



Commonwealth of Kentucky  
Finance and Administration Cabinet

Matthew G. Bevin  
Governor

**OFFICE OF EEO AND CONTRACT COMPLIANCE**

Room 395, Capitol Annex  
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William M. Landrum III  
Secretary

Yvette M. Smith  
Executive Director

**ATTENTION: Vendors/Contractors**

Revised: 29-January-2016

Kentucky's EEO Act, KRS 45.560-45.640 requires non-exempt parties to submit information about employment and hiring practices for any contract award which exceeds \$500,000. Bidders are required to submit reports to the Contracting Agency in accordance with the requirements of the solicitation. The Contracting Agency will send copies of the reports to the Finance and Administration Cabinet, Office of EEO and Contract Compliance (EEO/CC) for review and approval. A list of **REQUIRED** EEO reports follows.

- EEO-1: Employer Information Report
- Affidavit of Intent to Comply
- Subcontractor Report Form

The employment provisions of the EEO Act may also be met, in part, by subcontracting to a minority-owned and/ or a female-owned company (as appropriate).

EEO/CC will review and evaluate your employment data and, if applicable, the minority-owned and/ or female-owned company documentation. Thereafter, EEO/CC will determine whether your workforce reflects the percentage of available minorities and females in the area from which your employees are drawn. No award will become effective until all forms are satisfactorily submitted and EEO/CC has certified compliance. Thereafter, EEO/CC will recertify your company at one (1) year intervals. All required forms are available from the eProcurement website at the following address <http://finance.ky.gov/services/eprocurement/Pages/VendorServices.aspx>.

Contracts between the Successful Bidder and Subcontractors that exceed \$500,000 shall include a provision which requires the Subcontractor(s) to comply with the EEO Act and its reporting requirements. The Successful Bidder is responsible for submitting the subcontractor's forms to EEO/CC. (Note: contracts below the second tier are exempt from EEO reporting.)

Pursuant to KRS 45.610(2), EEO/CC reserves the right to request additional information and/or documentation and to conduct on-site monitoring reviews of project sites and/or business facilities at any point for the duration of any contract which exceeds \$500,000 in order to ascertain compliance with KRS 45.560 to 45.640 and such rules, regulations, and orders issued pursuant thereto.

For additional information, please contact Contract Compliance staff at (502) 564-2874.

Sincerely,

*Yvette M. Smith*

Yvette M. Smith, Executive Director  
Office of EEO and Contract Compliance

Attachments (3)

1. EEO-1: Employer Information Report
2. Affidavit of Intent to Comply
3. Subcontractor Report Form