



## State of Wisconsin Affirmative Action Plan Requirements

Answer the following questions to determine which forms and documents must be submitted to meet the Affirmative Action Plan requirements. All documents should be submitted by email to the State Bureau of Procurement's Contract Compliance Program at [DoaDeoSbopPrograms@wisconsin.gov](mailto:DoaDeoSbopPrograms@wisconsin.gov).

To help simplify this process for you, we have noted page numbers where you can find additional instructions or sample documents from [DOA-3021P Contract Compliance Program Contractor Instructions](#) for each applicable requirement below.

**In addition, every Contractor with the State of Wisconsin must post the following notices in conspicuous places which are available to employees and applicants for employment:**

- [Contract Compliance Law Poster](#) (*disponible en Español*)
- Department of Workforce Development's [Wisconsin Fair Employment Law Poster](#)

If you need assistance or need help understanding the requirements, please contact the Contract Compliance Program at [DoaDeoSbopPrograms@wisconsin.gov](mailto:DoaDeoSbopPrograms@wisconsin.gov).

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### 1. Is the contract valued at less than \$50,000?

- a. **Yes** – you are not required to submit affirmative action documents. There is nothing further you need to do.
  - b. **No**, the contract is valued at \$50,000 or more – Continue to #2.
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### 2. Can you answer “Yes” to any of the following statements?

My company/organization...

- has less than fifty (50) employees as of the date the contract was awarded.
  - is foreign and has a work force of less than fifty (50) employees in the United States.
  - is an agency with the federal government.
  - is a Wisconsin municipality.
- a. **Yes** – You are exempt from having to complete an affirmative action plan. Instead, you must complete and submit the following forms by email to [DoaDeoSbopPrograms@wisconsin.gov](mailto:DoaDeoSbopPrograms@wisconsin.gov):
    - i. [DOA-3023: Contractor's Subcontractor List](#) (See [page 14](#) for instructions.)
    - ii. [DOA-3024: Request for Exemption from Submitting Affirmative Action Plan](#)
  - b. **No** – Continue to #3.
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### 3. Does your company/organization have a balanced work force?

*A “balanced work force” means an equitable representation of persons with disabilities, minorities, and women in each level (job category) of a work force which approximates the percentage of persons with disabilities, minorities, and women available for jobs at each level from the relevant labor market from which the contractor recruits job applicants.*

- a. **Yes** – You are exempt from having to complete an affirmative action plan. Instead, you must complete and submit the following by email to [DoaDeoSbopPrograms@wisconsin.gov](mailto:DoaDeoSbopPrograms@wisconsin.gov):

- i. [DOA-3022: Contractor Work Force Analysis](#) (See [pages 8-9](#) for instructions.)
  - ii. [DOA-3023: Contractor's Subcontractor List](#) (See [page 14](#) for instructions.)
  - iii. [DOA-3024: Request for Exemption from Submitting Affirmative Action Plan](#)
  - iv. Supporting labor market information
    - Go to [Job Center of Wisconsin's site](#) and scroll to bottom of page to find "Economist Downloads." Click the dropdown menu under "Affirmative Action" and choose a county, then click "Download."
  - v. An affirmative action policy statement or a letter to confirm your company or organization complies with [s. 16.765, Wis. Stats.](#) and [Adm 50, Wisconsin Administrative Code](#) (See [page 7](#) for a sample statement.)
- b. **No** – Continue to #4.
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**4. Was your company or organization audited and deemed compliant by the U.S. Office of Federal Contract Compliance (OFCC) within the past year?**

- a. **Yes** – You are exempt from having to complete an affirmative action plan. Instead, you must complete and submit the following by email to [DoaDeoSbopPrograms@wisconsin.gov](mailto:DoaDeoSbopPrograms@wisconsin.gov):
    - i. [DOA-3023: Contractor's Subcontractor List](#) (See [page 14](#) for instructions.)
    - ii. [DOA-3024: Request for Exemption from Submitting Affirmative Action Plan](#)
    - iii. A copy of the OFCC's Acceptance/Compliance letter
    - iv. An affirmative action policy statement or a letter to confirm your company/organization complies with [s. 16.765, Wis. Stats.](#) and [Adm 50, Wisconsin Administrative Code](#) (See [page 7](#) for a sample statement.)
  - b. **No** – Continue to #5.
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**5. Does your company have an affirmative action plan that has been approved by a federal, state, or local government agency within the past three (3) years?**

- a. **Yes** – Typically, Wisconsin can accept an affirmative action plan that has been approved by other federal, state, or local governments. Complete and submit the following by email to [DoaDeoSbopPrograms@wisconsin.gov](mailto:DoaDeoSbopPrograms@wisconsin.gov):
    - i. A copy of a current plan approved by an agency of the federal, state, or local government
    - ii. A copy of the acceptance/compliance letter received from an agency of the federal, state, or local government
  - b. **No** – Continue to #6
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**6. If none of the above apply, you must complete and submit the following by email to [DoaDeoSbopPrograms@wisconsin.gov](mailto:DoaDeoSbopPrograms@wisconsin.gov):**

- a. [DOA-3784: Affirmative Action Plan Contractor Data](#)
- b. [DOA-3022: Contractor Work Force Analysis](#) (See [pages 8-9](#) for instructions.)
- c. [DOA-3023: Contractor's Subcontractor List](#) (See [page 14](#) for instructions.)
- d. Must include the company/organization's equal opportunity/affirmative action policy statement regarding equal employment in affirmative action practices, or a letter confirming compliance with [s. 16.765, Wis. Stats.](#) and [Adm 50, Wisconsin Administrative Code](#) (See [page 7](#) for a sample statement.)

- i. Must be signed by the head of the company/organization
  - ii. Must be dated within the last year
- e. A document outlining the goals and timetables to determine a balanced representation of female, handicapped, and minority employees in the work force. (See [page 11](#) for a sample.)
- f. A description of the dissemination of the policy both internally and externally. (See [page 12](#) for a sample.)
- g. A description of the system used to monitor the plan's implementation. (See [page 13](#) for a sample.)