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Diversity and Inclusiveness* in City Solicitations Information Request Form

Type in your response, print out, sign and date; or print out and complete manually. Please print legibly.

Denver Executive Order No. 101 establishes strategies between the City and private industry to use diversity and inclusiveness to promote economic development in the City and County of Denver and to encourage more businesses to compete for City contracts and procurements. The Executive Order requires, among other things, the collection of certain information regarding the practices of the City's contractors and consultants toward diversity and inclusiveness and encourages/ requires City agencies to include diversity and inclusiveness policies in selection criteria where legally permitted in solicitations for City services or goods.

Answer each item below. Missing or incomplete responses will be recorded as "no" or "none". **A proposal or response to a solicitation by a contractor/consultant that does not include this completed form shall be deemed non-responsive and rejected.**

Project Name: _____

BID / RFP No.: _____

Name of Contractor/Consultant

Address:

Email: _____

Business Phone No.: _____

Business Facsimile No.: _____

1. Do you have a diversity and inclusiveness program? Yes No

If yes, does it address:

Employment and retention? Yes No

Procurement and supply chain activities? Yes No

Customer service? Yes No

1a. If yes, 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.)

1b. If yes, please attach a copy of any written materials on your diversity and inclusiveness program. Attached Not attached

1c. If yes, how does your company regularly communicate its diversity and inclusiveness policies to employees?

Employee Training

Pamphlets

Public EEO postings

Other _____

Not Applicable

1d. If you responded that you do not have a diversity and inclusiveness program, describe any plans your company may have to adopt such a program.

2. How often do you provide training in diversity and inclusiveness principles?

Monthly Annually
Quarterly Not Applicable Other _____

2a. What percentage of the total number of employees generally participate?

0 – 25% 50 – 75%
26 – 50% 76 – 100 % Not Applicable

3. 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.)

4. Do you have a diversity and inclusiveness committee? Yes No

4a. If so, how often does it meet?

Monthly Annually No Committee
Quarterly Other _____

4b. If you responded that you do not have a diversity and inclusiveness committee, describe any plans your company may have to establish such a committee.

- | | | | |
|----|---|-----|----|
| 5. | Do you have a budget for diversity and inclusiveness efforts? | Yes | No |
| | | | |
| 6. | Does your company integrate diversity and inclusion competencies into executive/manager performance evaluation plans? | Yes | No |

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

Signature of Person Completing Form

Date

Printed Name of Person Completing Form

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

“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.”