# EQUAL EMPLOYMENT OPPORTUNITY STAFFING PLAN
(EEO Form 100)

For Non-Construction Contracts Only

**Solicitation No.**
- Reporting Entity:
  - □ Successful Bidder
  - □ Subcontractor

**Successful Bidder/Subcontractor's Name:**

**Successful Bidder/Subcontractor's Address:**

**FEIN:**

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Report includes Contractor's:
- □ Successful Bidder’s work force to be utilized on this contract
- □ Successful Bidder’s total work force
- □ Subcontractor’s work force to be utilized on this contract
- □ Subcontractor’s total work force

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Enter the total number of employees for each classification.

<table>
<thead>
<tr>
<th>EEO Job Category</th>
<th>Total Work Force</th>
<th>Work force by Gender</th>
<th>Work force by Race/Ethnic Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Male (M)</td>
<td>Total Female (F)</td>
<td>White (M) (F)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive/Senior Level Officials &amp; Managers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First/Mid Level Officials &amp; Managers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professionals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technicians</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Workers</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Administrative Support Workers
Craft Workers
Operatives
Laborers and Helpers
Service Workers

<table>
<thead>
<tr>
<th>Totals</th>
<th>TELEPHONE NO.:</th>
<th>DATE:</th>
</tr>
</thead>
</table>

**PREPARED BY (Signature):**

**EMAIL ADDRESS:**

**NAME AND TITLE OF PREPARER (Print or Type):**

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**General instructions:**

Contact the Designated Contact(s) for the solicitation if you have any questions. All Successful Bidders must complete an EEO Staffing Plan (EEO 100) for non-construction procurements and submit it within the time specified by the CNYRTA if the Bidder is notified by the CNYRTA that it is the Successful Bidder. Where the work force to be utilized in the performance of the CNYRTA Contract can be separated out from the Bidder’s total work force, the Bidder shall complete this form only for the anticipated work force to be utilized on the CNYRTA Contract. Where the work force to be utilized in the performance of the CNYRTA Contract cannot be separated out from the Bidder’s total work force, the Bidder shall complete this form for the Bidder’s total work force. Subcontractors awarded a subcontract over $25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the “Work”) except where the Work is for the beneficial use of the Successful Bidder must complete this form upon request of CNYRTA and within the time period mandated by CNYRTA.

**Instructions for completing:**

1. Enter the Solicitation Number that this report applies to along with the name and address of the Successful Bidder
2. Check off the appropriate box to indicate if the individual completing the report is doing so on behalf of the Successful Bidder or a subcontractor.
3. Check off the appropriate box to indicate if the work force being reported is just for the contract or the Bidder’s total work force.
4. Enter the total work force by EEO job category.
5. Break down the total work force by gender and enter under the heading “Work force by Gender.”
6. Break down the total work force by race/ethnic background and enter under the heading “Work force by Race/Ethnic Identification.” Enter the name, title, phone number and email address for the person completing the form. Sign and date the form in the designated boxes.

RACE/ETHNIC IDENTIFICATION

Race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group. The race/ethnic categories for this survey are:

WHITE - (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

BLACK - A person, not of Hispanic origin, who has origins in any of the black racial groups of the original peoples of Africa.

HISPANIC - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

ASIAN & PACIFIC ISLANDER - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

AMERICAN INDIAN OR ALASKAN NATIVE (Not of Hispanic Origin) - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.