



TOHONO O'ODHAM NATION TRIBAL EMPLOYMENT RIGHTS OFFICE

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West Valley Location: (623) 385-3000 Ext. 72425
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CHECKLIST SUBMISSION OF YOUR COMPLIANCE AGREEMENT PLAN

TERO holds Contractors meeting EVERY TUESDAY at 9am at our office in Sells, Arizona and EVERY Wednesday at 1pm at Desert Diamond Casino West Valley Glendale, Arizona.

You can read and find material on the Tohono O'odham Nation website at <http://www.tonation-nsn.gov> go to Departments than Tribal Employment Rights Office.

Quick reference – Before transmitting your Compliance Agreement Plan to TERO check the following:

1. All line items per Compliance Agreement Plan are answered.
2. All supporting documents per Compliance Agreement Plan are attached upon submittal.
 - a. Copy of Signed Contract/Agreement/Purchase Order/Lease/etc. (line item #22)
 - b. Organizational Chart for the Project/Organization (line item #23)
 - c. Copy of Wage Scale to be use – Nation's Prevailing Wages/Davis Bacon (line item #24)
 - d. Construction Schedule/Business Plan (line item #25)
 - e. If Union Affiliated, Sign TERO Union Agreement (line item #26)
 - f. Legible copies of identification/Driver License/Tribal identification/Certificate of Indian Blood for each Key Personnel. (line item #27)
 - g. Copy of Company Personnel Manual and Company Hiring Application (line item #29)
 - h. Attached Job Description for hiring of skilled labor(s) (Not Key Positions) (line item #40)
 - i. Ensure that Compliance Agreement Plan is signed and dated by an authorized representative.
3. TERO Fee is paid to Treasurer's Office, if applicable.
4. Copy of the Transaction Privilege Tax (TPT) License when received.