

Bidder Notification Letter Sample
Format Public Works Projects over
\$500,000

XYZ Company
street address
city/state

RE: Project number and name
Project location
Contract award amount
SBE/MBE Set-Aside Requirement (choose one of three options)

(Choose the provision that applies to the award, and delete the remaining two boxes)

25% for SBE contractors of which 25% (or 6.25% of project total) for SMBE contractors	6.25% for contractors	SMBE	Contractor must document good faith effort to include MBE contractors
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Attn: company official

Date:

Subject: Affirmative Action Plan Requirements

Dear

Your company has been identified as the bidder of choice for the above referenced project. The work for this project falls under the provisions of CONN. GEN. STAT. Sections 46a-68c and 46a-68d which requires that prior to the award of this contract by this agency, you must have your company affirmative action plan approved by the Commission on Human Rights and Opportunities. Enclosed for your convenience is the suggested format for an affirmative action plan to assist in the preparation of your company plan. Should you have any questions regarding the preparation of your plan, you may contact the Contract Compliance Unit at the Commission on Human Rights and Opportunities at (860) 541-4709.

A copy of your plan must be submitted to the Commission on Human Rights and Opportunities within 30 days of your receipt of this letter. The Commission will review your affirmative action plan as required by Sections 46a68j-25 through 29 of the Administrative Regulations of Connecticut State Agencies within 60 days of submission. When the plan is approved, the

Commission will notify you and this agency so the contract can be awarded. Please send your affirmative action plan to:

Commission on Human Rights and Opportunities
25 Sigourney Street Hartford, CT 06106 Attn:
Contract Compliance Unit

Optional: You are also instructed to send a copy of the letter transmitting your plan to the Commission on Human Rights and Opportunities to:

Contract Awarding Agency Name
(address etc.)

If you have any other questions concerning this matter, please contact the undersigned at (860) (phone #)

Sincerely,

agency official

copy: Contract Compliance Unit, CHRO x
x x

C:aapnotltr