

**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