

December 29, 2008

To: All Contractors, Subcontractors, Suppliers and Consultants
From: Joe Kisicki, NDOR Highway Civil Rights Coordinator

Subject: CONTRACTOR SELF-ANALYSIS FORM DUE FEBRUARY 1, 2009

It's time to complete and submit the annual NDOR E.E.O. Contractor Self-Analysis Form. All contractors, subcontractors, suppliers and consultants who participate in NDOR Federal-aid projects must complete and submit a Self-Analysis Form annually during the month of January. A form submitted for 2009 will be valid through January 31, 2010.

The 2009 Self- Analysis Form must be received by February 1, 2009.

The U.S. Department of Transportation requires NDOR to obtain every firm's average annual gross receipts. This information must be provided in Section 1 of the Self-Analysis Form or the form will not be accepted.

Any contractor, subcontractor, supplier or consultant who does not have a current Self-Analysis Form on file and begins work on a NDOR Federal-aid project must complete and submit a Self-Analysis Form within five (5) days. Prime contractors should ensure that all subcontractors and suppliers have filed their respective Self-Analysis Forms with NDOR prior to the firms starting work on a Federal-aid project.

PLEASE READ THE FOLLOWING BEFORE COMPLETING THE FORM.

Section 1 MUST be completed by all firms (including average annual gross receipts).

If a firm submitted a Contractor Self-Analysis Form to NDOR for 2008, and there have been no changes in the firm's E.E.O. or Affirmative Action procedures or personnel, it is not necessary to complete Sections 2 through 22. Just sign Page 2 and return both pages.

If you're not sure your firm submitted a Contractor Self-Analysis Form for 2008, you should complete the entire form for 2009. If there have been any changes in the firm's E.E.O. or Affirmative Action procedures or personnel since 2008, you must complete the entire form.

Mail or fax completed Contractor Self-Analysis Forms (before February 1, 2009) to:

NDOR Civil Rights Office
P.O. Box 94759
Lincoln, NE 68509-4759

FAX: 402 479-3728

If you have any questions, call Mary Hutson (402) 479-4514 or Joe Kisicki 479-4531.