

## ACQUISITION ALERT 01-01

This Acquisition Alert notice is being transmitted to all NOAA Heads of Contracting Offices (HCOs). If you have any questions or comments about the Alert, please contact Helen Hurcombe by e-mail or by telephone on (301) 713-0836.

PLEASE SHARE THIS MESSAGE WITH YOUR ACQUISITION STAFF:

By memorandum dated October 5, 2000, the Director of the Civil Rights Office, has provided a list of the approved vendors of EEO training and/or EEO Needs Assessments at NOAA. The list of approved vendors follows in this Alert.

All EEO Training that is secured from non-government sources for NOAA organizations or groups of NOAA employees must be performed by vendors approved by the Office of Civil Rights as meeting the minimum standards of adequacy with respect to course development and presentation capability. EEO training for individuals, or that is incidental to other training, can be obtained from other sources.

### EEO Training Vendor List

ABLEN  
1124 South Monroe Street  
Arlington, VA 22204  
Contact: Kitty L. Clark, Pres.  
(703) 522-5471  
FAX (703) 522-2179

Dot Bing & Associates  
505 South Independence Blvd, Ste. 103  
Virginia Beach, VA 23452  
Contact: Dorothy D. Bing, Pres  
(757) 499-5700  
FAX (757) 499-2581

FPMI Communications, Inc.  
  
707 Fiber Street  
Huntsville, AL 35801  
Contact: Mike McGuire, Training Dir.  
(256) 539-1850  
FAX (256) 539-0911

Horizons Management & Training  
Consultants  
Box 3131  
Alexandria, VA 22302  
Contact: Darlene V. Floyd, Pres.  
(703) 578-3169  
FAX (703) 578-2910

International Training Associates  
Post Office Box 4914  
Upper Marlboro, MD 20775-0914  
Contact: Crystal M. Williams, Pres./CEO  
(301) 390-0343  
FAX (301) 390-2515

Zoe Training & Consulting Resources, Inc.  
2025 Oak Avenue  
Boulder, CO 80304  
Contact: Alice Nutter, Account Manager  
(303) 440-9005  
FAX (303) 447-1186

**STANDARDIZED EEO TRAINING  
APPROVED VENDORS**

	<u>ABLEN</u>	<u>DB&amp;A</u>	<u>FPMI</u>	<u>Horizons</u>	<u>ITA</u>	<u>ZT</u>
<b><u>COMPREHENSIVE EEO TRAINING COURSES</u></b>						
EEO for Managers and Supervisors (Probationary or Tenured)	X	X	X	X		X
EEO for General Workforce Employees	X	X	X	X		X
<b><u>DISCRETE TOPIC EEO TRAINING COURSES</u></b>						
Affirmative Employment Program Requirements	X	X		X	X	X
Reasonable Accommodation and Accessibility	X	X		X	X	X
Management Involvement in EEO Problem Resolution	X	X		X	X	
Employee Rights and Responsibilities	X			X	X	X
Age Discrimination	X			X		
Sexual Conduct at the Workplace	X	X		X	X	X
<b><u>EEO NEEDS ASSESSMENT</u></b>						X