

Muscogee (Creek) Nation CESO

Contracting and Employment Support Office
P.O. Box 580 Okmulgee, OK 74447
Phone: 918-549-2962 CES@mcn-nsn.gov

Utilization Plan

Please complete all forms and return to CESO office within 10 days of contract awarded date.

PROJECT:

Name:	Date:	
Location:		
Contract Amount: \$		
Contracting Agency/Contracting Officer:		
Scope of work to be performed:		

COMPANY:

Name of Company signing this Utilization Plan:			
Is your company certified as Indian Owned?	Yes	No	
Is your company affiliated with a Union?	Yes	No	
If so, please list:			



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Key Personnel

A key personnel employee is one who; (a) is an owner of the firm, or (b) holds a top superintendent, foreman or lead man position within the firm and are essential to the firms operations, such that the firm would suffer a financial loss if it is not able to employ that person.

Key Personnel:

NAME	TITLE	YEARS OF EMPLOYMENT	TRIBAL AFFILIATION
1.	Owner		
2.	Supervisor		
3.	Superintendent		
4.	Foreman		
5.	Lead Man		

Non Key Personnel

Non-Key Personnel are any employees who are employed in positions that could be filled with CESO provided qualified applicants if available.

Non-Key Personnel:

NAME	TITLE	YEARS OF EMPLOYMENT	TRIBAL AFFILIATION
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



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Labor Force Request to CESO

The CESO Office will make every effort to provide qualified applicants for open positions.

OCCUPATION/CLASSIFICATION	QUANTITY	DATE NEEDED	
Please provide preferred method for applicants to apply:			
TOTAL EMPLOYEES REQUESTED FROM CESO:			



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Sub-Contractor List

Please list any and all Sub-Contractors you will be utilizing for this project. CESO will contact Sub-Contractors directly to establish if they are Native American owned and to inquire whether they will have any labor needs.

**No companies on the CESO/MCN Debarment list may be used **

NAME	Phone Number	Contact Person	Scope of Work