals?

If you are falling behind in achieving your goal you should start submitting good faith efforts to our Contract Compliance Specialists.

SBEs and DBEs

- ▶ For contract compliance purposes, the compliance process and reports are the same in nature and frequency regardless of which TBE goal you have for your contract.

On Site Visits

- ▶ On site visits will be conducted by Affirmative Action Division Staff as part of the compliance process.
- ▶ On site visits will occur at least twice during the length of the contract.

On Site Visits Goal

- ▶ The goal of our on site visits is to ensure compliance at the contract site.
- ▶ Staff will note conditions and work being done on site and will interview one or more employees.

On Site Visits Know How

When performing an on site visit we are looking for:

- ▶ Equal Employment Opportunities (EEO) notices posted at the contract site.
- ▶ Differences between work performed by AA group members and non-minority males.
- ▶ Non-segregation of facilities.
- ▶ Separate or single-user toilet and changing facilities provided to ensure privacy between genders.
- ▶ Securable single-user toilets.

On Site Visits EEO/AA Interview

- ▶ The goal of the on site visit interviews is to ensure that all employers prime contractors, and subcontractors are in compliance in terms of wage equality, safety, and non-discrimination practices.

On Site Visits FAQs

▶ How do I know an on site visit will happen?

One of our Contract Compliance Specialists may notify the prime contractor's project manager to schedule an on site visit, however, non scheduled on site visits may occur at any time.

Contract Compliance Know How

- ▶ The City of Madison and the Department of Civil Rights is committed to provide support to all contractors conducting business with the City. Our goal is to provide you with all necessary information so you can stay in compliance.
- ▶ Don't hesitate to reach out to our Contract Compliance specialists in case you have any comments or questions.

Contract Compliance Know How

- ▶ You can reach us at contractcompliance@cityofmadison.com

