OFCCP Contractor Portal Certification

A GUIDE FOR FEDERAL CONTRACTORS

Introduction

Many employers that provide supplies and/or services to the federal government have an obligation to develop and maintain affirmative action programs (AAPs) for their organizations. The Office of Federal Contract Compliance Programs' (OFCCP) Contractor Portal is a platform on which these employers must annually certify that they are compliant with the requirement to develop and maintain AAPs.

> OFCCP has indicated that failure to certify appropriately may result in an increased chance of being selected for a compliance review.

What You'll Need to Certify

- [ ] Current AAPs for all establishments with 50 or more employees or all functional/business units
- [ ] Employer Identification Number (EIN) or Integrated Postsecondary Education Data System (IPEDS) number for educational institutions
- [ ] EEO-1 Headquarter/Company Number
- [ ] EEO-1 Unit Numbers (for employers with multiple establishments)
- [ ] Login.gov account
- [ ] List of company establishments along with information regarding employee count and AAP structure. If the contractor develops a Functional AAP (FAAP), information about the FAAP agreement

Who must certify?

Supply and service contractors with a contract of $50,000 or more and 50 or more employees must certify compliance with the regulations covering minorities and women (Executive Order 11246) and the regulations covering individuals with disabilities (Section 503 of the Rehabilitation Act of 1973). Contractors with a contract of $150,000 or more with 50 or more employees must also certify compliance with the regulations covering protected veterans (Vietnam Era Veterans' Readjustment Assistance Act of 1974).

When must certification be completed?

The Contractor Portal remains open indefinitely. However, the current filing period begins on April 1, 2024. Contractors must certify by July 1, 2024. Contractors with a May 1 plan date should consider certifying by April 30, assuming current AAPs are in place. Contractors with a June 1 plan date should consider certifying by May 31, assuming current AAPs are in place.

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What do covered contractors need to do?

Federal contractors and subcontractors that are required to certify compliance in the OFCCP Contractor Portal must complete several steps to successfully do so:

Logging In and Registering

1. Navigate to **https://www.dol.gov/agencies/ofccp/contractorportal** and click "Visit the OFCCP Contractor Portal".

2. If the individual certifying on behalf of the contractor has a Login.gov account, the "Sign In" button in upper right corner can be clicked. Click on "Create Account" if the individual certifying on behalf of the contractor does not have a Login.gov account. The user must then create an account.

3. Navigate through the Welcome page and accept the Rules of Behavior.

4. On the User Authorization Page, enter the contractor's Employer Identification Number (EIN), EEO-1 Headquarter/Company Number, and EEO-1 Establishment Number. (Note: the EEO-1 Headquarter/Company Number may be the same as the EEO-1 Establishment Number).

    a. If the EEO-1 Headquarter/Company Number or EEO-1 Establishment Number are unknown, select the Identifiers Not Known Path.

    b. Educational institutions that do not have an EEO-1 Headquarter/Company Number may register using their IPEDS number.

5. After selecting "Continue", one of the following two screens will appear, depending on whether the Identifiers Not Known Path is selected:

    a. If it has not been selected, the Edit Parent Company page will appear. Confirm or edit the company information on this page.

    b. If it has been selected, enter the required information to create a Parent Company record.

Managing Establishments

All contractor establishments with 50 or more employees must be certified as having developed and maintaining a current AAP, regardless of whether the establishment is doing any work towards the completion of a federal contract. Additionally, any location with its own AAP must be certified, regardless of employee count. To add an establishment:

1. Click on "My Company" on the left side of the screen.
2. Scroll down and click on "+Add New Establishment or Functional/Business Unit.
3. Complete the form. (Note: Users will need the EEO-1 ID, IPEDS number, U.S. Territory ID, Functional Affirmative Action Program ID, or a Temporary ID to complete this form.)
4. Click "Save".

If a contractor establishment has closed, or if the number of employees located at that facility has fallen below 50 and the contractor now includes the employees of that facility with a different establishment's AAP, the establishment should be reported as closed in the Contractor Portal. To mark an establishment as Closed:

1. Click on "Manage Establishments or Functional Business Units".
2. In the "Action" drop-down menu, select "Assign Closed Status".
3. Select the checkbox(es) next to the establishment(s) or functional/business unit(s) that the contractor wishes to show as "Closed".
4. Click "Apply to selected items".

Certifying Establishments

Once the contractor has confirmed that all appropriate establishments or functional/business units have been included in the Parent Company account, the next step is to certify compliance for these establishments. To do so:

1. Click on "Dashboard" on the left side of the screen.
2. Select the appropriate certification status. The options are:

   1.1 Entity has developed and maintained affirmative action programs at each establishment, as applicable, and/or for each functional or business unit. (Note: If this option is selected, the start date of the contractor's AAPs must also be entered.)

   1.2 Entity has been part to a qualifying federal contractor or subcontract for 120 days or more and has not developed and maintained affirmative action programs at each establishment, as applicable.

   1.3 Entity became a covered federal contractor or subcontractor within the past 120 days and therefore has not yet developed applicable affirmative action programs.

3. If option 1.1 is selected, indicating the contractor has developed and is maintaining a current AAP for the selected establishments, the user must also enter the AAP coverage start date, or AAP date.
4. Select "I affirm this declaration". Click "Continue".
5. Select the establishments which should be certified from the list of establishments.
6. Click "Submit Certification".

For more information, please visit dciconsult.com/aap-verification.

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