

Reference : AFFIRMATIVE ACTION
Section : GENERAL
Title : REQUEST FOR PROPOSALS & BID SPECIFICATIONS - AFFIRMATIVE ACTION REQUESTS

Policy Number : 05-01-04
Issue Date : 09/30/2001
Revision Date :

I PURPOSE

The purpose of this policy is to set forth the Authority's position on RFP's as they relate to Affirmative Action requests.

II POLICY

All Requests for Proposals (RFPs) and Bid Specifications shall be sent to the Affirmative Action Department for compliance with applicable DBE/EEO and Civil Rights Regulations prior to public advertisement and distribution. The Request for Proposals (RFPs) and Bid Specifications will be forwarded to the Affirmative Action Department at the 75% or better completion level for review and sign off. In no instances will RFPs and Bid Specifications be advertised and disseminated to the public without the Affirmative Action Department having signed off on the document.

Once all RFPs and Bid Specifications have been cleared for advertising and distribution, the Affirmative Action office will be furnished with two (2) copies of the completed RFP and three (3) copies of Bid Specifications and Plans. This will enable the department to continue to assist Minority and/or Women Business Enterprises as it has in the past. Any deviation from the policy is not permitted without the express approval of the Executive Director.