



UNIVERSITY OF CENTRAL FLORIDA

Division of Administration and Finance

12424 Research Parkway, Suite 300

Orlando, FL 32826-3249

April 20, 2021

Dear Subcontractor, Vendor, or Supplier:

This communication is being provided to you as a subcontractor, vendor, or supplier of the University of Central Florida (UCF). UCF is a federal government contractor subject to the nondiscrimination and affirmative action compliance requirements of Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. As part of our efforts to comply with these laws and their implementing regulations, UCF has developed and implemented equal employment opportunity and affirmative action policies and programs, which are designed to ensure that all qualified applicants and employees are treated without regard to such factors as race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other reason prohibited by law.

The implementing regulations of these laws require federal contractors to disseminate to their subcontractors, vendors, and suppliers information about their nondiscrimination and affirmative action policies, and also to "request appropriate action" on their part to ensure full compliance throughout the subcontracting chain related to the federal contract.

Because your company is a subcontractor, vendor, or supplier of UCF, I wanted to take this opportunity to inform you of our commitment to compliance with these important nondiscrimination and affirmative action requirements, and to ask for your support of and commitment to your company's compliance with them as well.

Should you have any questions concerning this notification please contact procurement@ucf.edu or 407-823-2661.

Sincerely,

A handwritten signature in black ink, appearing to read "Joel Levenson", is positioned below the word "Sincerely,".

Joel Levenson

Assistant Vice-President: Tax, Payables, Procurement