AAP 43 – EEO Officer Designation – This data is now entered directly in EBO. The Prime and Sub Consultants will now enter The Corporate EEO Officer, Site EEO Officer and Corporate D/M/WBE Officer on their Vendor Profile in EBO.

AAP 44 – Subconsultant Division of Work (AAP44.doc) DMWBE only
Part 1 – Due with the submission of Final Draft Proposal
Part II – Due at the time of the request for final payment
Parts I and II to be completed by the D/MWBE Subconsultant only

SCHEDULE OF PAYMENT – Due with the minutes of this meeting. Sent by the Prime to all subconsultants. Copy the Project Manager, RCS and CMCRU Albany. (payments.doc)

EEO PLAN – Current (less then 2 years old) kept on file in your office and copy submitted to the Civil Rights Unit, Contract Management Bureau.

FIN 421 – Submit a copy of each FIN 421 for all D/MWBE’s (fin 421(4-96).doc)
Refer to CI 09-05

AAP – 7 Consultant Payment History – This data is now entered directly in EBO. Refer to CI 13-02

WHEN TRAINING IS REQUIRED SUBMIT THE FOLLOWING TO THE RCS
(Copy To Consultant Manager and CMCRU).

AAP 26 – Training Progress Report – Submit to the RCS for review and approval with a resume and a copy of a High School Diploma or GED. (AAP26.doc)

Training Program – Submit to the RCS for review and approval. Must be signed by the trainer and trainee. (Approved copy to Consultant Manager and CMCRU) (Consultant Engineers Training Catalog programs)

AAP 26 – Training Progress Reports – Due monthly after the trainee begins work. Must be signed by trainee, the supervisor of the trainee and a NYSDOT Representative. Copies to Consultant Manager, RCS and CMCRU. Utilize f to change the status of the trainee. (e.g. upgrade, layoff, termination, completion of the trainee program.) (AAP26.doc)