



Request for Exemption from Submitting Affirmative Action Plan Contract Compliance Program

Instructions to Contractor: By satisfying one of the conditions below, the contractor may request an exemption from submitting an Affirmative Action Plan. An exempt contractor must complete this form and return it to the Division of Facilities Development within fifteen (15) working days of the award date of the contract. Unless the contractor is notified otherwise by the Division of Facilities Development, the contractor may assume that the exemption is approved.

*The State of Wisconsin may use the **Social Security Number (SS#)** or **Federal Employer Identification Number (FEIN#)** indicated on this form to identify your organization in the state's "Contract Compliance Directory". This directory is located on a website that is available to State of Wisconsin purchasing offices. We are requesting your approval to include your organization, with the FEIN or SS# on this site. Without this approval, each state agency contracting with you for more than \$50,000 must request contract compliance information from you.

Please indicate your approval for this listing: Yes No

Contractor Name		*Federal Employer Identification Number	
Address (Street)		*Social Security Number (use only if you have no employees)	
(P.O. Box)	Contact Name	Contact Phone (Voice) ()	
(City - State - Zip)	Contact Title	Fax ()	
Commodity		E-mail	
Total Contract Amount \$	Award Date	DFD Project Number	

II. Exemption Request: The basis for requesting an exemption is that, as of the award date of the contract, the contractor:

(Check as appropriate)

- Has a total work force for the project site and administrative staff associated with the project of less than fifty (50) employees, and the contract can be completed without supplementing said work force beyond fifty (50) employees.
- Is a foreign company with a work force in the United States of less than fifty (50).
- Is an agency of the Federal Government or a Wisconsin municipality.
- Has achieved a balanced work force. If requesting an exemption based on this reason, contractor must submit 1) a completed Workforce Analysis Form (DOA-3022), 2) supporting labor market information, and 3) an Equal Employment Opportunity Policy Statement.
- Has undergone an audit of its Affirmative Action Program within the last year by the Office of Federal Contract Compliance (OFCC) and has received a letter of compliance. (Contractor must attach a copy of its OFCC letter and the contractor's Affirmative Action and Equal Employment Opportunity Policy Statement.)

III. We have posted the notice(s) explaining Wisconsin's contract compliance law. Yes No

 Authorized Signature

 Date (mm/dd/ccyy)

 Printed Name

 Title

 Witness Signature

 Date (mm/dd/ccyy)

 Printed Name

 Title