

PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS
SECTION J – LIST OF ATTACHMENTS
ATTACHMENT I – GUIDANCE FOR PREPARATION OF DIVERSITY PLAN

(See Section I Clause “DEAR 970.5204-81 Diversity Plan)

This Guidance is to assist the Contractor in completing the Diversity Plan required under Section I Clause DEAR 970.5204-81 Diversity Plan.

Work Force

This contract includes clauses on Equal Opportunity and Affirmative Action. The Contractor should discuss its policies, plans and procedures for implementation of these requirements in its operations.

Educational Outreach

The Contractor should outline or discuss any programs already provided, or which it intends to provide, which will provide employees an opportunity to improve their employment skills and opportunities with particular attention to those areas where individuals may require focused training because of educational or skill gaps linked to economic status. This may include: educational assistance allowance, provision for outside training programs either during or outside regular work hours, and executive training programs for non-executive employees. The Contractor should also discuss any plans to participate in any program supporting Historically Black Colleges and Universities, Hispanic Serving Institutions and Native American Institutions.

In addition to any other planned initiatives under Educational Outreach, the Contractor shall maintain and further enhance the following programs commenced under Contract No. DE-AC07-94ID13223:

- The Annual Hispanic Youth Symposium (HYS) http://www.inel.gov/welcome/hispanic_youth/
- The PATH program - a partnership with the Shoshone-Bannock tribes wherein the Contractor provides summer internships for up to 15 tribal students pursuing a college education, including mentoring and real-world job experience.
- The tracking system used to monitor the educational progress of HYS and PATH participants for the purpose of targeted recruiting.
- The "Welfare-to-Work" initiative - setting high goals and maintaining the well-structured program.

Community Involvement and Outreach

This contract includes a written Community and Economic Development Plan dealing with community involvement and outreach activities. Contractor community relation activities could include support for the following activities: support for science, mathematics and engineering education; support for community service organizations; assistance to Governmental and community service organizations and for equal opportunity activities; and community assistance in connection with work force reduction plans. The Contractor may provide support to these activities through direct sponsorship or making individual employees available to work with the specific community activity. The Contractor's Diversity Plan should discuss the Contractor's existing and planned activities promoting community involvement of its employees as well as the company.

Subcontracting

This contract contains the clause at FAR 52.219-9 "Small Business Subcontracting Plan" and other small business related clauses. The Contractor should briefly summarize its subcontracting plan. If the Contractor is participating, or plans to participate, in the Department's Mentor-Protégé Program, this

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involvement or planned involvement, should be summarized. Information concerning its subcontracting plans already submitted and approved do not need to be redeveloped or renegotiated.

Economic Development (Including Technology Transfer)

This contract includes clauses dealing with technology transfer. Planning or activities developed under such clauses may apply to this element of the Contractor's Diversity Plan. Additionally, some of the subcontracting activities planned by the Contractor with small businesses, HUBZone small businesses, small disadvantaged businesses, or woman-owned small businesses may be entered into for the purpose of assisting the economic development of or transferring technology to such a business. The Contractor's Diversity plan should outline and discuss its planned activities promoting economic diversification of the local community.