

Workforce Plan

To be compiled by apparent low bidder and submitted via e-mail to the Contract Compliance Specialist whose region the project is located. Contact information may be found [here](#).

This document is made up of 3 pages. Below is an overview of each page (refer to the specific page for further instruction)

***Page 1** *Project Information Form*: completed by apparent low bidder

***Page 2** *Subcontractor Workforce Commitment Form*: completed by apparent low bidder and subcontractors with labor hours

***Page 3** *Workforce Hours - Project Overview*: completed by apparent low bidder

Project Information

SP Number: _____

Contract Number: _____

Project District: _____

County: _____

Project Description: _____

OJT Goal: _____ **Trainees** _____ **Hours**

Apparent Low Bidder: _____

EEO Officer:

	Name	E-mail	Phone Number

Payroll Contact:

	Name	E-mail	Phone Number

Project Start Date: _____

Project End Date: _____

Contract Amount: _____

Date Submitted: _____

The entire Workforce Plan must be submitted via e-mail no later than 5 business days from letting