

Diversity and Inclusiveness* in City Solicitations Information Request Form

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1. How many employees does your company employ? Required

- 1 - 10
- 11 - 50
- 51 - 100
- Over 100

1A. How many of your employees are full time? Required

1B. How many of your employees are part time? Required

2. Do you have a Diversity and Inclusiveness Program? Required

- Yes
- No

If **No**, and your company size is less than 10 employees continue to question 10.

Complete and sign the form.

If **Yes**, does it address:

2.1. Employment and retention? Required

- Yes
- No

2.2. Procurement and supply chain activities? * Required

- Yes
- No

2.3. Customer Service? Required

- Yes
- No

3. Provide a detailed narrative of your company’s diversity and inclusiveness principles and programs. This may include, for example, (i) diversity and inclusiveness employee training programs, equal opportunity policies, and the budget amount spent on an annual basis for workplace diversity; or (ii) diversity and inclusiveness training and information to improve customer service. (If Not Applicable, please type N/A below)

* Required

4. Does your company regularly communicate its diversity and inclusiveness policies to employees? Required

- Yes
- No

5. How often do you provide training and diversity and inclusiveness principles? Required

- Monthly
- Quarterly
- Annually
- N/A
- Other

5.1 What percentage of the total number of employees generally participate? Required

- 0 - 25%
- 26 - 50%
- 51 -75%
- 76 - 100%
- N/A

6. State how you achieve diversity and inclusiveness in supply and procurement activities. This may include,for example, narratives of training programs, equal opportunity policies, diversity or inclusiveness partnership programs, mentoring and outreach programs, and the amount and description of budget spent on an annual basis for procurement and supplier diversity and inclusiveness. (If Not Applicable, please type N/A below) Required

7. Do you have a diversity and inclusiveness committee? Required

- Yes
- No

8. Do you have a budget for diversity and inclusiveness efforts? Required

- Yes
- No

9. Does your company integrate diversity and inclusion competencies into executive/manager performance evaluation plans? Required

- Yes
- No

10. I attest that the information represented herein is true, correct and complete, to the best of my knowledge. Required

Check Here if the Above Statement is True.

Name of Person Completing Form Required

Today's Date Required



NOTE: Attach additional sheets or documentation as necessary for a complete response.

Select file

Max file size: 50 MB
Max number of files: 20 files

****“Diversity and inclusiveness program”** means a program that invites values, perspectives and contributions of people from diverse backgrounds, and integrates diversity into its hiring and retention policies, training opportunities, and business development methods to provide an equal opportunity for each person to participate, contribute, and succeed

within the organization’s workplace. “Diversity” encompasses a wide variety of human differences, including differences such as race, age, gender, gender identity, sexual orientation, ethnicity, physical disabilities, appearance, historically underutilized and disadvantaged persons, as well as social identities such as religion, marital status, socio-economic status, lifestyle, education, parental status, geographic background, language ability, and veteran status.”

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