EEO PRE-AWARD CLEARANCE

U.S. Department of Labor

Employment Standards Administration

Office of Federal Contract Compliance Programs

Subject: Request for EEO Pre-Award Clearance on ***[Insert Contractor]***

Date: ***[Insert date]***

Dear ***[Insert name]***,

I request that your office conduct the necessary investigation to determine whether ***[Insert contractor name]*** is in compliance with the applicable EEO requirements and eligible to receive award of a contract. The contract is to provide ***[Insert description of work]***.

The following information will assist you in conducting your review: ***[Insert the following information]***.

* 1. ***[Insert name, address, point of contact and telephone number of the proposed contractor.]***
  2. ***[Insert name, address, point of contact and telephone number of each proposed first-tier subcontractor with a proposed subcontract estimated at $10 million or more.]***
  3. ***[Insert anticipated date of award.]***
  4. ***[Insert place(s) of contract performance.]***
  5. ***[Insert estimated dollar amount of contract (if in excess of $10 million, including options).]***
  6. ***[Insert proposed contract and/or solicitation number.]***
  7. ***[Insert name, address, point of contact, telephone number, and e-mail address of the contracting office/agency.]***

Your cooperation and assistance is appreciated. A response is desired by [***Insert date***]. Should you have any questions, please contact ***[contracting.officer@faa.gov]*** or call ***[Insert phone number]***.

Sincerely,

***[Insert CO’s Name]***

Contracting Officer

***[Insert Office Name/Code e.g., AAQ]***

***[Insert Office Address]***