

## EQUAL EMPLOYMENT OPPORTUNITY - STAFFING PLAN

**Submit with Bid or Proposal - Instructions on Page 2**

Offeror's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Federal ID No: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Solicitation No: \_\_\_\_\_

Report includes:

Workforce to be utilized on this contract

Reporting Entity:

Contractor

Contractor/Subcontractor's total workforce

Subcontractor - Name: \_\_\_\_\_

Job Categories	Total Work Force	Race/Ethnicity - report employees in only one category														
		Hispanic or Latino		Not-Hispanic or Latino							Female					
		Male		Male			Female				Female					
		Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	
Executive/Senior Level Officials and Managers																
First/Mid-Level Officials and Managers																
Professionals																
Technicians																
Sales Workers																
Administrative Support Workers																
Craft Workers																
Operatives																
Laborers and Helpers																
Service Workers																
<b>TOTAL</b>																

PREPARED BY (Signature): \_\_\_\_\_

DATE: \_\_\_\_\_

NAME AND TITLE OF PREPARER: \_\_\_\_\_  
*(print or type)*

TELEPHONE/EMAIL: \_\_\_\_\_

## INSTRUCTIONS

**General Instructions:** All Offerors and each subcontractor identified in the bid or proposal must complete an EEO Staffing Plan (EEO 100) and submit it as part of the bid or proposal package. Where the workforce to be utilized in the performance of the State contract can be separated out from the contractor's or subcontractor's total workforce, the Offeror shall complete this form only for the anticipated workforce to be utilized on the State contract. Where the workforce to be utilized in the performance of the State contract cannot be separated out from the contractor's or subcontractor's total workforce, the Offeror shall complete this form for the contractor's or subcontractor's total workforce.

### Instructions for Completing:

1. Enter the Solicitation number that this report applies to, along with the name, address, and telephone number of the Offeror.
2. Check off the appropriate box to indicate if the workforce being reported is solely in support of the contract or the Offeror's total workforce.
3. Check off the appropriate box to indicate if the Offeror completing the report is the contractor or subcontractor.
4. Enter the total workforce by EEO job category.
5. Break down the total workforce by gender and race/ethnic background and enter under the heading Race/Ethnicity. Contact the Designated Contact(s) for the solicitation if you have any questions.
6. Enter the name, title, phone number and/or email address for the person completing the form. Sign and date the form in the designated areas.

### RACE/ETHNIC IDENTIFICATION

For purposes of this form CIO/OFT will accept the definitions of race/ethnic designations used by the federal Equal Employment Opportunity Commission (EEOC), as those definitions are described below or amended hereafter. (Be advised these terms may be defined differently for other purposes under NYS statutory, regulatory, or case law). Race/ethnic designations as used by the EEOC do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. The race/ethnic categories for this survey are:

- **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- **Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.