Attach Committed Project Workforce Form to Utilization Plan

1. You will receive an email from <u>hc.mail.service@hennepin.us</u> 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 <u>Contract Compliance System</u>, 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 <u>Construction Diversity and Inclusion Requirements</u>.

Questions? Contact your Compliance Specialist.

2. Open the PDF and save to your computer.

👃 Save As					×
← → × ↑ <mark>.</mark>	« Desktop > Committee	d Project Workforce Form	ı v	ට 🔎 Searc	ch Committed Project
Organize 🔻 Ne	w folder				::: - ?
A Name	^	Status	Date modified	Туре	Size
		No items	match your search.		
~					
File name:	(Prime Contractor) (Projec	t Name) Commited Proj	ect Workforce Form		~
Save as type:	Adobe PDF Files (*.pdf)				~
	Settings				
∧ Hide Folders				Save	Cancel



Quick Guide

3. Log into the Contract Compliance System.

	HENNEPIN COUNTY MINNESOTA	OUR MAIN SITE	(?) CONTACT SUPPORT			
	Contract Comp	liance Sy	stem.			
A -	System Access Login					
	Username					
	FORGOT USERNAME / ACCOUNT LOOKUP					
	Password					
	FORGOT PASSWORD					
	Remember Username		Login			
	Outline Training	Lookup Vendor accounts or reset user	passwords			
	System Training Learn how to fully utilize our system with a live trainer	Account Look	ир			

 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.)

Dashboard	Displaying records	assigned to you	ur company 🗸
Utilization Plans	Total	< 7 days	> 7 days
Pending Submission »	1	<u>0</u>	1
Submitted »	1	<u>0</u>	1

5. Click Utilization Plans.

Dashboard	Displaying records assigned to your company 💙				
Utilization Plans	Total	< 7 days	> 7 days		
Pending Submission »	<u>1</u>	<u>0</u>	<u>1</u>		
Submitted »	<u>1</u>	<u>0</u>	<u>1</u>		

- 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				
	Fill In Utilization Plan Details			

8. Click Attach File.

Utilization Plan: Enter Plan Details



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
Utilization Plan Details	
Attached File(s)	Attach File
Comments	
	Spell Check Save Cancel

Quick Guide

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

Utiliz	ation Plan: Enter Plan Detail	; ;	SE WIND	ow 🗙	
Please	Attach Files	CLOSE WIND	ow 🗙		Re
* require				Manual	
Util	Select File(s)				
ESTI	Click Choose Files or drag files to Dro	p Files Here. The maximum permissible size per file is 500.0 MB.			
ATTA	Choose Files No file chosen				
CON		Drop Files Here			
	File Attachments	Delete Al	Files		
	FILE TITLE	Prime Contractor Project Name Committed Project Workforce Form.pdf			
	FILENAME	Prime_Contractor_Project_Name_Commited_Project_Workforce_Form_20230525132411_2777.pdf			
	FILE SIZE	205.60 KB			
Custom Copyrig	FILE DESCRIPTION	View File Download File Edit Profile Delete		<u>To PDF</u>	
	Customer Support Copyright © 2023 B2Gnow. All rights reserved.	Print	This Page		

10. Click Save.

Utilization Plan: Enter Plan Details					*
In this section provide comments and attac estimated bid/transaction amount if not alre	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]			
Utilization Plan Details					
Attached File(s)	Attach File				
Comments					1
	Spell Check	Save	Cancel		

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.				
Submit Utilization Plan				
Fill in the required fields below, check the box to affirm your resubmissi	ion, and click Submit Utilization Plan.			
Sign & Submit This Utilization Plan				
Type your full, legal name*	Type your title*			
Chris Chapman	CEO			
Type the legal name of your organization*	Enter today's date*			
JCC Test Vendor	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. Submit Utilization Plan				

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.