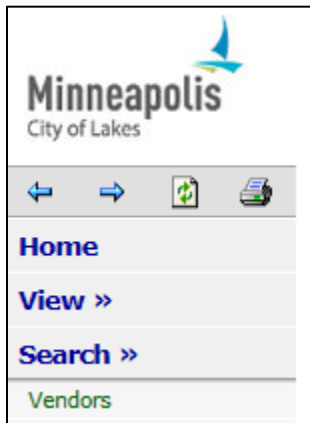


Guide Contractors – Questionnaire/Affirmative Action Plan Submission CCIMS/B2GNow System

There are two ways a vendor can submit a Questionnaire aka Affirmative Action Plan into the CCIMS/B2GNow system. To access the system go to <https://mpls.diversitycompliance.com/?TN=mpls>

If your firm is already in CCIMS/B2GNow, then you go to “search”:



Type in your Vendor business name:

Search Parameters

BUSINESS NAME/DBA

Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches are wildcard (e.g. *ABC*)

Click the first 20 matches:

Search: Vendors

Users **Vendors** Contracts Proposals Outreach

Search for vendors using names, location, classifications, and/or other criteria. Enter information into the search box and click the Search First 20 Matches button.

Quick Search Options

Click a button to initiate an immediate search:

Search Parameters

BUSINESS NAME/DBA

Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches are wildcard (e.g. *ABC*)

Choose your firm:

Search: Vendors

Users **Vendors** Contracts Proposals Outreach

Listed below are all of the vendors that match your search criteria. Use the sort and filter functions of the table to reduce the size of the list. the table.

Business Name	Location
BAUER'S EDEN VALLEY FURNITURE, INC	EDEN, NY
RS EDEN	MINNEAPOLIS, MN

1 - 2 of 2 records displayed: Page 1

Search Again Add New Vendor Add to Outreach Add to Vendor List Save

Click the "Questionnaires" box:

RS Eden

E: mwolfson@rseden.org
P: 612-287-1600
F: 612-287-1633
1931 West Broad Ave Suite 101
Minneapolis, MN 55411

Select a module, function, or record type to navigate to.

System Vendor Number:

Business Information View & Edit Vendor Profile QuickView Users Certifications Contracts

Questionnaires

Click "New Questionnaire & Renewal":

Vendor Profile: Questionnaires

General Public Profile Users Commodity Codes Co

RS Eden

New Questionnaire & Renewal

Follow the instructions to submit your AAP:

Questionnaire: Review Status

General | Public Profile | Users | Commodity Codes | Contacts & Owners | Comments | Certifications | Contracts

RS Eden

This application is for firms that wish to be recognized as a Vendor with The City of Minneapolis and listed on the City's Vendor List. To continue, click **Start Vendor Registration** at the bottom of the page.

The execution of every City contract over \$100,000 is subject to the Affirmative Action Plan (AAP) requirements. The AAP requires that the contractor or vendor submit an AAP to the Contract Compliance Division (CCD) and CCD must approve the plan. This known as the Pre-award process. There are three (3) options for submitting a plan.

1. Do you have an AAP approved by either the Minnesota Department of Human Rights (MDHR); City of Minneapolis (COM) or the National Employment Contractors Association (NECA)? If yes, please submit a Certificate of Compliance received from any of these agencies.
2. Submit a Full AAP if: you are entering into City contracts over \$100,000 and employ over 40 full-time employees.
3. Submit a Modified AAP: If you are entering into City contracts over \$100,000, and employ 40 or less full-time employees.

The second way to submit a questionnaire/AAP is to follow the steps below:

Step 1 – CCIMS landing page – <https://mpls.diversitycompliance.com/?TN=mpls>. Click “Submit an AAP”:

AFFIRMATIVE ACTION PLAN (AAP)

Search for vendors with an active AAP with the City or submit your Affirmative Action Plan for approval.

Search Vendors with Active AAP's

Submit an AAP

Step 2 – Vendor’s should login if they already have an account or Create an account

Submit your Affirmative Action Plan

Thank you for your interest in doing business with the City of Minneapolis!

Using the Vendor Compliance System, submitting an AAP only takes a couple of minutes. After registering your company, you will automatically be logged into the system and directed to submit your AAP.

All firms must be invited by the City of Minneapolis Department of Civil Rights to submit an AAP. The City only requires an AAP from vendors who have an active contract or are in the process of being awarded a contract. If you have not received an email to submit an AAP or do not have an active contract with the City you do not need to submit an AAP.

To continue, please select an option below.

New AAP

I Know My Username & Password
[Login](#)

I Forgot My Username & Password.
[Lookup Account](#)

Your firm is not currently registered.
[Create Account](#)

Renew or Update Your AAP

I Know My Username & Password
[Login](#)

I Forgot My Username & Password
[Lookup Account](#)

After logging into your account, you will be directed to submit your AAP. You can also click the Submit an AAP link on 'Start/Renew Questionnaire' on the right side of the "Dashboard".
If you require technical assistance while completing the application, please use our [online support form](#).

Step 3 – To create an account, complete the asterisks sections, then click “next”:

* required entry

Section 1: Business Lookup

TAX ID NUMBER * Enter your firm's Tax ID Number and click **Lookup** to check if an account already exists.

(Federal Tax ID, 9 numbers, do not enter dashes or spaces)

Section 2: Business Information

BUSINESS NAME *

DBA NAME

COMPANY TYPE * ▼

COMPANY ETHNICITY ▼

COMPANY GENDER ▼

Section 3: Business Contact Information

MAIN COMPANY EMAIL *

MAIN PHONE *

MAIN FAX

COMPANY WEBSITE

COMPANY ADDRESS * Line 1
 Line 2
 Line 3

CITY *

STATE/PROVINCE * U.S. States/Provinces or Canadian Provinces

ZIP CODE/POSTAL CODE * U.S. Zip Code or Canadian Postal Code

COUNTRY *

Section 4: Company Contact Person

NAME * First name Last name

TITLE

EMAIL/USERNAME * [Copy from above](#)

PHONE NUMBER * [Copy from above](#) Ext.

FAX NUMBER [Copy from above](#)

CHOOSE PASSWORD *

Password requirements:

- Must be at least 16 characters long
- Must have at least one number: 0-9

RETYPE PASSWORD *

TIME ZONE *

Step 4 – Questionnaire – Edit Questionnaire.

This step is where you will upload your affirmative action plan:

Questionnaire: Edit Questionnaire [Help & Tools](#)

The execution of every City contract over \$100,000 is subject to the Affirmative Action Plan (AAP) requirement in the Minneapolis Code Ordinances 139.50(e). This includes contract amendments that exceed \$100,000 or a combination of current contracts (to one contractor or vendor) exceeding \$100,000. Before the City may enter into a contract with a contractor or vendor, the contractor or vendor must submit an AAP to the Contract Compliance Division (CCD) and CCD must approve the plan. This is known as the Pre-award Review process.

There are three (3) options for submitting a plan.

- Do you have an AAP approved by either the Minnesota Department of Human Rights (MDHR); City of Saint Paul, Minnesota Mechanical Contractors Association (MMCA) or National Electrical Contractors Association (NECA)? If yes, please submit a Certificate of Compliance received from any of these agencies.
- Submit a Full AAP if you are entering into City contracts over \$100,000 and employ over 40 full-time employees on a single working day in the past 12 months.
- Submit a Modified AAP: If you are entering into City contracts over \$100,000, and employ 40 or less full-time employees on a single working day in the past 12 months.

*** required entry**

Questionnaire	
Name	Affirmative Action Plan
Description	An Affirmative Action Plan rules are a combination of Federal, State and City laws and policies. Compliance requirements vary depending on numerous factors such as the size, location, number or employees or type of business.

Entity Information	
Contact for this submission *	<input type="text" value="Lucky Lady"/>
	Select a contact person for this record; all notices will be sent to this person.
Primary Company Email *	<input type="text" value="llady2020@aol.com"/>
Company Type *	<input type="text" value="LLC"/>

Select the type of affirmative action plan you would like to submit for your company.

Download the form(s); complete the document and attach your affirmative action plan. Please note you will need to click the [refresh](#) button under status so the attachment appears.

AAP/EEO

Does your company meet all the criteria to submit a full affirmative action plan (AAP)? *

Yes - My company employs over 40 full time employees in a single working day and is entering into City contracts over \$100,000
If Yes, Submit a Full AAP.

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Full Affirmative Action Plan	Document is REQUIRED when option is selected - Download, sign and upload the Full AAP	Download	Not Attached

No - My company employs 40 or fewer full time employees on a single working day and is entering into City contracts over \$100,000
If No, submit a Modified AAP.

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Modified Affirmative Action Plan	Document is REQUIRED when option is selected - Download, sign and upload the Modified AAP	Download	Not Attached

No - I am currently certified with Minnesota Department of Human Rights (MDHR), City of Saint Paul, Minnesota Mechanical Contractors Association (MMCA) or National Electrical Contractors Association (NECA)
Submit a Certificate of Compliance received from one of the following agencies: Minnesota Department of Human Rights (MDHR), City of Saint Paul, Minnesota Mechanical Contractors Association (MMCA) or National Electrical Contractors Association (NECA).

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Certificate of Compliance	Document is REQUIRED when option is selected - Upload your certificate from one of the following agencies: Minnesota Department of Human Rights (MDHR), City of Saint Paul, Minnesota Mechanical Contractors Association (MMCA) or National Electrical Contractors Association (NECA).		Not Attached

AAP/EEO


Does your company meet all the criteria to submit a full affirmative action plan (AAP)? *

Yes - My company employs over 40 full time employees in a single working day and is entering into City contracts over \$100,000
If Yes, Submit a Full AAP.

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Full Affirmative Action Plan	Document is REQUIRED when option is selected - Download, sign and upload the Full AAP	Download	Not Attached

No - My company employs 40 or fewer full time employees on a single working day and is entering into City contracts over \$100,000
If No, submit a Modified AAP.

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Modified Affirmative Action Plan	Document is REQUIRED when option is selected - Download, sign and upload the Modified AAP	Download	Attached by Lucky Lady on 7/8/2020



Complete the next section – Company Information:

Company Information

CEO/Primary Owner Name * Enter first and last name.

CEO/Primary Owner Telephone Number * Format as ###-###-####.

EEO/AAP Manager Name * Enter first and last name.

EEO/AAP Manager Telephone Number * Format as ###-###-####.

Nature of Business *

Add any additional information, then click NEXT if you've completed this process or click SAVE DRAFT.

Additional Information

Comments

Step 5 – Review Questionnaire:

You will be able to make edits in any section if need be.

Complete the signature section, then click SUBMIT.

CONGRATULATIONS – you’ve submitted your affirmative action plan to the City of Minneapolis.

Questionnaire: Review Questionnaire		Help & Tools
Questionnaire		Edit
Name	Affirmative Action Plan	
Description	An Affirmative Action Plan rules are a combination of Federal, State and City laws and policies. Compliance requirements vary depending on numerous factors such as the size, location, number or employees or type of business.	
Status	Pending Submission	
Entity Information		Edit
Contact for this submission	Lucky Lady	
Contact Email	llady2020@aol.com	
Company Email	llady2020@aol.com	
Company Type	LLC	
AAP/EEO		Edit
Does your company meet all the criteria to submit a full affirmative action plan (AAP)?	No - My company employs 40 or fewer full time employees on a single working day and is entering into City contracts over \$100,000	
	Document	Status
	Modified Affirmative Action Plan	Attached by Lucky Lady on 7/8/2020
	CityofMPLS ModifiedAAP - Hot Stuff Heating.pdf (PDF, 631.52 KB)	

Company Information	
CEO/Primary Owner Name	LUCKY LADY
CEO/Primary Owner Telephone Number	612-673-2583
EEO/AAP Manager Name	L. Lady
EEO/AAP Manager Telephone Number	612-673-2583
Nature of Business	Heating

Additional Information	
Comments	

Signature	
Signature *	Apply your signature in the box below using your mouse, finger, or stylus Clear Signature
Your Name *	Type your full, legal name <input type="text"/>
Your Title *	<input type="text"/>
Your Organization *	HOT STUFF HEATING
Today's Date *	7/8/2020 (mm/dd/yyyy)

I am submitting this form with information that I understand to be correct and accurate.

Edit

Submit

Cancel