COMPLIANCE PLAN OVERVIEWS
&
POST AWARD REQUIREMENTS

PART 1: OVERVIEW

Section 1.1 APPLICABILITY

The Contract Compliance Program ("Program")[1] is an equal opportunity program that shall apply to, and shall be a part of all contracts and subcontracts, purchase orders, consultant agreements, and services to the Delaware River Joint Toll Bridge Commission ("DRJTBC" or "Commission").

Section 1.2 SUMMARY

Firms or individuals submitting bids for solicitation agree to abide by the DRJTBC's Contract Compliance Program (CCP) requirements. The DRJTBC Contract Compliance Program:

(1) Promotes and encourages Minority, Women, Small, Disadvantaged, Disabled, and Veteran owned businesses (referred to as "Identified Business Enterprises" or "IBE(s)") to participate in business opportunities with the DRJTBC.

(2) Afford IBE(s) an equal opportunity to compete for work on DRJTBC's contracts.

(3) Encourages Consultants / Contractors to provide proposal / subcontracting opportunities to certified IBE(s) by soliciting such firms for subconsulting / subcontracting opportunities. The DRJTBC and its Consultants / Contractors shall not discriminate on the basis of race, color, religion, gender, national origin, ancestry, age, marital or veteran status, medical condition, disability, sexual orientation, citizenship, or any other classification protected by law in the award and performance of contracts.

The DRJTBC encourages Consultants / Contractors to meet or exceed the **twenty-five percent (25%)** IBE participation targets for Commission projects / contracts. However, Consultants / Contractors may comply without achieving the participation targets by fully evidencing and establishing their inability to meet the target in their Good Faith Efforts documentation. Consultants / Contractors that **do not meet** the project's targets are subject to the Contract Compliance Department's ("CCD") Good Faith Efforts review. Prior to selection, please review Good Faith Efforts minimum requirements. **All Consultants / Contractors shall select and submit either IBE Contract Compliance Plan I or Plan II as part of their bid documents:**

a) Compliance Plan I - the Consultant / Contractor may **"Opt-In"** by agreeing to meet or exceed the **25%** participation target (complete form **A**) ***or;***

b) Compliance Plan II - the Consultant / Contractor must provide evidence of its **Good Faith Efforts** documentation (**forms A**) demonstrating and establishing their efforts to meet the **25%** participation target. The Prime Consultant / Contractor stated IBE participation level will be made a term of the proposal / contract agreement with the Commission. **If any or all of the required Compliance Plan documentation is not submitted with the proposal / bid, it may be deemed non-responsive and may not be accepted for consideration.**

MANDATORY REQUIREMENTS

Section 1.3 PAYMENT VERIFICATION & REPORTING:

Upon contract award, it is mandatory that all Prime Consultants / Contractors assign a designated staffer to take the online training for the Commissions Payment Verification Reporting System via **ELATION SYSTEMS.** The Prime's designated staffer must document their payments made to **IBE(s)** in **ELATION** after every invoice payment received from DRJTBC.

Section 1.4 CERTIFIED PAYROLL REPORTING: *Construction Only*

Upon contract award, it is mandatory that all Prime Contractors and their Lower-Tier Subcontractors assign designated personnel to take the online training for the Commissions Certified Payroll and Workforce Utilization Reporting System - ELATION. **Certified Payroll(s) must be uploaded directly to the Elation System on a bi-weekly basis.**

POST AWARD REPORTING

Section 1.5 POST AWARD PUBLIC REPORTING:

The Commission will track and publish on its **publically** available Website IBE Payments, Workforce Utilization and Ethnicity participation results at the completion of its contracts for each Prime Consultant / Contractor firm with whom the Commission does business. The information published will document the Prime Consultant / Contractor's performance as follows:

IBE PAYMENTS - *Professional Services and Construction Contractors*

The payments by the Prime Consultant / Contractor to each of their IBE Subconsultants / Subcontractors will be calculated and scored based on the criteria set by the Commission's 25% IBE Target.

WORKFORCE UTILIZATION - *Construction Contractors Only*

Workforce utilization contains 2 levels of scoring and documents the hourly employee utilization by workforce type, ethnicity and gender.

IBE Payments Score Table

Score Standards	IBE Subcontractor Participation %
A+	45% & a bove
A	35% to 44.9%
B+	30% to 34.9%
B	25% to 29.9%
C+	20% to 24.9%
C	15% to 19.9%
D+	10% to 14.9%
D	5% to 9.9%
F	4.9% & below

Utilization Score Table

Score Standards	Workforce	Ethnicity / Gender
A+	30% & above	25% & a bove
A	25% to 29.9%	15% to 24.9%
B+	20% to 24.9%	over 15%
B	15% to 19.9%	10% to 14.9%
C+	10% to 14.9%	over 10%
C	10% to 14.9%	7.5% to 9.9%
D+	5% to 9.9%	over 7.5%
D	5% to 9.9%	5% to 7.4%
F	4.9% & below	4.9% & below

Any questions regarding the *Compliance Plan(s)* should be directed to the CCD to either of the following:

Professional Services & Construction Contracts

Nicholas Haynes, Director
DRJTBC
Contract Compliance Department
1199 Woodside Rd
Yardley, PA 19067
(267) 394-6562 ofc
(267) 876-0252 cell
nhaynes@drjtbc.org

The requirements of this Program, including the successful Consultant's / Contractor's Compliance Plan, will be incorporated into the resulting contract with the DRJTBC.

PART 2: CONTRACT COMPLIANCE PROGRAM

Section 2.1 OVERVIEW COMPLIANCE PLANS I & II

The Commission is seeking at a minimum, **twenty-five percent (25%)** IBE participation in all Commission projects. When submitting a proposal / bid to the Commission, a Prime Consultant / Contractor must identify the amount of IBE participation it intends to use in the project as part of their IBE Contract Compliance Plan I or II ("**Compliance Plan**"), "Opt-In" or Good Faith Efforts documentation.

COMPLIANCE PLAN I - "Opt-In"

In order to select Compliance Plan I the Prime Consultant / Contractor must commit to meet /exceed the **twenty-five percent (25%)** IBE Participation Target and submit **Forms A and B (List all Lower Tier IBE and Non-IBE Subconsultants / Subcontractors**).

COMPLIANCE PLAN II - "Good Faith Efforts Documentation"

In order to select Compliance Plan II, the Prime Consultant / Contractor must demonstrate and establish through its Good Faith Efforts documentation their inability to meet the 25% IBE project target (complete Forms A through E and List all Lower Tier IBE and Non-IBE Subconsultants / Subcontractors).

Please Note: The targeted IBE participation is a target, not a prerequisite for submission of a proposal / bid. If a Prime Consultant / Contractor elects not to submit Compliance Plan I or II (Opt-In *or supply* Good Faith Efforts documentation), the Commission will be entitled to any *and* all available contractual remedies for noncompliance with these terms.