

Louisville Metro Human Relations Commission

PREQUALIFICATION

Navigating through the Contract
Compliance and Certification System
(CCCS)

Do I need to be Prequalified?

Yes, if...

1. **If you represent a person, firm, corporation or an association seeking to do business with Louisville Metro Government**
and
2. **The amount of business you are doing with Louisville Metro Government totals \$20,000 or above**

Prequalification involves a company's Affirmative Action Plan

What is an Affirmative Action Plan?

A set of goal-oriented management policies and procedures to eliminate barriers to employment opportunities for minorities, women and qualified disabled persons that are not based on specific job requirements.

The plan includes a contractor's self-examination of its workforce and employment practices and sets forth action-oriented programs to identify and correct deficiencies in the areas of equal employment opportunity.

Prequalification

Purpose:

Louisville Metro Government (LMG) wants to ensure employment opportunities generated directly or indirectly by LMG, are equally available to all citizens.

Therefore, prior to doing business with LMG, an Affirmative Action Plan is requested of applicable contractors and vendors.

Affirmative Action Plans will be reviewed in greater detail, later in this presentation

How do I Prequalify my Business?





HUMAN RELATIONS COMMISSION

Government / All City D

FEEDBACK

Department Home

About Us

Our Mission

Contract Compliance & Certification System

File a Discrimination Complaint

File a Disability or Accessibility Complaint

File a Minimum Wage Complaint

Citizen Advocate

Reports & Publications

Open Records Request

If you have never used our Contract Compliance and Certification System (CCCS) before, "Click Here"

...ions Commission seeks to bridge the many ethnic, racial, Metro through a combination of civil law enforcement and

...e participate in civic activities and have a voice in the of our diverse populations, and a fundamental need to blend these diverse community characteristics, into a more understanding, supportive, tolerant, all-inclusive society.

We also monitor contract compliance for entities doing business with Louisville Metro Government.

And, we have legally-chartered responsibilities to enforce anti-discrimination laws in Louisville Metro/Jefferson County, Kentucky.

Welcome!

Department Home News

MAR 4 The Jury Selection Process: What Does It Mean To Be A Citizen?

JUL 1 Louisville's minimum wage increases to \$7.75 today

View All News

City Events

MAR 14 VAPStat joint meeting

MAR 14 Free Yoga Classes at Shelby Park Community Center

Department Home

About Us

Our Mission

Contract Compliance & Certification System

File a Discrimination Complaint

If you need to
Prequalify
Your business with
Louisville Metro
Government (via the
Human Relations
Commission)
“Click Here”

Human Relations Commission
(502) 574-3631

410 West Chestnut Street
Suite 300A
Louisville, KY 40202
8:00 a.m. - 5:00 p.m., Monday through
Friday



Contract Compliance & Certification System

Do business with Louisville Metro Government by registering, prequalifying, and/or certifying good faith efforts with minority, female and handicapped owned businesses!

Louisville Metro Government has a Contract Compliance & Certification System for monitoring equal access programs, enforcing equal access laws, and educating the public in order to achieve a bias-free living and working environment in the Louisville Metro geographical jurisdiction.

Prior to opening the Contract Compliance & Certification System, please make sure you use a Microsoft Internet Explorer browser version 9 or higher

(You may also access the CC&CS system with other browsers, such as Google Chrome, Mozilla Firefox, etc.)



[Click here for Contract Compliance & Certification System log-in](#)

PREQUALIFICATION

Our agency enforces and monitors Affirmative Action Plans for contractors and vendors doing business with Louisville Metro Government according to Louisville Metro Ordinance No. 214, Series 2005.

[Click here for Prequalification](#)

CERTIFICATION

In June 2007, the Louisville Metro Council re-enacted former City of Louisville Ordinance No. 140, Series 1988. The newly re-enacted Louisville Metro Ordinance No. 102, Series 2007, which is administrated by the Human Relations Commission, establishes the certification process for businesses owned, operated, and controlled by minorities, females, and persons with disabilities.

To qualify as an MBE/FBE/HBE, an applicant must provide proof that the company is at least 51% **owned, operated, and controlled by one or more minorities, females, or persons with a disability**. In order for a business to obtain certification, it must go through an application process that gathers information about the makeup of the organization.

[Apply for Certification Online](#)

VENDOR REGISTRY

The first step to doing business with Louisville Metro Government starts with Registering in

Department:

Human Relations
Commission

Service Category:

Business & Economic
Development
City Management &
Performance
Community Development
Jobs & Career Development
Legal & Professional Records
Permits, Applications &
Licenses
Revenue & Taxes

There are 2-steps you must complete to Prequalify your company:

1. Create an account

- Estimate of 2-3 minutes to complete
- Have Tax Id # ready to be entered

2. Prequalify your company

- Estimate of 3 – 5 minutes to complete
- Have the following ready to be entered:
 - Tax Revenue #
 - Commodity Code(s)
 - # of employees
 - # of minority employees and the # of female employees
 - Workforce Breakdown

This will be explained, in detail, later in the presentation

Again, if your company has never used the Contract Compliance and Certification System (CCCS)...

Human Relations

Human Relations

- [Our Mission](#)
- [Our Boards](#)
- [Enforcement Services](#)
- [Equal Opportunity Services](#)
- [Our Citizen's Advocate](#)
- [Race and Relations Conference](#)
- [Reports and Publications](#)
- [I Want To](#)
- [News](#)
- [Open Records Requests](#)
- [Contact](#)

LouisvilleKY.gov Links

- [Find Metro Departments](#)
- [Employment Opportunities](#)
- [How can we improve your city website?](#)

Contract Compliance and Certification System

Louisville Metro Government HRC Vendor Prequalification

Thank you for your interest in doing business with Louisville Metro Government Human Relations Commission (HRC)!

Using our new Contract Compliance and Certification System (CCCS), the registration process takes only a couple of minutes. After registering your entity, you will automatically be logged into the system and directed to our Prequalification Application.

Only persons, firms, corporations and associations ("entities") that meet the Louisville Metro Government procurement policy threshold of \$20,000 or above must be a prequalified vendor. Prequalification is the process used to verify your entity is an equal opportunity employer and that you're properly utilizing minority, female and handicapped employees in your place of business.

If your entity meets our requirements for prequalification we strongly encourage you to complete the Registration and Prequalification Application process.

Prequalified Vendors may receive notification of bid opportunities with Louisville Metro Government. Bidders are encouraged to [view procurement opportunities and download bid documents at NO COST on a regular basis.](#)

Should you have any questions or require additional information, feel free to contact the Human Relations Commission via email at hrc@louisvilleky.gov or contact the Help Desk for assistance using CCCS [online](#) or by email at louisvilleky@diversitycompliance.com. Thank you for your cooperation.

Need Help?
[Does My Firm Need to be Prequalified?](#)
[Sign up for a Training Class](#)

System Links

- [Home/Login](#)
- [Find a Certified Business](#)
- [Become a Certified Company](#)
- [Louisville Metro Government Vendor Directory](#)
- [Become a Prequalified Vendor or Contractor](#)
- [Become a Registered Vendor](#)
- [Upcoming Training & Events](#)
- [Contact Support/Help Desk](#)
- [Account Lookup](#)
- [Password Reminder/Reset](#)
- [Help/First Time Visitors](#)

I Want To...

- [Find Good Faith Effort Paperwork](#)
- [File a Discrimination Complaint](#)
- [New Policy Changes for PSCs and Vendor Set-Up](#)
- [View All](#)

To continue, please select one option below.

Option 1

NEW Prequalification

You want to become Prequalified with Louisville Metro Government.

» [Create Account](#)

Option 2

Renew or Update Prequalification

Your entity is already Prequalified or Certified with Louisville Metro Government and you know your username and password to renew or update your information.

» [Login](#)

Your entity is already Prequalified or Certified with Louisville Metro Government but you can't remember your username or password.

» [Lookup Account](#)

Part 1
 Click here to **Create an Account...**

After creating an account, you will be directed to the Vendor Prequalification Application. If you login to an existing account, click "Submit Prequalification Application" to the right of the "Dashboard".

“Create Account” Form

To help us better serve you, Please answer all questions

Enter your TAX ID #, Then click Lookup To ensure your account is not already in the system

Contract Compliance and Certification System

Residents Business Visitors Mayor Metro Council Departments Services Data & Maps

LouisvilleKy.gov Home >> Human Relations >> Contract Compliance and Certification System

Human Relations

- Human Relations
 - Our Mission
 - Our Boards
 - Enforcement Services
 - Equal Opportunity Services
 - Our Citizen's Advocate
 - Race and Relations Conference
 - Reports and Publications
 - I Want To...
- Employment Opportunities
- How can we improve your city website?

Contract Compliance and Certification System

Create Account

Please fill in the information below. The account creation process takes only a couple of minutes, and all information can be updated at any time after registration. You will then be automatically directed to the start of the application form.

Important Note: If you received any form of notice from us regarding this system, an account may have been pre-configured for you. **Please look up your business to see if an account already exists.** You can also check with [Customer Service](#) before registering to check for an existing account. **If you are currently certified then your firm is already in the system.**

If you have questions about this registration process or need more information, please contact [Customer Service](#).

System Links

- Home/Login
- Find a Certified Business
- Become a Certified Company
- Louisville Metro Government Vendor Directory
- Become a Prequalified Vendor or Contractor
- Become a Registered Vendor
- Upcoming Training & Events
- Contact Support/Help Desk
- Account Lookup
- Password Reminder/Reset
- Help/First Time Visitors

I Want To...

- Find Good Faith Effort Paperwork
- File a Discrimination Complaint
- New Policy Changes for PSCs and Vendor Set-Up
- View All

*** required entry**

Section 1: Business Lookup

Tax ID Number * [Click to Lookup](#)
 (Federal Tax ID, 9 numbers, do not enter dashes or spaces)

Section 2: Business Information

Business Name *

DBA Name

Company Type *

Company Ethnicity

Company Gender

Section 3: Business Contact Information

Main Company Email *

Main Phone *

Main Fax *

Company Web Site

Company Address *

City *

State/Province *

Zip Code/Postal Code *

Country *

Section 4: Company Contact Person

Name *

Title

Email/Username *

Phone Number * Ext.

Fax Number *

Choose password * Strength Sufficient

Retype password * Passwords Match

Time Zone *

Then click “Next” located at the bottom of the ‘Create Account’ page...

FYI...

When you are beginning the online Prequalification process, 3 possible scenarios may exist for your business

We will focus on this scenario first

- Your business has never been entered into this system

- The CCCS finds a similar (partial match) business to yours in the system

*** WARNING ***

The information provided partially matches one or more existing vendors in the system.

We will focus on these scenarios later

- The CCCS finds an exact match of your business in the system

*** WARNING ***

The information entered EXACTLY matches one or more existing vendors in the system.

Now, back to the online system...



Contract Compliance and Certification System

Create an Account

Please confirm your registration information. If you need to make changes, click **Edit** in the appropriate table.

Business Information Edit

Business name	Kydjor, Inc.
DBA name	
Tax ID Number	117258654
Company Type	Corporation
Company Ownership	Caucasian
Ethnicity	
Company Ownership	Male
Gender	

Business Contact Information Edit

Email	[redacted]@louisvilleky.gov
Phone	502-555-5555
Fax	502-556-5556
Web Site	
Address	123 Welome Blvd. Louisville, KY 40202

Company Contact Person Edit

Name	[redacted]
Title	
Username	stella.dorsey@louisvilleky.gov
Email	stella.dorsey@louisvilleky.gov
Phone	502-555-5555
Fax	502-556-5556
Time Zone	US/Eastern

I would like to create an account in this system.

Next Edit

System Links

- [Home/Login](#)
- [Find a Certified Business](#)
- [Become a Certified Company](#)
- [Louisville Metro Government Vendor Directory](#)
- [Become a Prequalified Vendor or Contractor](#)
- [Become a Registered Vendor](#)
- [Upcoming Training & Events](#)
- [Contact Support/Help Desk](#)
- [Account Lookup](#)
- [Password Reminder/Reset](#)
- [Help/First Time Visitors](#)

I Want To...

- [Find Good Faith Effort Paperwork](#)
- [File a Discrimination Complaint](#)
- [New Policy Changes for PSCs and Vendor Set-Up](#)
- [View All](#)

Then, review the information you have entered

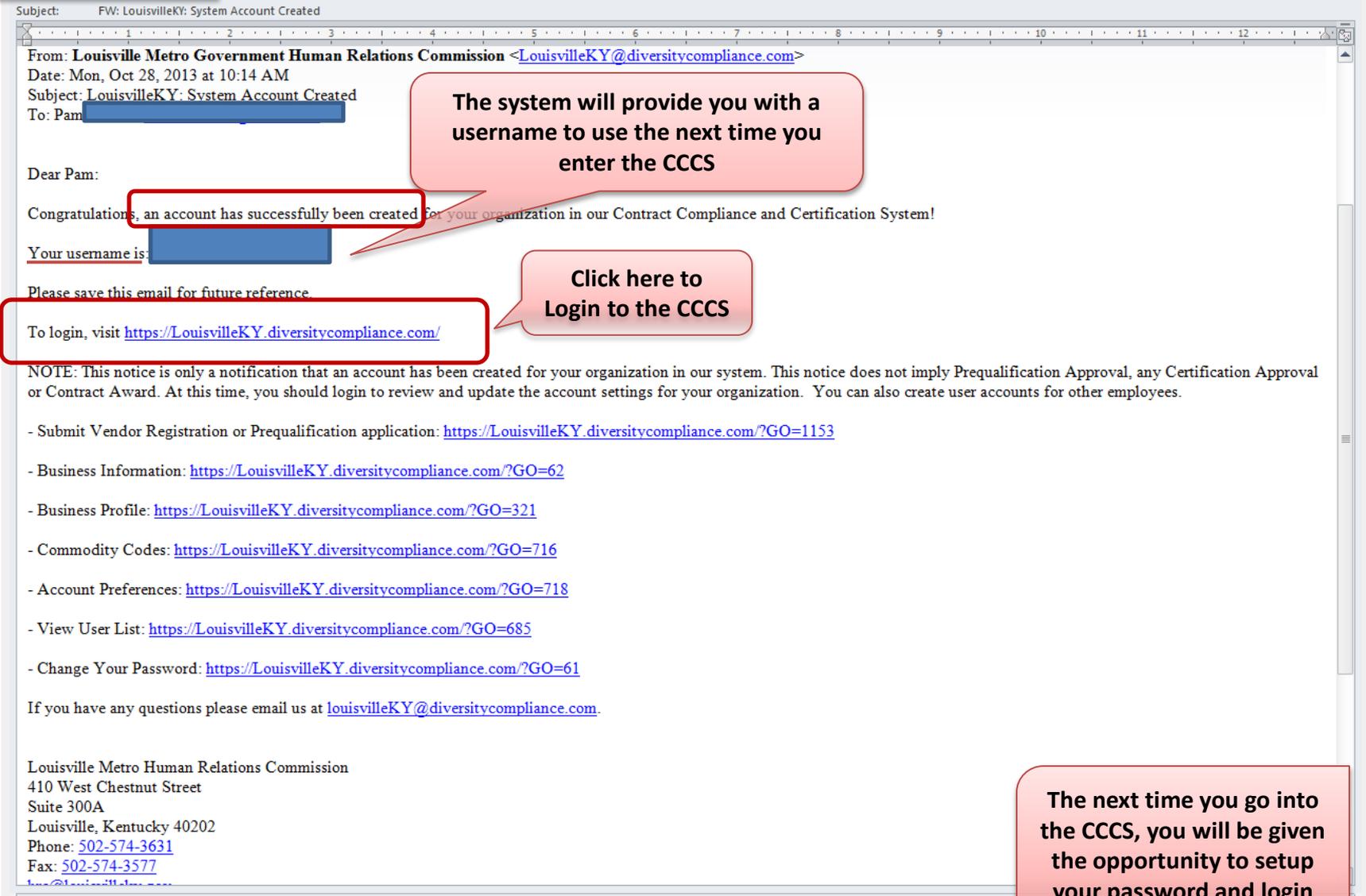
Confirm that you would like to create an account with the information entered by clicking the checkbox, here...

Click, "Next"

Your Account is now created.

But, Don't Stop Here
Continue, to complete your Prequalification process

Once you have created your account, you will get an email similar to this...



The system will provide you with a username to use the next time you enter the CCCS

Click here to Login to the CCCS

The next time you go into the CCCS, you will be given the opportunity to setup your password and login

Your Account has been created. Now, Step 2 - To Prequalify...



Home

View »

Search »

Message »

Settings »

Help & Support »

Logoff

[Show All](#) [Hide All](#)

Logged on as:

Welcome to our system!

Our system is designed to make data gathering simpler and faster. Please review the information below before continuing to ensure that you maximize your

Security

- » Change your password immediately if someone else set up your account.
- » Do not use someone else's account. Every person must have their own account. If you do not know how to set up a user account, please contact us through the messaging system: from the left menu, click **Message**, then **Contact System Support**.

Navigating

- » All system functions are available from the menu on the left. Just click any of the topics to view the subitems. This menu is visible at all times.
- » The page you will see after this welcome screen is your dashboard. It provides a quick summary of your assigned records, and identifies if immediate action is required.

Finding Records

- » If you need to find a particular record (contract, vendor, user, certification), the best place to start is Search. From the left menu, click **Search**, then select the type of record you need to find. For tips on searching the system, download the Quick Guide listed below.

Help & Support

- » Download the support guide in PDF format - [Download Support Guide](#).
- » Download the training manual in PDF format - [Download Training Manual](#).
- » More help options are available from the left menu under **Help & Support**, including our online help system, a Forums module, and messaging tools.

Do not show this page again.

Continue

A Dashboard will be created for your company

When you 1st enter the CCCS, or click the **"Home"** link, you will be taken to your company's dashboard

The dashboard interface includes a left sidebar with navigation links: Home, View >>, Search >>, Message >>, Settings >>, Help & Support >>, Contact Support, Help System, Quick Guide, Training Manual, Training Classes, Video Tutorials, Forums, Submit Feedback, Report a Problem, Email Test, About B2Gnow, and Logoff. Below the sidebar are links for Show All and Hide All, and a logged-on status indicator.

The main content area features several sections:

- Alerts:** A dropdown menu shows "Displaying records assigned to your company". Below it, a message states "No information available for display in dashboard." A link for "View Pending Alerts" is circled in red.
- Certification Center:** A yellow header section with a warning icon and text: "If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account."
- System News:** A section titled "New Features for Vendors" with two numbered items. A link for "Training Classes & Events" is circled in red. At the bottom, there is a link for "View events & RSVP today".
- Configure:** A section with multiple links: Change Your Password, Edit Your User Settings, Business Info, Profile Setup, List/Add Users, Main Contacts, Commodity Codes, and EEO/Workforce Comp. A link for "Submit Vendor Registration/Prequalification" is circled in red.

At the bottom of the page, there is a "Customer Support" link circled in red, and a footer with "Copyright © 2012 B2Gnow. All rights reserved." and navigation links for Home, Help, Print This Page, and Print To PDF.

Through the dashboard, you can perform a number of activities

- Home
- View >>
- Search >>
- Message >>
- Settings >>
- Help & Support >>
- Contact Support
- Help System
- Quick Guide
- Training Manual
- Training Classes
- Video Tutorials
- Forums
- Submit Feedback
- Report a Problem
- Email Test
- About B2Gnow
- Logoff
- Show All
- Hide All

Dashboard

Displaying records assigned to your company

No information available for display in dashboard.

If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

These links will open for you to view additional information,

Alerts

No Activated Alerts. [View Pending Alerts.](#)

System News

New Features for Vendors

If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:

1. [Add a date alert](#) to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification -- for example 90 days, 60 days, and 30 days before the renewal is due.
2. If your firm holds a certification that is not listed, [submit a missing certification request](#). Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.

Training Classes & Events

Learn more about the system with our regular training classes. [View event details.](#)

>> [View event details.](#)

There will be a link provided in this section for you to start your Prequalification process. Click Here

Configure

[Change Your Password](#)
[Edit Your User Settings](#)

[Business Info](#)
[Profile Setup](#)
[List/Add Users](#)
[Main Contacts](#)
[Commodity Codes](#)
[EEO/Workforce Comp.](#)

[Submit Vendor Registration/Prequalification](#)

[Apply for Certification](#)

[Take a Training Class](#)

The system will navigate you to this page...

Vendor Registration/Prequalification: Start

Help & Tools

LouisvilleKy.gov

Main | General Info | Public Profile | Users | Commodity Codes | Contacts | Employees

Certifications | Workforce Composition/EEO | Registrations/Prequalifications

Home

View »

Search »

Message »

Settings »

Help & Support »

Logoff

Show All Hide All

Logged on as

Kydjor, Inc.

Now, click here to Prequalify...

Available Vendor Registrations/Prequalifications

Questionnaire	Description
Louisville Metro Government HRC Vendor Prequalification	Prequalify to do business with Louisville Metro Government
Louisville Metro Government HRC Vendor Registration	Register to do business with Louisville Metro Government

Return to List



Vendor Registration/Prequalification: Review Status

Help & Tools

Business Name: Kydjor, Inc.
[Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#)
[Certifications](#) | [Workforce Composition/EEO](#) | [Registrations/Prequalifications](#)

View [Does My Firm Need to be Prequalified?](#) to determine if your firm is required to be prequalified.

Vendor Registration/Prequalification	
Name	Louisville Metro Government HRC Vendor Prequalification
Description	Prequalify to do business with Louisville Metro Government



Your account is in order and you can proceed with your Vendor Registration/Prequalification. Click **Start Vendor Registration/Prequalification** below to continue.



You are now on the Online Prequalification Form.

Some of the information entered previously, when you created an account, will be automatically transferred here.

Make sure to add your company's commodity codes. See a list of codes by clicking here...

Note: In order to submit your Prequalification Application with Louisville Metro Government, you must attach in electronic format the supporting documents listed below. Failure to provide the required information and documentation will result in a process delay and/or rejection of your registration.

*** required entry**

Vendor Registration/Prequalification

Name: Louisville Metro Government HRC Vendor Prequalification
Prequalify to do business with Louisville Metro Government

Email: [redacted]@louisvilleky.gov
[redacted]@louisvilleky.gov

Federal Tax ID: 117258654 (Federal Tax ID)

Company Type: Corporation

Commodity Codes: **Add Commodity Codes**

Click the **Add Commodity Codes** button to lookup and add commodity codes to the list that represent the products and/or services provide by the business.

NAICS 23822 Commercial and Institutional Building Construction ([Remove](#))

Business Profile

Louisville Metro Revenue Commission Tax Account Number: 147258369
Not registered with the Revenue Commission? Register at <https://www.metrorevenueservices.org/Registration/> to obtain your Tax Account Number.

Company Category: Construction
 Service
 Supplier
 Construction-Management
 Manufacturer
 Other

Workforce Reporting: Company-wide
 Facility
 Division
 Operation

Number of Minority Employees: 25

Number of Female Employees: 5

Total Number of Employees: 100

Business Classification: Please select all that apply to your firm

- Not Applicable
- Small Business
- Local Business
- Minority Owned Business
- Women Owned Business
- Disabled Owned Business
- Majority Owned or Non-MFHBE
- Other

If you know the commodity code name, enter it here...

Then click Search...

Commodity Codes: Search

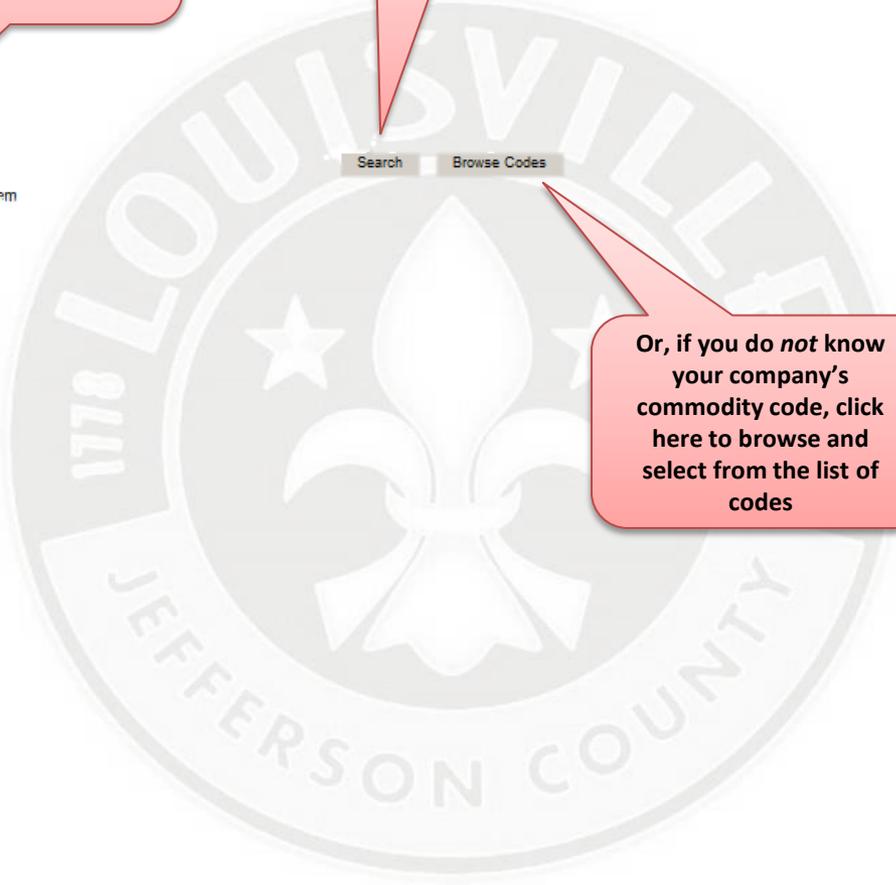
NAICS: North American Industry Classification System

Search Browse Codes

Help & Tools

Return

Or, if you do *not* know your company's commodity code, click here to browse and select from the list of codes



List of Commodity Codes

Search Return

NAICS: North American Industry Classification System

Code Type	Code	Code Description	Actions
NAICS	11	Agriculture, Forestry, Fishing and Hunting (More)	Add
NAICS	21	Mining, Quarrying, and Oil and Gas Extraction (More)	Add
NAICS	22	Utilities (More)	Add
NAICS	23	Construction (More)	Add
NAICS	31	Manufacturing (More)	Add
NAICS	32	Manufacturing (More)	Add
NAICS	33	Manufacturing (More)	Add
NAICS	42	Wholesale Trade (More)	Add
NAICS	44	Retail Trade (More)	Add
NAICS	45	Retail Trade (More)	Add
NAICS	48	Transportation and Warehousing (More)	Add
NAICS	49	Transportation and Warehousing (More)	Add
NAICS	51	Information (More)	Add
NAICS	52	Finance and Insurance (More)	Add
NAICS	53	Real Estate and Rental and Leasing (More)	Add
NAICS	54	Professional, Scientific, and Technical Services (More)	Add
NAICS	55	Management of Companies and Enterprises (More)	Add
NAICS	56	Administrative and Support and Waste Management and Remediation Services (More)	Add
NAICS	61	Educational Services (More)	Add
NAICS	62	Health Care and Social Assistance (More)	Add
NAICS	71	Arts, Entertainment, and Recreation (More)	Add
NAICS	72	Accommodation and Food Services (More)	Add
NAICS	81	Other Services (except Public Administration) (More)	Add
NAICS	92	Public Administration (More)	Add
NAICS	99	Airport Concessions (More)	Add

If you wish to obtain more a detailed coding, click the **Blue** numbers

Or click **More** to get more information

NAICS: North American Industry Classification System

Top - 23

Code Type	Code			
NAICS	236	Construction of Buildings (More)	NAICS	236 Construction of Buildings: (More)
NAICS	237	Heavy and Civil Engineering Construction (More)		Add
NAICS	238	Specialty Trade Contractors (More)		Add

Click here to get even more detailed coding

Commodity Codes: Browse

Help & Tools

Search Return

NAICS: North American Industry Classification System

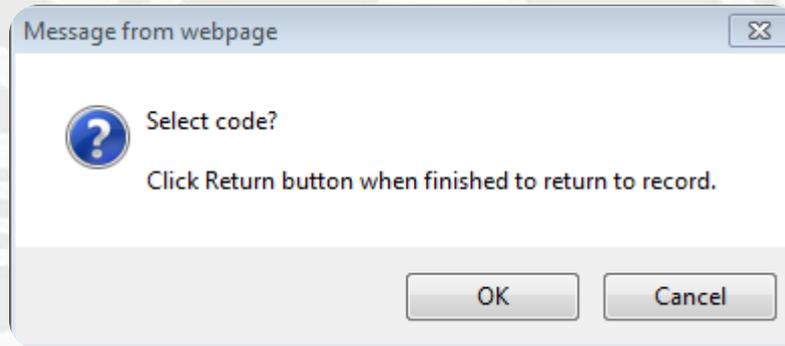
Top > 23 > 236

Code Type	Code	Code Description	Actions
NAICS	2361	Residential Building Construction (More)	Add
NAICS	2362	Nonresidential Building Construction (More)	Add



Once you get to a sufficient level of detail, click **"Add"** To include the code on the online Prequalification Application form

After you click, "Add", you will see
this **pop-up message**
Simply, click "OK" to return to the online
Prequalification Application Form



Now, you are back on the Prequalification Form
Please fill out this form *completely!*

Thank you for registering with Louisville Metro Government!

Note: In order to submit your Prequalification Application with Louisville Metro Government, you must attach in electronic format the supporting documents listed below. Failure to provide the required information and documentation will result in a process delay and/or rejection of your registration.

* required entry

Vendor Registration/Prequalification

Name	Louisville Metro Government HRC Vendor Prequalification
Description	Prequalify to do business with Louisville Metro Government

Vendor Information

Your Email *	██████████@louisvilleky.gov
Company Email *	██████████@louisvilleky.gov
Tax ID Number *	117258654 (Federal Tax ID)
Company Type *	Corporation
Commodity Codes *	<input type="button" value="Add Commodity Codes"/>

Click the **Add Commodity Codes** button to lookup and add commodity codes to the list that represent the products and/or services provide by the business.

NAICS 23822	Commercial and Institutional Building Construction (Remove)
-------------	---

The commodity code you selected will be placed, here...

Business Profile

Not registered with the Revenue Commission? Register at <https://www.metrorevenueservices.org/Registration/> to obtain your Tax Account Number.

Louisville Metro Revenue Commission Tax Account Number *	147258369
Company Category *	<input checked="" type="radio"/> Construction <input type="radio"/> Service <input type="radio"/> Supplier <input type="radio"/> Construction-Management <input type="radio"/> Manufacturer <input type="radio"/> Other
Workforce Reporting *	<input checked="" type="radio"/> Company-wide <input type="radio"/> Facility <input type="radio"/> Division <input type="radio"/> Operation
Number of Minority Employees *	25
Number of Female Employees *	5
Total Number of Employees *	100
Business Classification *	Please select all that apply to your firm <input type="checkbox"/> Not Applicable <input type="checkbox"/> Small Business <input checked="" type="checkbox"/> Local Business <input type="checkbox"/> Minority Owned Business <input type="checkbox"/> Women Owned Business <input type="checkbox"/> Disabled Owned Business <input checked="" type="checkbox"/> Majority Owned or Non-MFHBE <input type="checkbox"/> Other

Here, you can select multiple answers that apply to your company

Convert Select

Human Relations - Contract Compliance and Cer...

LouisvilleKy.gov

Home
View »
Search »
Message »
Settings »
Help & Support »
Logoff

Not registered with the Revenue Commission? Register at <https://www.metrorevenueuserices.org/Registration/> to obtain your Tax Account Number.

Louisville Metro Revenue Commission Tax Account Number * 147258369

Company Category *
 Construction
 Service
 Supplier
 Construction-Management
 Manufacturer
 Other

Workforce Reporting *
 Company-wide
 Facility
 Division
 Operation

Number of Minority Employees * 25
Number of Female Employees * 5
Total Number of Employees * 100
Business Classification *

Please select all that apply to your firm

Not Applicable
 Small Business
 Local Business
 Minority Owned Business
 Women Owned Business
 Disabled Owned Business
 Majority Owned or Non-MFHBE
 Other

Subsidiaries or Affiliates

Subsidiaries or Affiliates *

Please provide us with the names of any subsidiaries and/or affiliates that are covered by this Prequalification Application. Including these organizations means that you must upload a World application for each Subsidiary/Affiliate company.
If your entity has no subsidiaries and/or affiliates, type "No subsidiaries or affiliates" in the text box.

No subsidiaries or affiliates

Document List

In order to submit and complete your Prequalification Application, you must provide in electronic format the applicable supporting documents. Failure to provide the required documentation will result in a process delay and/or rejection of your application.

A vendor is considered Prequalified if one (1) of the following criteria have been met; the recognized criteria and supporting documents are listed below.

Option 1: Your entity is a small business employing ten (10) or fewer employees.

Documents required to Submit:

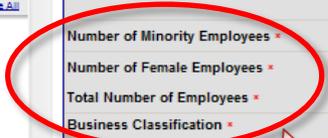
- A list of your entities total number of current employees

Option 2: Your entity has more than ten (10) employees and a current Federally-Approved Affirmative Action Plan (AAP).

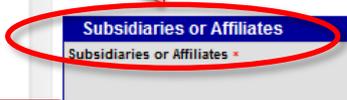
Documents to Submit:

- Attach a copy of your Federally-Approved AAP
- Attach a copy of the federal government's letter approving your plan

Option 3: Your entity has more than ten (10) employees and created its own acceptable, bona fide Affirmative Action Plan (AAP).



Be sure to gather this information prior to starting your Prequalification Application



We will discuss the "Document List" next



PREQUALIFICATION

**Required Supportive
Documents**

One (1) of the three Affirmative Action Plan options must be completed and uploaded into the Online **Prequalification** Application Form

1. A federally approved Affirmative Action Plan

or

2. An Affirmative Action Plan created by your company

- Go to

http://www.dol.gov/ofccp/regs/compliance/AAPs/Sample_AAP_final_JRF_QA_508c.pdf

to view an example of elements needed in an Affirmative Action Plan

or

3. Complete the following HRC-prepared documents located in the online Prequalification Application Form in the 'document list' section:

- **Minority Workforce Analysis**
- **Female/Handicapped Workforce Analysis**
- **Goals and Timetable /Corrective Action Form (if needed)**

The online application, forms location and uploading instructions will be reviewed later in this presentation

The Document List – The list of documents that demonstrate a company's Affirmative Action policy is provided in the CCCS...

Document List

In order to submit and complete your Prequalification Application, you must provide in electronic format the applicable supporting documents. Failure to provide the required documentation will result in a process delay and/or rejection of your application.

A vendor is considered Prequalified if one (1) of the following criteria have been met; the recognized criteria and supporting documents are listed below.

Option 1: Your entity is a small business employing ten (10) or fewer employees.

Documents required to Submit:

- A list of your entities total number of current employees

Option 2: Your entity has more than ten (10) employees and a current Federally-Approved Affirmative Action Plan (AAP).

Documents to Submit:

- Attach a copy of your Federally-Approved AAP
- Attach a copy of the federal government's letter approving your plan

Option 3: Your entity has more than ten (10) employees and created its own acceptable, bona fide Affirmative Action Plan (AAP).

Documents to Submit:

- Attach a copy of your AAP **For your AAP to be acceptable, it must contain the following requirements:*
 - o Results of Comparing Incumbency to Availability and Action Plan [41 CFR 60-2.15](#), Incumbency v. Estimated Availability Summary
 - o Placement Goals [41 CFR 60-2.16](#)
 - o Action-Oriented Programs [41 CFR 60-2.17, section c](#), Corrective Actions, Identification of Problem Areas

Option 4: Your entity has more than ten (10) employees, and does not have (Option 2) a Federally-Approved AAP, or (Option 3) an acceptable bona fide AAP.

Documents to Submit:

- Minority Workforce Analysis
- Female/Handicapped Workforce Analysis
- Completed Goals and Timetables Form with Corrective Actions

* Note: If after completing the Minority Workforce Analysis and Female/Handicapped Workforce Analysis, you find that you're underutilizing Minority, Female or Handicapped entities, a Corrective Action Plan must be submitted with your application as well.

If your entity has any subsidiaries and/or affiliates that are being included in this application, for each subsidiary and/or affiliate company a Minority Workforce Analysis and Female/Handicapped Workforce Analysis is required to be submitted with your application as well.

If you are not ready to submit this application and need more time to review and prepare the documentation, you can save a draft. Fill in all required fields and click 'Next' at the bottom of the page. On the following page, click Save Draft. You will be able to return later to finish and submit the Prequalification Application.

Instructions for attaching files >> [show](#)

Attach	Document	Instructions	Download Form	Status (document attachment status will be displayed on the next page)
Attach	Minority Workforce Analysis	Document is Optional - See requirements above	Download	NOT attached
Attach	Female/Handicapped Workforce Analysis	Document is Optional - See requirements above	Download	NOT attached
Attach	A list of your company's total number of current employees	Document is Optional - See requirements above		NOT attached
Attach	Completed Goals and Timetables Form	Document is Optional - See requirements above	Download	NOT attached
Attach	Results of Comparing Incumbency to Availability and Action Plan (41 CFR 60-2.15)	Document is Optional - See requirements above		NOT attached
Attach	Placement Goals (41 CFR 60-2.16)	Document is Optional - See requirements above		NOT attached
Attach	Action-Oriented Programs (41 CFR 60-2.17, section c)	Document is Optional - See requirements above		NOT attached
Attach	Corrective Actions Form	Document is Optional - See requirements above	Download	NOT attached
Attach	Federally-Approved Affirmative Action Plan	Document is Optional - See requirements above		NOT attached
Attach	A copy of the federal government's letter approving your Affirmative Action Plan.	Document is Optional - See requirements above		NOT attached

Additional Information

Attach File(s)

Attach File

Comments

If the previously mentioned Option #3 is chosen...

3. Complete the following HRC-prepared documents located in the online Prequalification Application Form in the 'document list' section:

- Minority Workforce Analysis
- Female/Handicapped Workforce Analysis
- Goals and Timetable /Corrective Action Form (if needed)

Complete both of the following HRC documents located in the online Prequalification Application's Document List section:

- Minority Workforce Analysis, and
- Female/Handicapped Workforce Analysis

We'll show you how to download these documents later

PREQUALIFICATION									
SIMPLE FORM - INITIAL MINORITY WORKFORCE ANALYSIS (BASED ON RESIDENCE IN LOUISVILLE MSA)									
Company Name:					Do you have a federally-approved affirmative action plan? <input type="checkbox"/>				
EEO CODE	EEO JOB CATEGORY	COMPANY TOTAL EMPLOYEES (all locations)	COMPANY BLACK EMPLOYEES	COMPANY HISPANIC EMPLOYEES	COMPANY OTHER MINORITY EMPLOYEES	ALL MINORITIES PERCENTAGE	WORKFORCE AVAILABILITY (CENSUS)	UNDER UTILIZATION YES OR NO	CURRENT VACANCIES
01	Officials and Managers					0.00%	8.8%	YES	
02	Professionals					0.00%	12.6%	YES	
03	Technicians					0.00%	16.4%	YES	
04	Sales Workers					0.00%	11.9%	YES	
05	Administrative Support					0.00%	15.4%	YES	
06	Craft Workers (Skilled)					0.00%	COMPLETE CHART BELOW		
07	Operatives (Semi-skilled)					0.00%	19.9%	YES	
08	Laborers & Helpers (Unskilled)					0.00%	20.0%	YES	
09	Service Workers					0.00%	24.1%	YES	
	Total	0	0	0	0				0
If your workforce lives outside the Louisville MSA, you may use this form or submit your own analysis based on your MSA.									
SKILLED CRAFT WORK HOURS (ALL PROJECTS)					Construction Company: <input type="checkbox"/>				
TRADE	CLASS	# of Employees	TOTAL WORK HOURS	BLACK WORK HOURS	HISPANIC WORK HOURS	ALL MINORITY WORK HOURS (Including "Other Minorities")	MINORITY PERCENTAGE	LOUISVILLE METRO GOAL	UNDER UTILIZATION YES OR NO
	JOURNEY								
	APPRENTICE								
	TRAINEE								
	TOTAL	0	0.00	0.00	0.00	0.00	0.00%	11.2%	YES
	JOURNEY								
	APPRENTICE								
	TRAINEE								
	TOTAL	0	0.00	0.00	0.00	0.00	0.00%	11.2%	YES
	JOURNEY								
	APPRENTICE								
	TRAINEE								
	TOTAL	0	0.00	0.00	0.00	0.00			
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	JOURNEY								
	APPRENTICE								
	TRAINEE								
	TOTAL	0	0.00	0.00	0.00	0.00			
	JOURNEY								

If the Workforce Analysis forms show your company is Under Utilizing any job category (or trade), complete the...

We'll show you how to determine this...
It's easy

Goals and Timetables/Corrective Action Form

SIMPLE FORM - GOALS & TIMETABLES						
Company Name:						
Effective Date:						
EEO CODE		Female Under Utilization	Minority Under Utilization	Female Goal	Minority Goal	Corrective Actions (Check all the apply)
01	Officials and Managers	<input type="checkbox"/>	<input type="checkbox"/>	40.80%	8.80%	<input type="checkbox"/> Job advertisements will be posted on the agency's website and at prominent locations at the agency's facilities. Management and professional recruitment sources will be notified in writing, of our interest in attracting qualified women and minorities to apply for job openings. We will expand our recruitment program to colleges and universities with a significant percentage of female and minority students. We will place help wanted advertisement, when appropriate, in local minority and/or female news media. We will disseminate information on job opportunities to organizations representing minorities and women and employment development agencies when job opportunities occur. We encourage all employees to refer qualified applicants. We will contact the local vocational schools and/or training centers to inform them of our interest in attracting qualified minority and female applicants. We will disseminate information on job opportunities to organizations via diversity websites.
02	Professionals	<input type="checkbox"/>	<input type="checkbox"/>	56.00%	12.60%	
03	Technicians	<input type="checkbox"/>	<input type="checkbox"/>	61.80%	16.40%	
04	Sales Workers	<input type="checkbox"/>	<input type="checkbox"/>	50.40%	11.90%	
05	Administrative Support	<input type="checkbox"/>	<input type="checkbox"/>	77.40%	15.40%	
06	Craft Workers (Skilled)	<input type="checkbox"/>	<input type="checkbox"/>	6.90%	11.20%	
07	Operatives (Semi-skilled)	<input type="checkbox"/>	<input type="checkbox"/>	26.60%	19.90%	
08	Laborers & Helpers (Unskilled)	<input type="checkbox"/>	<input type="checkbox"/>	18.60%	20.00%	
09	Service Workers	<input type="checkbox"/>	<input type="checkbox"/>	60.90%	24.10%	
Signature of Company Official:				Title:		
				Date		

This will also be provided online, in the 'Document List' section

How will I know if my workforce is deficient?

or Under Utilized



Workforce Analysis Form

Calculations will automatically perform as you enter your data

All fields highlighted in yellow are entered by the vendor's representative

If the form calculates "Yes" in this column...

Those areas are Under Utilized

If a vendor had no data to enter

Note: Ignore the "Yes" in this row...

PREQUALIFICATION									
SIMPLE FORM - INITIAL MINORITY WORKFORCE ANALYSIS (BASED ON RESIDENCE IN LOUISVILLE MSA)									
Company Name: <i>Kydjor, Inc.</i>					Do you have a generally-approved affirmative action plan? <input type="checkbox"/>				
	COMPANY TOTAL EMPLOYEES (all locations)	COMPANY BLACK EMPLOYEES	COMPANY HISPANIC EMPLOYEES	COMPANY OTHER MINORITY EMPLOYEES	ALL MINORITIES PERCENTAGE	WORKFORCE AVAILABILITY (CENSUS)	UNDER UTILIZATION YES OR NO	CURRENT VACANCIES	
	4	1			25.00%	8.8%	NO		
	6	0	1		16.67%	12.6%	NO		
	3				0.00%	16.4%	YES		
04	2		1		50.00%	11.9%	NO		
05	1				0.00%	15.4%	YES		
06	2	1			50.00%	COMPLETE CHART BELOW			
07	10		1	1	20.00%	19.9%	NO		
08	20	3	3		30.00%	20.0%	NO		
09	0				0.00%	24.1%	YES		
Total		48	5	6	1			0	
If your workforce lives outside the Louisville MSA, you may use this form or submit your own analysis based on your MSA.									
SKILLED CRAFT WORK HOURS (ALL PROJECTS)				(June, July & August 2013)		Construction Company: <i>K</i>			
TRADE	CLASS	# of Employees	TOTAL WORK HOURS	BLACK WORK HOURS	HISPANIC WORK HOURS	ALL MINORITY WORK HOURS (Including "Other Minorities")	MINORITY PERCENTAGE	LOUISVILLE METRO GOAL	UNDER UTILIZATION YES OR NO
	JOURNEY	1	120.00						
	APPRENTICE								
	TRAINEE	1		20.00		20.00			
	TOTAL	2	120.00	20.00	0.00	20.00	16.67%	11.2%	NO
	JOURNEY								
	APPRENTICE								
	TRAINEE								
	TOTAL	0	0.00	0.00	0.00	0.00	0.00%	11.2%	YES
	JOURNEY								
	APPRENTICE								
	TRAINEE								
	TOTAL	0	0.00	0.00	0.00	0.00	0.00%	11.2%	YES
	JOURNEY								
	APPRENTICE								
	TRAINEE								
	TOTAL	0	0.00	0.00	0.00	0.00	0.00%	11.2%	YES
GRAND TOTAL		2.00	120.00	20.00	0.00	20.00			
Signature of Company Official: <i>Pamela Horne</i>		Title: <i>Owner</i>			Date: <i>9/11/2013</i>				

If a job category (or trade) is **Under Utilized**, a **Goals & Timetables/Corrective Action Form** must be completed...

SIMPLE FORM - GOALS & TIMETABLES						
Company Name:		ABC, Inc.				
Effective Date:		1/1/2013				
EO CODE		Female Under Utilization	Minority Under Utilization	Female Goal	Minority Goal	Corrective Actions (Check all the apply)
01	Officials and Managers	<input type="checkbox"/>	<input type="checkbox"/>	40.80%	8.80%	<input checked="" type="checkbox"/> Job advertisements will be posted on the agency's website and at prominent locations at the agency's facilities.
02	Professionals	<input type="checkbox"/>	<input type="checkbox"/>	56.00%	12.60%	<input checked="" type="checkbox"/> Management and professional recruitment sources will be notified in writing, of our interest in attracting qualified women and minorities to apply for job openings.
03	Technicians	<input type="checkbox"/>	<input checked="" type="checkbox"/>	61.80%	16.40%	<input type="checkbox"/> We will expand our recruitment program to colleges and universities with a significant percentage of female and minority students.
04	Sales Workers	<input type="checkbox"/>	<input type="checkbox"/>	50.40%	11.90%	<input type="checkbox"/> We will place help wanted advertisement, when appropriate, in local minority and/or female news media.
05	Administrative Support	<input type="checkbox"/>	<input checked="" type="checkbox"/>	77.40%	15.40%	<input type="checkbox"/> We will disseminate information on job opportunities to organizations representing minorities and women and employment development agencies when job opportunities occur.
06	Craft Workers (Skilled)	<input type="checkbox"/>	<input type="checkbox"/>	6.90%	11.20%	<input type="checkbox"/> We encourage all employees to refer qualified applicants. We will contact the local vocational schools and/or training centers to inform them of our interest in attracting qualified minority and female applicants.
07	Operatives (Semi-skilled)	<input type="checkbox"/>	<input type="checkbox"/>	26.60%	19.90%	<input checked="" type="checkbox"/> We will disseminate information on job opportunities to organizations via diversity websites.
08	Laborers & Helpers (Unskilled)	<input type="checkbox"/>	<input type="checkbox"/>	18.60%	20.00%	
09	Service Workers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	60.90%	24.10%	Other actions:
Signature of Company Official:		Pamela Horne			Title:	Owner
					Date:	9/11/2013



**Now, back to the
Online Prequalification Form**

Document List

In order to submit and complete your Prequalification Application, you must provide in electronic format the applicable supporting documents. Failure to provide the required documentation will result in a process delay and/or rejection of your application.

A vendor is considered Prequalified if one (1) of the following criteria have been met; the recognized criteria and supporting documents are listed below.

Option 1: Your entity is a small business employing ten (10) or fewer employees.

Documents required to Submit:

- A list of your entities total number of current employees

Option 2: Your entity has more than ten (10) employees and a current Federally-Approved Affirmative Action Plan (AAP).

Documents to Submit:

- Attach a copy of your Federally-Approved AAP
- Attach a copy of the federal government's letter approving your plan

Option 3: Your entity has more than ten (10) employees and created its own acceptable, bona fide Affirmative Action Plan (AAP).

Documents to Submit:

- Attach a copy of your AAP ***For your AAP to be acceptable, it must contain the following requirements:**
 - o Results of Comparing Incumbency to Availability and Action Plan [41 CFR 60-2.15](#), Incumbency v. Estimated Availability Summary
 - o Placement Goals [41 CFR 60-2.16](#)
 - o Action-Oriented Programs [41 CFR 60-2.17, section c](#); Corrective Actions, Identification of Problem Areas

Option 4: Your entity has more than ten (10) employees, and does not have (Option 2) a Federally-Approved AAP, or (Option 3) an acceptable bona fide AAP.

Documents to Submit:

- Minority Workforce Analysis
- Female/Handicapped Workforce Analysis
- Completed Goals and Timetables Form with Corrective Actions

* Note: If after completing the Minority Workforce Analysis and Female/Handicapped Workforce Analysis, you find that you're underutilizing Minority, Female or Handicapped entities, a Corrective Action Plan must be submitted with your application as well as a copy of the federal government's letter approving your plan.

If your entity has any subsidiaries and/or affiliates that are being included in this application, for each subsidiary and/or affiliate company a Minority Workforce Analysis and Female/Handicapped Workforce Analysis is required to be submitted with your application.

If you are not ready to submit this application and need more time to review and prepare the documentation, you can save a draft. Fill in all required fields and click "Next" at the bottom of the page. On the following page, click Save Draft. You will be able to return to this page and submit the Prequalification Application.

Instructions for attaching files » [show](#)

Attach	Document	Instructions	Download Form	Status (document attachment status will be displayed on the next page)
Attach	Minority Workforce Analysis	Document is Optional - See requirements above	Download	NOT attached
Attach	Female / Handicapped Workforce Analysis	Document is Optional - See requirements above	Download	NOT attached
Attach	A list of your company's total number of current employees	Document is Optional - See requirements above		NOT attached
Attach	Completed Goals and Timetables Form	Document is Optional - See requirements above	Download	NOT attached
Attach	Results of Comparing Incumbency to Availability and Action Plan (41 CFR 60-2.15)	Document is Optional - See requirements above		NOT attached
Attach	Placement Goals (41 CFR 60-2.16)	Document is Optional - See requirements above		NOT attached
Attach	Action-Oriented Programs (41 CFR 60-2.17, section c)	Document is Optional - See requirements above		NOT attached
Attach	Corrective Actions Form	Document is Optional - See requirements above	Download	NOT attached
Attach	Federally-Approved Affirmative Action Plan	Document is Optional - See requirements above		NOT attached
Attach	A copy of the federal government's letter approving your Affirmative Action Plan.	Document is Optional - See requirements above		NOT attached

Make sure to read the instructions provided

Remember Option # 3?

If needed, download HRC-created Workforce Analysis forms to your computer by clicking here...

Additional Information

Attach File(s)

Comments

My signature verifies that I have read the above and the business classification(s) I have selected are true and correct and that I will advise immediately if our classification(s) should change.

SIMPLE FORM - INITIAL MINORITY WORKFORCE ANALYSIS (BASED ON RESIDENCE IN LOUISVILLE MSA)
 Do you have a federally approved affirmative action plan?

TRADE	CLASS	TOTAL	GOAL	PERCENT	UNDER UTILIZATION	CURRENT UTILIZATION
	JOURNEY	0.00	0.00	0.00%	YES	8.8%
	APPRENTICE	0.00	0.00	0.00%	YES	12.6%
	TRAINEE	0.00	0.00	0.00%	YES	16.4%
	TOTAL	0.00	0.00	0.00%	YES	11.9%
		0.00	0.00	0.00%	YES	15.4%
		0.00	0.00	0.00%	YES	19.9%
		0.00	0.00	0.00%	YES	20.0%
		0.00	0.00	0.00%	YES	24.1%
GRAND TOTAL						

Signature of Company Official: _____ Title _____ Date _____

Microsoft Excel

Do you want to save the changes you made to 'WorkforceAnalysisMinority.xls'?

Save Don't Save Cancel

It is suggested that you "Save" your forms to your computer, complete them, then...

Upload the completed Workforce Analysis forms into the Online Prequalification Application

Prequalification Application's Document List

Upload your *saved* forms by clicking "**Attach**" Next to the name of the form being uploaded

Attach	Current employees	Document is Optional - See requirements above		NOT attached
Attach	Completed Goals and Timetables Form	Document is Optional - See requirements above	Download	NOT attached
Attach	Results of Comparing Incumbency to Availability and Action Plan (41 CFR 60-2.15)	Document is Optional - See requirements above		NOT attached
Attach	Placement Goals (41 CFR 60-2.16)	Document is Optional - See requirements above		NOT attached
Attach	Action-Oriented Programs (41 CFR 60-2.17, section c)	Document is Optional - See requirements above		NOT attached
Attach	Corrective Actions Form	Document is Optional - See requirements above	Download	NOT attached
Attach	Federally-Approved Affirmative Action Plan	Document is Optional - See requirements above		NOT attached
Attach	A copy of the federal government's letter approving your Affirmative Action Plan.	Document is Optional - See requirements above		NOT attached

Additional Information ?

Attach File(s)	<input type="button" value="Attach File"/>
Comments	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>

My signature verifies that I have read the above and the business classification(s) I have selected are true and correct and that I will advise immediately if our classification(s) should change.

Signature ?

Signature * <small>(type your full, legal name)</small>	<input type="text" value="Pamela Home"/>
Your Title *	<input type="text" value="HRC Education Coordinator"/>
Your Organization *	<input type="text" value="Kydijor, Inc."/>
Today's Date *	<input type="text" value="9/11/2013"/> <input type="button" value=""/> (mm/dd/yyyy)

Attaching a Document

Because you have already saved your document to your computer,

Just click "Browse" to locate your document and upload it here

Attach Files

File Attachments

No files attached.

Refresh Table

Attach Files

Click the Browse button, choose a file from your computer, then click Attach File to upload. You may only attach files one at a time and the maximum permissible size is 10.0 MB (megabytes)

Select File * Browse...

File Title

File Description

Spell Check Attach File

Customer Support

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Help | Print This Page | Print To PDF

The saved document (location) will appear here

Attach Files

No files attached.

Refresh Table

Attach Files

Click the Browse button, choose a file from your computer, then click Attach File to upload. You may only attach files one at a time and the maximum permissible size is 10.0 MB (megabytes)

Select File * G:\Shared\CONTRACT COMPLIANCE\C... Browse...

File Title Minority Workforce Analysis

File Description

Spell Check Attach File

Customer Support

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Enter a document title and file description here... (This is optional)

Then, click "Attach File"

File Uploaded

File Details

The following file was successfully uploaded. Click Return to List to upload more files or manage the uploaded files.

File Title	Minority Workforce Analysis
Filename	Copy_of_WorkforceAnalysisMinority.xls
File Size	N/A
File Description	N/A

Attach Another File Return to List Close Window

Customer Support

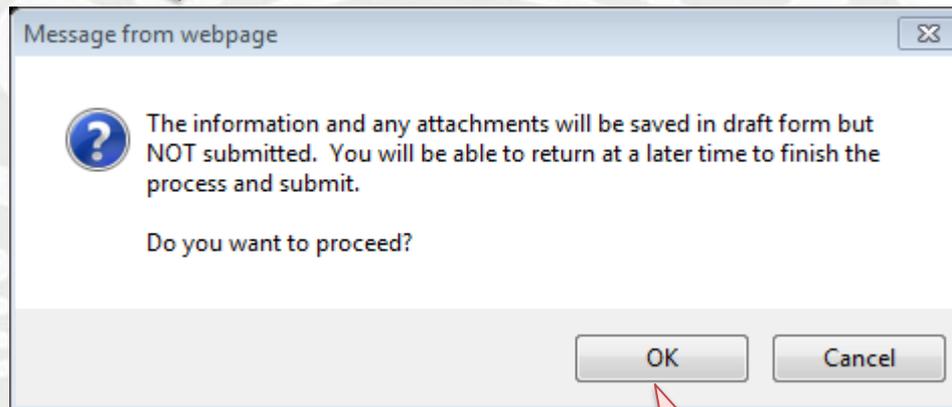
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Help | Print This Page | Print To PDF

After attaching your file you can then:

- (1) Attach another file
- (2) Return to the Document List
- (3) Close Window

Once you have attached your form(s), you will see this message...



Click "OK" to continue

This simply means that your Online Prequalification Application is not considered "Submitted" until you have completed the *entire* online application

Vendor information Edit

Your Email	[REDACTED]@louisvilleky.gov
Company Email	[REDACTED]@louisvilleky.gov
Tax ID Number	117258654
Company Type	Corporation
Commodity Codes	NAICS 23622 Commercial and Institutional Building Construction (More)

Business Profile Edit

Louisville Metro Revenue Commission Tax Account Number	147258369
Company Category	Construction
Workforce Reporting	Company-wide
Number of Minority Employees	25
Number of Female Employees	5
Total Number of Employees	100
Business Classification	Local Business
Majority Owned or Non-MFHP	

Subsidiaries or Affiliates Edit

Subsidiaries or Affiliates	No subsidiaries or affiliates
----------------------------	-------------------------------

Document List Edit

Document	Status
Minority Workforce Analysis Copy of WorkforceAnalysisMinority(1).xls (XLS, 46.00 KB)	Attached by [REDACTED] on 9/11/2013
Minority Workforce Analysis (XLS, 46.00 KB)	
Female/Handicapped Workforce Analysis Corrective Action Form (XLS, 46.00 KB)	Attached by [REDACTED] on 9/11/2013
Women/Handicapped Workforce Analysis (XLS, 46.00 KB)	
A list of your company's total number of current employees	Not Attached
Completed Goals and Timetables Form	Not Attached
Results of Comparing Incumbency to Availability and Action Plan (41 CFR 60-2.15)	Not Attached
Placement Goals (41 CFR 60-2.16)	Not Attached
Action-Oriented Programs (41 CFR 60-2.17, section c)	Not Attached
Form	Not Attached
ed Affirmative Action Plan	Not Attached
tral government's letter approving your Affirmative Action Plan.	Not Attached

Information Edit

Signature Edit

Signature	Pamela Horne
Title	Education Coordinator
Organization	Kydjor, Inc.
Signature Date	9/11/2013

I am submitting this form with information that I understand to be correct and accurate

[Edit](#) [Save & Submit](#) [Save Draft](#) [Cancel](#)

You will be shown what documents have been attached, and by whom...

Make sure you complete the Signature Section

To submit your completed application, click here

Confirm your information by clicking here...

If you did not complete your application, you may also click here to save what you have entered

Once you get to this page,
Your online Prequalification Application is
officially submitted

Vendor Registration/Prequalification: Submitted

You can review what
you have submitted,
Here

Your Prequalification Application has been submitted to Louisville Metro Government for review. You should receive an email confirmation of your submission within minutes and a further notice once the review is complete.

You may be contacted for more information and/or references, if needed.

Prequalification does not imply that a firm meets the qualifications for Certification as an MFBE with Louisville Metro Government. Vendors must apply separately for MFBE certification.

[View Vendor Registration/Prequalification](#)

[View Vendor Registration/Prequalification List](#)

[Submit Another Vendor Registration/Prequalification](#)



**You will receive this
email notification,
once you have submitted your
Online Prequalification Application**

-----Original Message-----

From: notice@diversitycompliance.com [mailto:notice@diversitycompliance.com] On Behalf Of Louisville Metro Government HRC

Sent: Thursday, September 11, 2013 11:05 AM

To: Dorsey, Stella L

Subject: Louisville Metro Government HRC Vendor Prequalification Submitted

Dear Stella:

Thank you for completing and submitting your Louisville Metro Government HRC Vendor Prequalification. We appreciate the opportunity to conduct business with a variety of vendors and businesses.

Form Name: Louisville Metro Government HRC Vendor Prequalification

Business: Kydjor, Inc.

Contact: Stella Dorsey

Submission Date: September 11, 2013

Upon review and approval of the information, you will receive a confirmation notice.

If you have any questions please email us at louisvilleKY@diversitycompliance.com.

Louisville Metro Human Relations Commission

410 West Chestnut Street

Suite 300A

Louisville, Kentucky 40202

Phone: 502-574-3631

Fax: 502-574-3577

hrc@louisvilleky.gov

<https://louisvilleky.diversitycompliance.com>

**A Compliance Officer will review
your application**

**The Compliance Officer may
contact you if more information is
needed**

**Once a Compliance Officer
approves your application, you will
receive this email notice**

-----Original Message-----

From: notice@diversitycompliance.com [mailto:notice@diversitycompliance.com] On Behalf Of Louisville Metro Government HRC

Sent: Wednesday, September 11, 2013 11:33 AM

To: [REDACTED]

Subject: Louisville Metro Government HRC Vendor Prequalification Approved

Dear [REDACTED]

Congratulations! Your Louisville Metro Government HRC Vendor Prequalification has been approved. Louisville Metro Government appreciates the opportunity to conduct business with a variety of vendors and suppliers.

Form Name: Louisville Metro Government HRC Vendor Prequalification

Business: Kydijor, Inc.

Contact: [REDACTED]

Submission Date: September 11, 2013

Review Date: September 11, 2013

Expiration Date: September 11, 2014

Your approved Louisville Metro Government HRC Vendor Prequalification will expire on September 11, 2014. A current application is required to successfully match your business qualifications to opportunities. Once approved, your application cannot be changed; if there are any material changes to your business, please submit a new record.

View your approved Application: <https://LouisvilleKY.diversitycompliance.com/?GO=1153>

Thank you for your continued interest in Louisville Metro Government. If you have any questions please email us at louisvilleKY@diversitycompliance.com.

Louisville Metro Human Relations Commission

410 West Chestnut Street

Suite 300A

Louisville, Kentucky 40202

Phone: 502-574-3631

Fax: 502-574-3577

**Your Prequalification
status will be in effect for
1 year**

Done!

The background features a large, light gray watermark of the official seal of Jefferson County, Tennessee. The seal is circular and contains the text "JEFFERSON COUNTY" at the bottom, "QUINSVILLE" at the top, and the years "1788" and "1795" on the left and right sides respectively. In the center of the seal is a fleur-de-lis symbol.

When the
Contract Compliance and Certification System
States There's Another Business in the System
Similar (or Exactly) Like Yours...

ERROR MESSAGES

You will see one of these error messages...

*** WARNING ***

The information provided partially matches one or more existing vendors in the system.

This warning means that the system found business information Similar to what you have entered, currently in its database

*** WARNING ***

The information entered EXACTLY matches one or more existing vendors in the system.

This warning means that the system found business information that is an Exact match with what you just entered

The next step is easy....

***** WARNING *****

The information provided partially matches one or more existing vendors in the system.

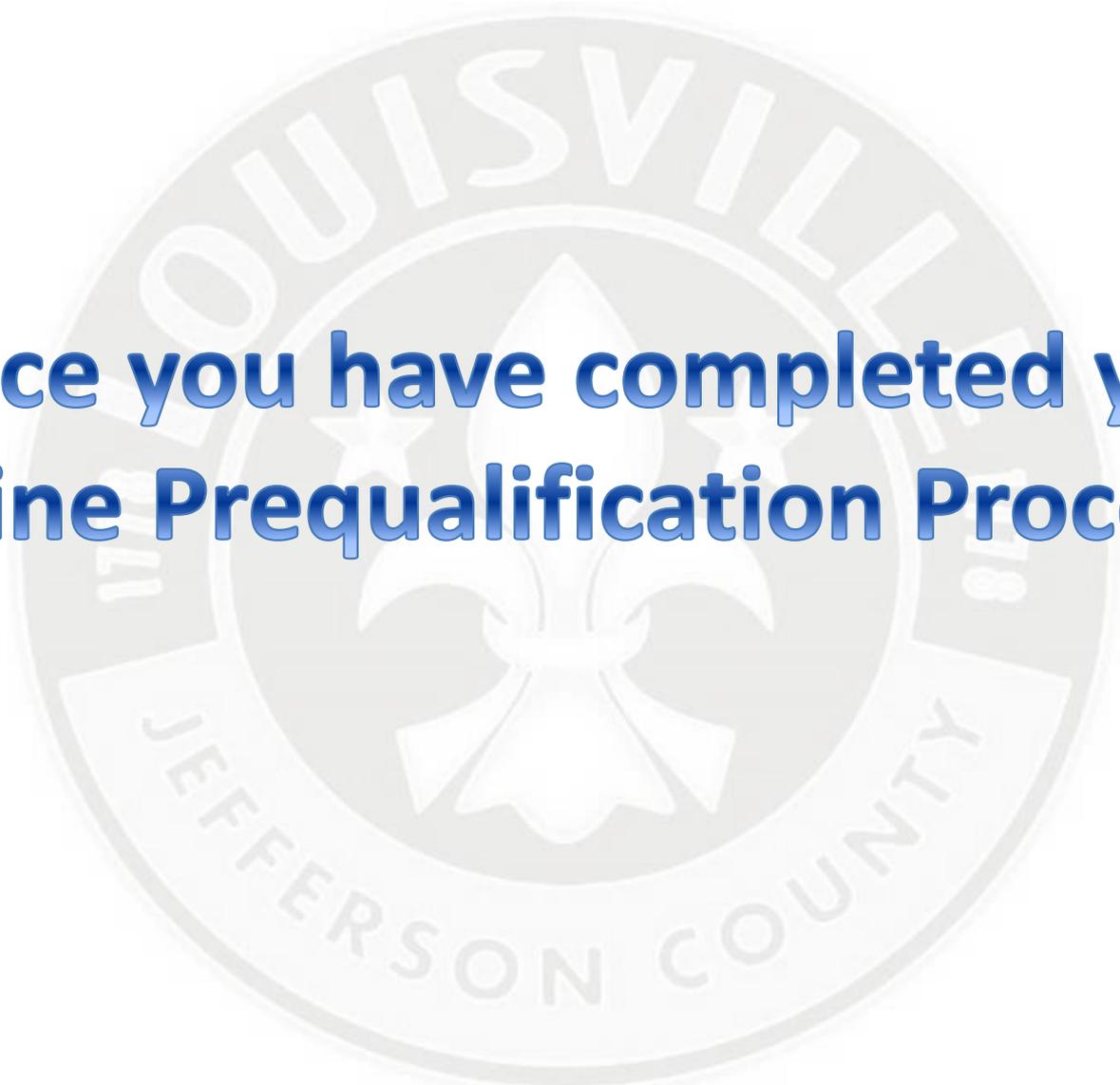
To prevent duplicate accounts, you are encouraged to search the vendor database again. All matches are listed below, or you can edit the data and resubmit. If you are sure that this is a new vendor, you may continue and save the record. Please contact [Technical Support](#) for confirmation and assistance.

Just Click
[Technical Support](#)
for further assistance

***** WARNING *****

The information entered EXACTLY matches one or more existing vendors in the system.

Because of the quality of this match, you may not create another vendor account with this information. All matches are listed below, or you can edit the data and resubmit. Please contact [Technical Support](#) for confirmation and assistance.



**Once you have completed your
Online Prequalification Process...**



**You may search for your company's
Prequalification Information
in the database
at any time**

and here's how...

The screenshot shows the LouisvilleKy.gov vendor dashboard. The left sidebar is highlighted with a red dashed box. A callout box points to the 'Registrations/Prequalifications' link in the sidebar, with the text: 'Click "Registrations/Prequalifications" to see your company's Prequalification application and documents.'

Dashboard

Displaying records assigned to **your company**

No information available for display in dashboard.



- Home
- View >>
- My Alerts
- My Contracts
- My Certifications
- My Concessions
- My Contract Audits
- My Workforce Audits
- My Concession Audits
- My Outreach
- My Events
- My Registrations/Prequalifications
- My Messages
- My Prevailing Wage

Search >>

- Vendors
- Certified Vendors
- Contracts
- Concessions
- Outreach
- Users
- Search Results >>

Message >>

Settings >>

Help & Support >>

Logoff

[Show All](#) [Hide All](#)

Logged on as:

(SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add

These links will open for you to view your company's information, Click "View"

Click "Registrations/Prequalifications" to see your company's Prequalification application and documents.

Alerts

No Activated Alerts. [View Pending Alerts.](#)

System News

New Features for Vendors

If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:

1. [Add a date alert](#) to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification -- for example 90 days, 60 days, and 30 days before the renewal is due.
2. If your firm holds a certification that is not listed, [submit a missing certification request](#). Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.

Training Classes & Events

Learn more about the system with our regular training classes and see upcoming events relevant to your business. [View details.](#)

» [View events & RSVP today](#)

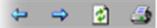
Configure

[Change Your Password](#)
[Edit Your User Settings](#)

[Apply for Certification](#)

[Business Info](#)
[Profile Setup](#)
[List/Add Users](#)
[Main Contacts](#)
[Commodity Codes](#)
[EEO/Workforce Comp.](#)

[Take a Training Class](#)



Home

View >>

Search >>

Message >>

Settings >>

Help & Support >>

Contact Support

Help System

Quick Guide

Training Manual

Training Classes

Video Tutorials

Forums

Submit Feedback

Report a Problem

Email Test

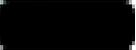
About B2Gnow

Logout

Show All

Hide All

logged on as:



Dashboard

Displaying records assigned to **your company**

No information available for display in dashboard.

Certification Center

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

Alerts

No Activated Alerts. [View Pending Alerts.](#)

System News

📢 New Features for Vendors

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Configure

[Change Your Password](#)
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[Business Info](#)
[Profile Setup](#)
[List/Add Users](#)
[Main Contacts](#)
[Commodity Codes](#)
[EEO/Workforce Comp.](#)

[Submit Vendor Registration/Prequalification](#)

[Apply for Certification](#)

[Take a Training Class](#)

If you have further questions about this system, click "[Customer Support](#)"

[Customer Support](#)

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THANK YOU!