



CONTRACT COMPLIANCE SERVICES

FORM SUBMITTAL CHECKLIST FOR PROFESSIONAL SERVICE VENDORS

THE FOLLOWING FORMS MUST BE REPORTED ONLINE VIA MILWAUKEE PUBLIC SCHOOLS CONTRACT COMPLIANCE REPORTING SYSTEM (CCRS) WWW.MPS.DIVERSITYCOMPLIANCE.COM

THESE FORMS ARE AVAILABLE ONLINE FOR YOUR CONVENIENCE AT:

[HTTP://MPS.MILWAUKEE.K12.WI.US/EN/DISTRICT/ABOUT-MPS/SCHOOL-BOARD/CONTRACT-COMPLIANCE-SERVICES/FORMS--SCHEDULES.HTM](http://MPS.MILWAUKEE.K12.WI.US/EN/DISTRICT/ABOUT-MPS/SCHOOL-BOARD/CONTRACT-COMPLIANCE-SERVICES/FORMS--SCHEDULES.HTM)

POST-AWARD DOCUMENTATION FORMS DUE TO CCS TWENTY (20) BUSINESS DAYS FOLLOWING MPS BOARD APPROVAL OF CONTRACT AWARD RECOMMENDATION OR NOTICE TO PROCEED TO WORK, WHICHEVER COMES FIRST.

- Schedule H1-C Alternative Placement Site Request**- Alternative Placement is available to MPS Contractors/Vendors with justified limitations which prevent actual student employment participation within their place of employment. Additionally, a company representative will be required to perform 2 alternative placement site visits for the duration of the project or per 12 month contract period (where applicable).
- Employer Request for Student Employment** –CCS maintains the list of eligible students for program requirements.
- Vendor Request for Career Education Activity** – Vendors may contact CCS for a list of available Career Education opportunities.

CCRS MONTHLY REPORTING REQUIREMENT & FORMS SUBMITTAL

- Contract Audit** – HUB firm payments are reported via the individual HUB subcontractor record within CCRS Compliance Audit List tab.
- Workforce Audit** – Company representative must report COIN, Student Employment and Career Education hours when applicable for each monthly audit.
- Schedule H2** – Report student hours within CCRS and upload signed Schedule H2 and or weekly timesheets.
- Career Awareness/Education Hour Confirmation** – Company representative must submit this form indicating amount of career awareness/education requirement completed. This form must be uploaded to CCRS Workforce Reporting Audit when reporting participation hours.

***THE FOLLOWING FORMS CAN BE OBTAINED FROM CONTRACT COMPLIANCE SERVICES [(414)-438-3622] WHEN APPLICABLE:**

- Schedule C** – Mentor Protégé Agreement forms are due ten (10) business days prior to official MPS bid opening date.