Checklist for Municipalities
For Contracting
Effective October 1st, 2015

☐ Post the bid notice with CHRO language included

* You do not have to have your bid documents pre-approved by CHRO prior to going out to bid

☐ Provide bid documents to bidders with CHRO language included (Notification to Bidders/Contract Compliance Monitoring Report)

☐ Check CHRO website for contractor non-discrimination affidavit list

* Non-Discrimination Affidavit must be current prior to contract award

☐ Check with CT Law Journal and the Department of Labor to ensure contractor is not debarred

☐ Send either Notification of Contract Award or Intent to Award Contract 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

☐ Execute contract with non-discrimination 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

* Please seek confirmation from your contractor that they have submitted their plan to CHRO; if a contractor’s plan is not received the contractor’s failure to submit may be reported to our Legal Department

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, within two (2) business days

☐ 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