

**CONSTRUCTION REFORM DEMONSTRATION PROJECTS
MBE/EDGE COMPLAINT FORM**

1. Business Name:	2. FEIN:
3. Owner's Name: (Last) (First) (Middle Initial)	4. Office Phone No. () -
5. Business Address: (Number & Street) (City) (ZIP Code)	6. Fax Phone No. () -
7. Type of Business: <input type="checkbox"/> Goods/Services Provider <input type="checkbox"/> Construction <input type="checkbox"/> Both	8. Email Address:

PROJECT INFORMATION

9. Project Owner (OSU, UT):	10. Project Name:
11. Project Number:	12. Project Location:
13. Is your business subcontracting under another contractor on this project? <input type="checkbox"/> Yes <input type="checkbox"/> No	14. <i>If yes, provide the name of the contractor:</i> Name: Contact Person: Phone Number:

CONTRACT INFORMATION

15. Contract Name:	
16. Contract Number:	17. Location where your business performed work on this project:
18. Scope of Work for your business:	
19. Contract Amount:	
20. Is your company EDGE certified? <input type="checkbox"/> Yes <input type="checkbox"/> No	21. Is your company MBE certified? <input type="checkbox"/> Yes <input type="checkbox"/> No
22. Did your company sign a contract? <input type="checkbox"/> Yes <input type="checkbox"/> No	23. Did your company sign an Intent to Perform Affidavit? <input type="checkbox"/> Yes <input type="checkbox"/> No

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24. Please write a concise statement of the facts that have caused this complaint.

25. Complainant's signature:

Print Name:

26. Date complaint filed:

If you have supporting documentation (signed contract, signed intent to perform, copies of checks, purchase orders, etc.), please submit copies and the form to the following address:

**State of Ohio, Equal Opportunity Division
Attention: Construction Reform Demonstration Team
4200 Surface Rd.
Columbus, Ohio 43228**

QUESTIONS? Contact: Kathy Dabney at 614.466.8380

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INSTRUCTIONS:

- Box 1:** Provide the company's name.
- Box 2:** Provide the company's federal tax identification number.
- Box 3:** Provide the owner's name: last, first and middle initial.
- Box 4:** Provide the company's telephone number.
- Box 5:** Provide the company's address.
- Box 6:** Provide the company's fax number.
- Box 7:** Provide the type business.
- Box 8:** Provide an email address for a business contact person.
- Box 9:** Provide the name of the owner of the project you are filing a complaint against.
- Box 10:** Provide the name of project you are filing a complaint against.
- Box 11:** Provide the name of project number for the project you are filing a complaint against.
- Box 12:** Provide the location of the project site your business performed on.
- Box 13:** Check if your business is a subcontractor under another contractor.
- Box 14:** Provide the name of the contractor you are subcontracting with, including a contact person and phone number.
- Box 15:** Provide the name of your contract (i.e., landscaping, planting trees, installation of cabinets, etc.)
- Box 16:** Provide the contract number (If applicable).
- Box 17:** Provide the location of the project site your business performed on (i.e., 2nd & 3rd Floors in the Medical Center Bldg.)
- Box 18:** Provide the company's scope of work.
- Box 19:** Provide the company's contract amount.
- Box 20:** Check if your company is a certified EDGE (Encouraging Diversity, Growth and Equity).
- Box 21:** Check if your company is a certified MBE (Minority Business Enterprises).
- Box 22:** Check if your company has a signed contract.
- Box 23:** Check if your company has a signed intent to perform for the contract.
- Box 24:** Provide a detailed statement of the facts regarding the complaint.
- Box 25:** Provide your signature and print name.
- Box 26:** Provide the date the complaint was filed.

Submit any supporting documentation such as, purchase orders, invoices, canceled checks, contracts, etc. to the following mailing address:

**PLEASE RETURN FORM:
State of Ohio, Equal Opportunity Division
Attention: Construction Reform Demonstration Team
30 E. Broad Street, 18th Floor
Columbus, OH 43215**

Questions? Contact Person: Kathy Dabney at 614.466.8380

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MBE/EDGE Complaint Process

The MBE/EDGE Complaint form is available for certified minority owned and Encouraging, Diversity, Growth & Equity owned businesses that work on or are working on a project that is part of the Construction Reform Demonstration Projects (CRDP). The purpose of the form is to report a complaint against a contractor that is performing on The Ohio State University CRDP and The University of Toledo CRDP.

Projects covered under CRDP:

The Ohio State University:

1. *Cancer and Critical Care Tower*
2. *Cramblett Demolition*
3. *Infrastructure & Roadways*
4. *RDJC MEP Upgrades*
5. *Spirit of Women's Park*

The University of Toledo:

1. *Center for Biosphere Restoration Research*

If you believe you have a complaint against a contractor relative to your contract under CRDP, you may file a complaint with the State of Ohio, Equal Opportunity Division (EOD), Construction Reform Demonstration Team (CRDT). The complaint form shall be returned with documentation that supports the validity of the complaint.

In your description of the facts, be sure to include the following information:

- Identify the scope of work performed
- Identify the project name and location
- Identify contract information (contract amount, contract documents, etc.)
- Identify the complaint in detail (dates, did not get paid for work performed, etc.)
- State the name of the contractor the complaint is against

The CRDT shall utilize the following process to investigate a complaint:

- When a complaint is received, the CRDT will either start the investigation or notify The Ohio State University or The University of Toledo to request the university investigate the complaint.
- The university shall conduct an investigation and issue a report to the CRDT within four weeks detailing its findings and remedial action taken by the university if appropriate. The report may also include relevant documents.
- If the university is unable to complete its investigation within four weeks, it may contact the CRDT to request assistance and an extension. The CRDT will review the report and determine the following:
 - The investigation report and remedial action is sufficient to resolve the complaint
 - The necessity for further investigation

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- If further investigation is required, the CRDT will contact the university and request any additional information deemed necessary to complete the investigation. These can include, but is not limited to, the following documents:
 - Contract
 - Declaration of subcontractors
 - Declaration of payments
 - Verification of subcontractors utilized
 - Verification of payment
 - Copies of payment checks
- As part of the investigation, the university may share the report and remedial action with the complainant and any interested parties.
- CRDT will issue a Final Complaint Report detailing the findings and recommendations issued to the State EEO Coordinator.