

EEO PREAWARD CLEARANCE REQUEST (August 23, 2016)

(SEE PAGE 2 FOR INSTRUCTIONS)

1. Date request submitted to Industrial Personnel Group, DOE Oak Ridge Operations. (UT-Battelle, LLC use only.) _____

2. Submitted by: Procurement Officer Name: _____
Organization: UT-Battelle, LLC
Address: PO Box 2008
Oak Ridge, Tennessee 37831- _____
Phone No.: 865- _____

3. Name, street address, and telephone number of offeror for which clearance is being requested.

4. Place(s) of performance of subcontract. _____

5. Total estimated dollar amount of subcontract. _____

6. ORNL solicitation number. _____

7. Description of supplies or services to be provided.

8. Number of employees at facility for which clearance is requested. _____

9. Name and phone number of offeror's EEO contact. _____

10. Anticipated date of award (or best estimate). _____

INSTRUCTIONS FOR PREPARING
EEO PREAWARD CLEARANCE REQUEST

- Item 1 - Self-explanatory.
- Item 2 - Name and telephone number of the Procurement Officer submitting the request for clearance.
- Item 3 - Give name and street address of the offeror for which the clearance is being requested. Do not list a post office box number. When a compliance review is required, investigators sometimes have to perform an onsite visit.

If the address is different from the place of performance listed in Item 4, please determine if the offeror has a branch office in the performance area which will actually be performing the service and list that address. The OFCCP has to clear the office in the performance area. If there is no branch office in the performance area, give the address of the company or part of the company that will actually be doing the work.

If the company for whom the clearance is being requested is located in California, please list the county in which it is located. California is served by six OFCCP offices—each one handling specific counties—and sending a request to the wrong one can cause considerable delay in turnaround time.

- Item 4 - List the geographical area(s) in which the work is to be performed.
- Item 5 - Self-explanatory.
- Item 6 - List a solicitation number that the OFCCP can use as a reference number. If you do not list a reference number, the OFCCP will call for one before it will issue a clearance.
- Item 7 - Self-explanatory.
- Item 8 - Self-explanatory.
- Item 9 - Name and telephone number of the EEO contact at the company for which clearance is being requested.
- Item 10 - Give the anticipated date of award or as good an estimate as possible. The OFCCP does its best to provide a clearance by that date. However, procurement actions should be planned to allow at least 30 days to obtain a preaward clearance.

NOTE: The OFCCP National Pre-Award Registry, which is found on the internet at https://ofccp.dol-esa.gov/preaward/pa_reg.html, provides information on Federal contractors which have been reviewed by OFCCP within the past two years. If the specific contractor establishment for which you are requesting an EEO clearance is listed on the Registry, you are not required to request pre-award clearance from OFCCP and may proceed with the award of the contract. If, however, the contractor is not listed in the Registry, regular pre-award request procedures must be followed.

Please do not request that ORO call for an oral clearance unless it is urgent. The OFCCP strongly discourages asking for oral clearances and, in many cases, will refuse to give one. OFCCP doesn't hesitate to point out that it is allowed 30 days to provide a clearance. However, in urgent cases, ORO will work with persons submitting a request in order to meet a critical need.