

## **Native American Hiring.**

### **Pre-Bid**

Before bid submittal, contact the (insert specific tribe who will serve as the labor contact) to provide information on hiring procedures and future employment opportunities, and gather information on the tribal work force.

Lac du Flambeau tribal labor office contact information: (insert specific contact information)

Example: (tribal labor contact, name and title)

(Address)

Office:

Cell:

Email:

Maintain documentation of all efforts made to communicate with (insert specific tribe who will serve as contact). Pre-bid, present documentation in conjunction with the DT1633 form. The Eligible Bidders list will not be updated until after this documentation is received. Include the following information in documentation:

Proposal number/route number/termini/county

Person(s) contacted

Method of communication (phone, email, written, in person)

Information exchanged (hiring procedures, available positions, referrals received, employee performance, etc)

### **After Execution**

At a minimum of 3 days before the tribal coordination meeting, contact the (insert specific tribe who will serve as contact) to provide the following information regarding available employment opportunities for prime and subcontractors:

Job classification/trade

Job qualifications and required skills

Employment period

Wage

Copy of job application

The (insert specific tribal labor contact) shall provide employment referrals within two business days. If no qualified referrals are received, use other recruitment sources to obtain qualified referrals.

Document all efforts made to communicate job opportunities and the results of hiring activities throughout the life of the contract. At any time during the life of the contract, provide Lac du Flambeau communication documentation within 5 business days of request by the department.

### **Tribal Coordination Meeting**

Between execution of contract and the project preconstruction conference, conduct a meeting with the Tribal officials and leaders at (insert tribe). Prime contractor and all subcontractors shall be present. Discuss available employment opportunities and other tribal areas of interest such as scope of work, Tribal regulations, borrow sites, waste sites, and available aggregate.

### **Project Completion**

As a part of the document submittals required under standard spec 109.7, submit documentation summarizing communications regarding job opportunities throughout the life of the contract. Provide final report to the tribe and Statewide Tribal Affairs compiling the results of hiring activities for the prime contractor as well as for subcontractors at all tiers.

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## USER GUIDANCE

### Applicability:

Reference a map and reference tool to determine when this provision will be included in projects. Currently this provision would apply to projects located on or partially on lands held under the ownership and jurisdiction of the tribes.

### Suggested wording for advertising:

This contract requires pre-bid contact with the Tribe whose lands the project resides on and additional documentation will be submitted with DT1633 form. See special provisions and contact (insert project manager and contract information), for information on this requirement.

### Suggested policy considerations:

Any time this provision is included within a contract the regional tribal liaison should be included. A pre-advertising meeting between the regional project manager, regional tribal liaison, statewide tribal liaison and the tribal labor contact should be arranged. WisDOT shall provide a timeline, basic scope of work and all relevant online links to project plans, bidding and advertising procedures and assist with outreach expectations, recommendations for tribal coordination meeting agenda and identify any other tribal project coordination needs or requirements. This is also an opportunity to discuss the DBE goals sets and outreach processes required as part of ASP 3.

### Suggested addition for Notes to Construction:

For Native American Hiring provision – request documentation of communication with tribal labor office from the contractor at least twice during the project. Once within a couple weeks of the precon and again when the project is substantially complete. This documentation does not have to be in any set format. See special provisions for the type of information to expect as documentation. This is to gather information on the process. Forward documentation to the regional tribal liaison and Statewide Tribal Affairs, Kelly Jackson.

### Suggested information for PM (Project Manager) for pre-bid inquiries:

This is a standard special provision. This is where we would likely reference where to find the supportive language regarding the provision. Purpose, background, etc. For further information on the future of statewide hiring provision, contact Kelly Jackson, 608-266-3761

Documentation:

There is no standard format for this documentation. Include all pertinent information as outlined in the specials. Documentation needs to be submitted pre-bid with DT1633. Additional communication with tribal employment labor office should be documented throughout the project. Department will request documentation after execution of the project and contractor will have 5 business days to submit documentation to-date.

Statewide Native American Labor Database:

At this time this resource is not available. Statewide Tribal Affairs is working with DWD to enlist a tribal component onto the Job Centers program. This will be included in the provision but is not available at this time.