

Attach Committed Project Workforce Form to Utilization Plan

1. You will receive an email from hc.mail.service@hennepin.us with the Committed Project Workforce form PDF.

Subject: Complete the last step in submitting your workforce details for [Project name]

Body:

Attached are the committed workforce details for [Prime contractor name] on [Project name]. To complete the submission of your workforce details:

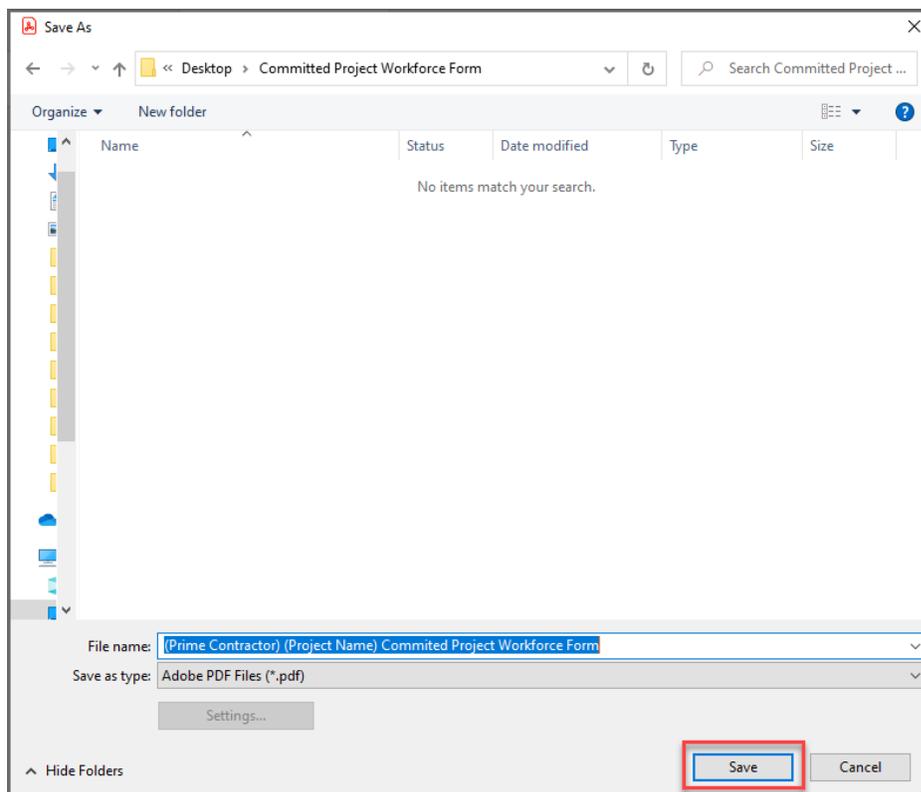
1. Download the attached pdf (Committed Project Workforce Form).
2. Login to Hennepin County's [Contract Compliance System](#).
3. Locate your Utilization Plan for [Project name].
4. Upload the document to your Utilization Plan and submit the plan for approval.

See [help guide](#) for more detailed instructions.

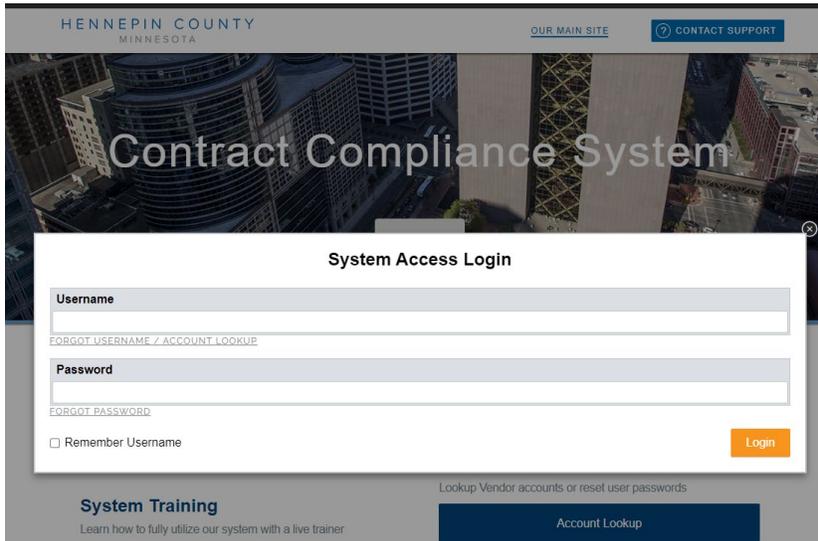
After you submit in the [Contract Compliance System](#), your compliance specialist will review your overall Diversity and Inclusion plan for this project (which includes the Utilization Plan and Workforce Plan) and approve or return the plan to you for corrections. See the [Construction Diversity and Inclusion Requirements](#).

Questions? Contact your Compliance Specialist.

2. Open the PDF and save to your computer.



- Log into the [Contract Compliance System](#).



- Go to your project’s Utilization plan. (Assigned Utilization Plans are displayed on the dashboard in the Utilization Plans section. All current and previous plans will be listed along with their corresponding status. Plans requiring action are in red. You can also access your Utilization Plans by selecting **View** from the left menu, then **My Utilization Plans**.)

Utilization Plans	Total	< 7 days	> 7 days
Pending Submission »	1	0	1
Submitted »	1	0	1

- Click **Utilization Plans**.

Utilization Plans	Total	< 7 days	> 7 days
Pending Submission »	1	0	1
Submitted »	1	0	1

6. Select the project.
7. In the “Step 1: Provide Utilization Plan Information” box, click **Fill in Utilization Plan Details**.

Step 1: Provide Utilization Plan Information

Use this section to provide information on the plan. Click the button to **Fill in Utilization Plan Details**.

Utilization Plan Information

Estimated Bid/Transaction Amount	\$1,000,000
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8. Click **Attach File**.

Utilization Plan: Enter Plan Details
Help & Tools

In this section provide comments and attach files related to the plan as required by the organization. You may also be required to enter the estimated bid/transaction amount if not already entered by the organization.

* required entry

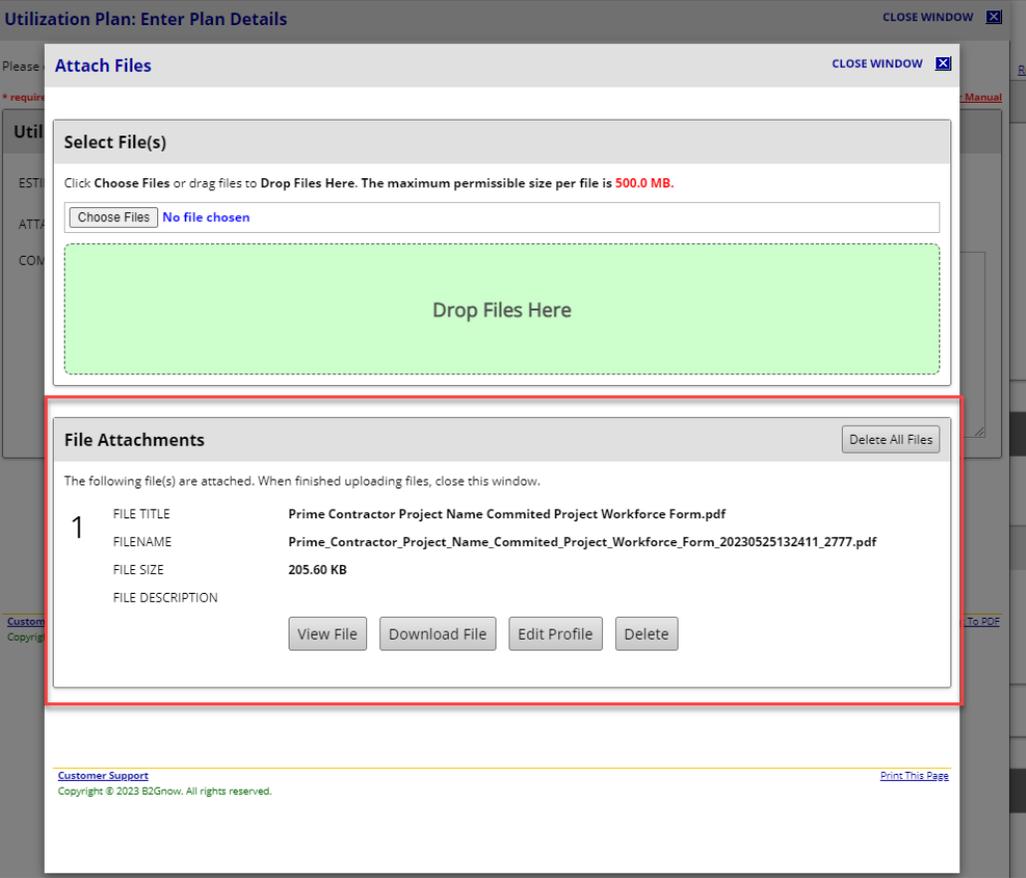
Utilization Plan Details

Estimated Bid/Transaction Amount *	1,000,000
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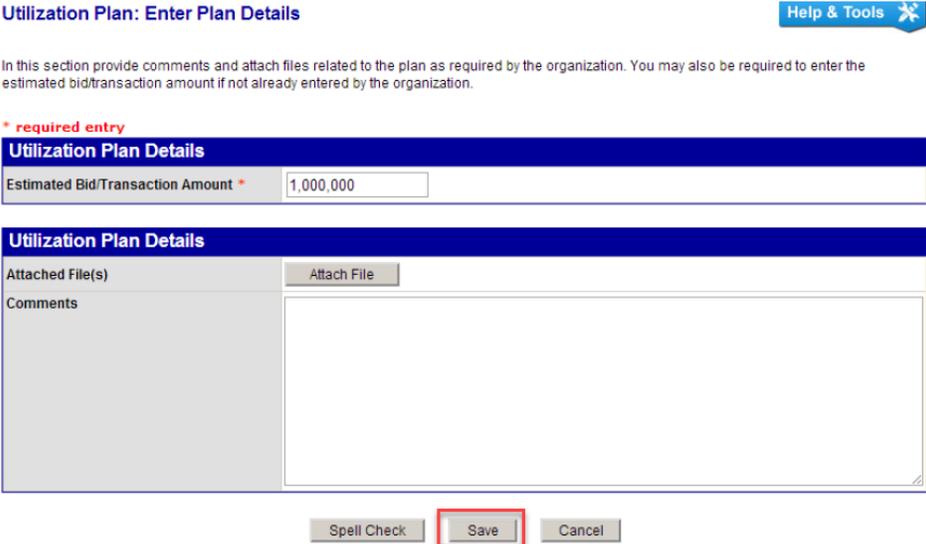
Utilization Plan Details

Attached File(s)	<div style="border: 2px solid red; padding: 2px; display: inline-block;"> <input type="button" value="Attach File"/> </div>
Comments	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>

9. Click **Choose Files** and select the Committed Project Workforce form PDF you saved to your computer.



10. Click **Save**.



11. Scroll to bottom and click **Submit Utilization Plan**.

Step 4: Sign and Submit Utilization Plan

To submit this plan click the button below. You will be asked to provide your full name as your signature, title, company name, and check the affirmation box. If any warnings are listed, you must address them before submitting the plan.

Fill in the required fields below, check the box to affirm your resubmission, and click **Submit Utilization Plan**.

Sign & Submit This Utilization Plan

Type your full, legal name*	Type your title*
<input type="text" value="Chris Chapman"/>	<input type="text" value="CEO"/>
Type the legal name of your organization*	Enter today's date*
<input type="text" value="JCC Test Vendor"/>	<input type="text" value="6/30/2014"/> (mm/dd/yyyy)

By checking the box I affirm that the information provided in this utilization plan is true and accurate. Making false representations or including information evidencing a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments. Firms that do not perform commercially useful functions may not be counted toward MWBE utilization.

Your Diversity and Inclusion plan is now submitted.

If your Diversity and Inclusion plan is returned for deficiencies, you will receive an email from the Contract Compliance System. Click the Utilization Plan link in the email and check the "Reviewer Comments" in the Utilization Plan Summary box.