



EEO-101-AEConsultants Instructions

Workforce Utilization Reporting Form for Architectural & Engineering Consultants

The New York State Office of General Services (OGS) is required to submit your contract workforce data to the New York State Empire State Development (ESD) Division of Minority and Women’s Business Development office. To comply:

- Architectural & engineering consultants must¹ submit this report **quarterly** by the 10th day of April, July, October, and January throughout the duration of a contract.
- Gross Wage data is only required to be reported on a quarterly basis commencing with the April 1, 2018 report. For more information about this requirement visit the ESD website at: <https://esd.ny.gov/doing-business-ny/mwbe/mwbe-executive-order-162>.
- Consultants should request each subconsultant used on a project to separately report its workforce.
- Consultants should not report on workers that are being reported by their subconsultants.
- If a consultant or subconsultant has no data for that quarter, a report must still be submitted. Complete Section A, including the preparer’s name, title, date; check the electronic signature attestation; and check box for no workforce utilization reporting.
- Use the Excel form **EEO-101-AEConsultants** located on the OGS website at: <http://ogs.ny.gov/MWBE/Forms>. Helpful tips & instructions are outlined in this document.
- “Save as” the Excel report file with the following naming convention:
AgencyAcronym_ContractNumber.xlsm
- Email the completed **EEO-101-AEConsultants** form(s) to:
EEO_AEConsultants@ogs.ny.gov

Need help?

Contact OGS at:
518-486-9284 or MWBE@ogs.ny.gov

Sample View of Form EEO-101-AEConsultants

EEO-101 Workforce Utilization Reporting Form (AE Consultants)

Section A (Consultant/Subconsultant Information)

Reporting Entity: <input type="checkbox"/> Consultant <input type="checkbox"/> Subconsultant			Reporting Period - Select One <input type="checkbox"/> January 1 - March 31 <input type="checkbox"/> April 1 - June 30 <input type="checkbox"/> July 1 - September 30 <input type="checkbox"/> October 1 - December 31		Preparer's Name: _____ Preparer's Title: _____ Date: _____	
Company Name Company Address FEIN / Vendor ID Project Location Additional Locations Contract Number			Workforce Identified in Report <input type="checkbox"/> Workforce Utilized in the Performance of this Contract <input type="checkbox"/> Consultant/Subconsultant's Total Workforce		<input type="checkbox"/> By checking this box, I certify that I personally completed this document and I adopt the name typed above as my electronic signature under the NYS Electronic Signatures and Records Act, with like legal force and effect as if I had physically signed the document. <input type="checkbox"/> Check this box if you are reporting that your firm had no workforce utilization for the reporting period. <input type="checkbox"/> Check this box to request that the material included herein be withheld from disclosure pursuant to Article 6 of the Public Officers Law (Freedom of Information Law).	

Section B (Number of Employees and Hours Worked by Race/Ethnic Identification)

EEO 1 Job Categories	SOC Job Title	SOC Job Code	Number of Employees and Hours Worked by Race/Ethnic Identification During Reporting Period																													
			White						Black/African American						Hispanic/Latino						Asian/Native Hawaiian or Other Pacific Islander						Native American/Alaskan Native					
			Male			Female			Male			Female			Male			Female			Male			Female			Male			Female		
			No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages
			50		50		50		50		50		50		50		50		50		50		50		50		50		50			

When the workforce to be utilized on the contract cannot be separated out from the contractor's and/or subcontractor's total workforce, information on the contractor's and/or subcontractor's total workforce must be included in the report.

EEO-101 AEConsultants_December 26, 2017

¹In accordance with contract Article 21 Equal Employment Opportunity (EEO).

Sample View of form EEO-101-AE Consultants: Section A

EEO-101 Workforce Utilization Reporting Form (AE Consultants)

Section A (Consultant/Subconsultant Information)

<p>Reporting Entity 1 <input type="checkbox"/> Consultant <input type="checkbox"/> Subconsultant</p> <p>Company Name 2</p> <p>Company Address</p> <p>FEIN / Vendor ID</p> <p>Project Location 3</p> <p>Additional Locations 4</p> <p>Contract Number 5</p> <div style="text-align: center; margin-top: 20px;"> <p>6 Reporting Period - Select One</p> <table border="1" style="margin: auto;"> <tr> <td><input type="checkbox"/> January 1 - March 31</td> <td><input type="checkbox"/> April 1 - June 30</td> </tr> <tr> <td><input type="checkbox"/> July 1 - September 30</td> <td><input type="checkbox"/> October 1 - December 31</td> </tr> </table> </div> <div style="text-align: center; margin-top: 20px;"> <p>7 Workforce Identified in Report</p> <table border="1" style="margin: auto;"> <tr> <td><input type="checkbox"/> Workforce Utilized in the Performance of this Contract</td> </tr> <tr> <td><input type="checkbox"/> Consultant/Subconsultant's Total Workforce</td> </tr> </table> </div>	<input type="checkbox"/> January 1 - March 31	<input type="checkbox"/> April 1 - June 30	<input type="checkbox"/> July 1 - September 30	<input type="checkbox"/> October 1 - December 31	<input type="checkbox"/> Workforce Utilized in the Performance of this Contract	<input type="checkbox"/> Consultant/Subconsultant's Total Workforce	<p>Preparer's Name: 8</p> <p>Preparer's Title:</p> <p>Date:</p> <div style="margin-top: 20px;"> <p>9 <input type="checkbox"/> By checking this box, I certify that I personally completed this document and I adopt the name typed above as my electronic signature under the NYS Electronic Signatures and Records Act, with like legal force and effect as if I had physically signed the document.</p> <p>10 <input type="checkbox"/> Check this box if you are reporting that your firm had no workforce utilization for the reporting period.</p> <p>11 <input type="checkbox"/> Check this box to request that the material included herein be withheld from disclosure pursuant to Article 6 of the Public Officers Law (Freedom of Information Law)</p> </div>
<input type="checkbox"/> January 1 - March 31	<input type="checkbox"/> April 1 - June 30						
<input type="checkbox"/> July 1 - September 30	<input type="checkbox"/> October 1 - December 31						
<input type="checkbox"/> Workforce Utilized in the Performance of this Contract							
<input type="checkbox"/> Consultant/Subconsultant's Total Workforce							

- 1 **Reporting Entity:** Check if you are reporting as the consultant or as a subconsultant. Consultants should request each subconsultant used on a project to separately report its workforce.
- 2 **Company Name and Address:** Type in the business name and address.
- 3 **Project Location:** Select the county location of the project from the drop-down list.
- 4 **Additional Locations:** If the project is in multiple locations, type in the name of all counties the project is located in.
- 5 **Contract Number:** Type in the contract number of the project being reporting on.
- 6 **Reporting Period:** Consultants and subconsultants are required to report this data **quarterly** by the 10th day of April, July, October, and January. Select the quarter you are reporting.
- 7 **Workforce Identified in Report:**
 - Option 1: “Workforce Utilized in Performance of this Contract” – Check this option if this report includes data only on employees who worked on this project.
 - Option 2: “Total Workforce” – Check this option if you are unable to report data only on employees who worked on this project. In this case, you must report data on your entire company workforce, regardless of whether or not all employees worked on this project.
- 8 Enter the preparer’s name, title, and the date of preparation.
- 9 Check the box next to the electronic signature attestation.
- 10 Check the box if you are reporting that your firm had no workforce utilization data for the reporting period.
- 11 Check the box if you request that the material included herein be withheld from disclosure pursuant to Article 6 of the Public Officers Law (FOIL).



Sample View of form EEO-101-AE Consultant: Section B

Section B (Number of Employees and Hours Worked by Race/Ethnic Identification)			Number of Employees and Hours Worked by Race/Ethnic Identification During Reporting Period																													
EEO 1 Job Categories	SOC Job Title	SOC Job Code	White						Black/African American						Hispanic/Latino						Asian/Native Hawaiian or Other Pacific Islander						Native American/Alaskan Native					
			Male			Female			Male			Female			Male			Female			Male			Female								
			No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages			
1	2	3	4	5	6	7																										

When the workforce to be utilized on the contract cannot be separated out from the contractor's and/or subcontractor's total workforce, information on the contractor's and/or subcontractor's total workforce must be included in the report.

Section B: You are required to report on the **number of employees** and the **number of hours** worked by each race/ethnic identification. There are 11 rows in this section. Rows 1-10 are drop-down lists; the 11th row allows type-in information, if necessary. If there are more than 11 entries, please submit an additional form.

- 1 EEO Job Categories:** Select a category from the drop-down list.
- 2 SOC Job Title:** Select a SOC Job Title from the drop-down list.
- 3 SOC Job Code:** Based on the SOC Job Title, the appropriate SOC Job Code automatically fills in; it is not necessary to manually enter the SOC Job Code.
- 4 # Employees:** Across each row, enter the total number of employees within that job category/title/code by each race/ethnic/gender group.
- 5 # Hours Worked:** Across each row, enter the total number of hours worked within that job category/title/code by each race/ethnic/gender group.
- 6 Gross Wages:** Enter the total gross wages paid for work on the identified Contract, to all employees for each job code and each gender and racial/ethnic group, identified in the Report. Consultants and subconsultants should report only gross wages for work on the contract paid to employees during the period covered by the Report. Gross wages are those reported by employers to employees on their wage statements.
- 7 Total # Employees, Hours Worked, and Gross Wages:** This row automatically tabulates totals of # employees, hours worked, and gross wages - no need to enter any data in this row.

How to Submit:

- ✓ “Save as” the Excel report file with the following naming convention:
Agency Acronym_Contract Number.xlsm
Example: [OGS_1234567-C.xlsm](#)
- ✓ Send the report as an Excel document - do not convert to a PDF or other file format.
- ✓ If a consultant or subconsultant has no data for that quarter, a report must still be submitted. Complete Section A; including the preparer’s name, title, date; check the electronic signature attestation; and check box for no workforce utilization reporting.
- ✓ Consultants and subconsultants must submit an EEO-101-AE Consultants form quarterly by the 10th day of April, July, October, and January.
- ✓ Attach the file in an email, and send directly to:
EEO_AEConsultants@ogs.ny.gov