

**REQUEST FOR EXEMPTION FROM SUBMITTING AFFIRMATIVE ACTION PLAN
 WISCONSIN OFFICE OF CONTRACT COMPLIANCE**

INSTRUCTIONS TO VENDOR: By satisfying one of the conditions below, the vendor may request an exemption from submitting an Affirmative Action Plan. Complete this form and return it to the contracting state agency within fifteen (15) working days of the award date of the contract. Unless the vendor is notified otherwise by the contracting state agency, the vendor may assume that the exemption is approved.

Vendor Name		(Either) Federal Employer Identification Number	
Address (Street)		(Or) Social Security Number	
(City)			
Contact		(State)	(Zip)
Commodity IT Services Suppliers Contract #15-92040-501		Title	
Total Contract Amount \$ TBD	Award Date TBD	Telephone Number ()	
Contracting State Agency TBD		Bid Number N/A	

II. EXEMPTION REQUEST: The basis for requesting an exemption is that, as of the award date of the contract, the vendor: (Check as appropriate)

X	Has less than twenty-five (25) employees.
	Is a foreign company with a work force in the United States of less than twenty-five (25).
	Is an agency of the Federal Government or a Wisconsin municipality.
	Has achieved a balanced work force. Vendor must submit 1) a completed Work Force Analysis [Form DOA-3022], 2) supporting labor market information if requesting an exemption based on this reason and 3) Equal Employment Opportunity Policy Statement.
	Has undergone an audit of its Affirmative Action Program within the last year by the Office of Federal Contract Compliance (OFCC) and has received a letter of compliance. (Vendor must attach a copy of its OFCC letter and the vendor's Affirmative Action and Equal Employment Opportunity Policy Statement.)

III. We have posted the notice(s) explaining Wisconsin's contract compliance law. **Yes** **No**

CEO/President/Sole Proprietor Signature	Date	Witness Signature	Date
Title		Title	
Printed Name		Printed Name	

This form can be made available in accessible formats to qualified individuals with disabilities upon request. Please call the Wisconsin Office of Contract Compliance (WOCC) at (608) 266-5462 (voice) or (608) 267-9629 (TTY), or write to WOCC at 101 East Wilson Street, 6th Floor, Madison, Wisconsin 53707-7867.