Public Works Projects Over $500,000 in State Funding

Company Name

Street Address

City, State, ZIP Code

RE: Project number and name

Project location

Contract award amount

State funded portion of contract value

SBE/MBE Set-Aside Requirement (Choose an item by clicking here)

Attn: Bidder Company Official

Date: Date of transmittal

Subject: Affirmative Action Plan Requirements/ Intent to Award Contract

Dear Bidder Company,

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 46a-68j-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

450 Columbus Boulevard, Suite 2,

Hartford, CT 06103

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

If you have any other questions concerning this matter, please contact the undersigned at (your contact information).

Sincerely,

Your Name

copy: Contract Compliance Unit, CHRO