

**Checklist for Municipalities
For Contracting
Effective October 1st, 2015**

- Post the bid notice with [CHRO language](#) included
- Pre-bid meeting (if applicable)
- Provide bid documents with CHRO language included
([Notification to Bidders/Contract Compliance Monitoring Report](#) included)
- Screen Bids
- Check CHRO website for [contractor affidavit list](#)
- Check with [CT Law Journal](#) and the [Department of Labor](#) to ensure contractor is not debarred
- Select bidder (consider information on the Notification to Bidders/Contract Compliance Monitoring Report)
- Send notice to selected bidder and copy to CHRO (email Alvin.Bingham@ct.gov)
 - \$50,000.00 to \$499,999.99 [Notification of Contract Award](#)
 - \$500,000.00 equal to or greater than [Intent to Award Contract Notice](#)
- Include [non-discrimination and set-aside language](#) in contract and submit proposed contract language to CHRO for review (email Neal.Kline@ct.gov)
- Execute contract with contract compliance and set-aside language
 - \$50,000.00 to \$499,999.99 when awarded
 - \$500,000.00 equal to or greater than only when:
 - Contractor has submitted an approved Affirmative Action Plan to CHRO **OR**
 - Request [authorization from CHRO to execute contract](#) and retain 2% per month of the total contract value until contractor has submitted an approved Affirmative Action Plan to CHRO and CHRO has granted approval
- Ensure a copy of a letter of transmittal from the contractor was received confirming an Affirmative Action Plan was filed with CHRO

For Contracts Equal to or Greater than \$500,000.00

The contract cannot be awarded without an approved Affirmative Action Plan OR authorization from CHRO to award and retain 2%

- Contact CHRO AA/CC Unit to request authorization to execute the contract prior to the contractor's Affirmative Action Plan being approved (email Alvin.Bingham@ct.gov)
- Execute Contract when CHRO gives approval to do so
- Retain 2% of the total state-funded portion of the contract per month until CHRO approves the contractor's Affirmative Action Plan
- The municipality receives written notice from CHRO to release the 2% retainage
- Release the 2% retainage to the contractor