Division of Small Business Opportunity

Executive Order 101
Diversity and Inclusiveness Report
2015 Bi-Annual
Executive Summary

This is an analysis of data for the Diversity and Inclusiveness (DI) effort in the city solicitations. DI is essential components of successful economic development plans and efforts. Executive Order 101 (XO101) establishes strategies for the City and County of Denver (CCD) to use diversity and inclusiveness to promote economic development in the City and to encourage more businesses to compete for contracts and procurements awarded by the City.

Promoting diversity and inclusiveness through City contracts and procurements further the City's goal of achieving sustainable economic development, attracting a "best-in-class" workforce, and supporting the growth and development of all businesses. These efforts bolster public and private efforts to maintain economic stability in the city and state.

Implementation

Executive Order 101 was implemented on 4-1-2014. The information in this report covers 1-1-15 through 6-30-15. Changes were made to the DI form to enhance the data information provided to Senior Management. The form was changed effective 4-1-2015. Prior to implementing the changes two informational sessions were held and all CCD divisions were invited. Multiple mass emails were sent out with informational changes and trainings offered on an individual basis. A total of 30 CCD staff attended the informational sessions. The following divisions were represented in the informational meetings Aviation, Arts and Venue, Clerk and Recorder, Division of Small Business Opportunity, Public Works, Human Services, Denver Environmental Health, OED, and Parks and Recreation.

A total of 413 entries completed, 256 completed on the old version and 157 on the new version. A majority of this data information will is based on the original version of the DI form. Moving forward all data analyzed will come from the revised form.

Informational Changes

- Compare the percentage of contracts awarded to companies that have and do not have a Diversity programs.

  Do you have a Diversity and Inclusiveness Program? This analysis was derived from the total 413 submitted DI forms.

  • 48% (197) Do have a DI program
  • 49% (202) Do not currently have a DI program
  • 03% (014) Did not answer the question
Do you have a Diversity and Inclusiveness Program? This analysis was derived from the revised DI forms which total 157.

- Of the 157 vendors 140 of them were unique vendors  
  ✓ 51% (71) Do not have a DI plan  
  ✓ 48% (67) Do have a DI plan  
  ✓ 02% (02) Did not respond

- Number of awarded of 157 vendors  
  o 18% (27) Awarded  
    ✓ 52% (14) Do not have DI plan  
    ✓ 48% (13) Do have a DI plan  
  o 72% (129) Not Awarded

**Challenges:**
- Inconsistent and incomplete data provided by vendors  
- Understanding from vendors and CCD agencies of Diversity and Inclusion

➢ Is there consistency among those respondents that did not have a Diversity Program? Due to the Inconsistent and incomplete information provided, some analysis was completed to show:

  • Because of the 51% who did not respond to the vendor size question we are unable to determine consistencies.

**Challenges:**
- Information was inconsistent and incomplete from vendors and CCD agencies

➢ Compare the number of respondents that completed the form with the number of bids evaluated. Information provided by agencies totaled 235 individual solicitations for bid, 492 individual responses were submitted for the bids.

  • Because of the inconsistencies of information submitted on the DI form from vendors we are unable to determine consistencies.

**Challenges:**
- Information was inconsistent and incomplete from vendors and CCD agencies
[Image 0x0 to 612x792]

➤ Publish a guide to establishing Diversity Programs that suggest key components to a Diversity and Inclusiveness Program.

- A generic Diversity and Inclusiveness Plan has been created and now available to all vendors requesting the template. Templates are available on the DSBO website. (www.denvergov.org\dsbo) (Exhibit C)

- List of resources and information about Diversity and Inclusion will also be available on the DSBO website. (Exhibit D)

Snapshot

XO101 was implemented on 4/1/2014. Data collected and reviewed from agencies within the City and County of Denver is 1/1/2015 through 6/30/2015 (Exhibit A-B).

- Exhibit (A) Data collected on the old version of the DI form (1-15 to 3-15)
- Exhibit (B) Data collected on the revised version of the DI form (4-15 to 6-15)
Revised Diversity and Inclusiveness

Agencies responses for time frame 1-1-2015 through 3-31-2015

<table>
<thead>
<tr>
<th>Division responses</th>
<th>Response Percent</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Venues</td>
<td>0.11%</td>
<td>27</td>
</tr>
<tr>
<td>Aviation</td>
<td>0.31%</td>
<td>78</td>
</tr>
<tr>
<td>General Services</td>
<td>0.22%</td>
<td>56</td>
</tr>
<tr>
<td>Human Services</td>
<td>0.22%</td>
<td>56</td>
</tr>
<tr>
<td>OED</td>
<td>0.02%</td>
<td>06</td>
</tr>
<tr>
<td>Parks and Recreation</td>
<td>0.00%</td>
<td>03</td>
</tr>
<tr>
<td>Public Works</td>
<td>0.12%</td>
<td>30</td>
</tr>
</tbody>
</table>

answered question 100% 256

What is your department / agency name?
## Revised Diversity and Inclusiveness

**Agencies responses for time frame 4-1-2015 through 6-30-2015**

<table>
<thead>
<tr>
<th>Division responses</th>
<th>Response Percent</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Venues</td>
<td>01.0%</td>
<td>2</td>
</tr>
<tr>
<td>Aviation</td>
<td>28.0%</td>
<td>35</td>
</tr>
<tr>
<td>Finance</td>
<td>04.0%</td>
<td>4</td>
</tr>
<tr>
<td>General Services</td>
<td>39.0%</td>
<td>44</td>
</tr>
<tr>
<td>Human Services</td>
<td>04.0%</td>
<td>4</td>
</tr>
<tr>
<td>OED</td>
<td>02.0%</td>
<td>3</td>
</tr>
<tr>
<td>Parks and Recreation</td>
<td>01.0%</td>
<td>13</td>
</tr>
<tr>
<td>Public Works</td>
<td>21.0%</td>
<td>52</td>
</tr>
</tbody>
</table>

*answered question* 100.0% 157
Diversity and Inclusiveness Template samples

The Diversity and Inclusiveness template can be completed by any company. Listed below are samples of what your Diversity and Inclusiveness Plan should contain.

1) Complete the template plan for your company.
2) Add small goals to your business plan with outcomes
3) It is imperative to build accountabilities into your plan
4) Tie to your company mission and vision
5) Create tactical steps and strategies to meet goals and include metrics.
6) Make goals specific, measureable, attainable, and realistic

Once completed you can share your statement with Stakeholders/Suppliers, hang in your Break rooms, and can be added to your annual reports.

Diversity and Inclusivity Statement Example:

Company XYZ, in order to realize our Mission and Vision to Support Denver’s philosophy to foster business growth, increase innovations, enhance the workplace with greater opportunity to include all intellectual and creative resources.

Inclusivity Plan/Goals example:

Goal #1 example

Build Company XYZs capability to execute the long-range inclusion plan:

- Create a Diversity/Inclusion standing Committee
- Create and lead cross divisional implementation team
- Assess the level of intercultural competency of staff and volunteers, and design tools to increase and develop the competency
Diversity and Inclusiveness Plan Template

Diversity and Inclusivity Statement:

Insert your Company Name here, in order to fully realize our Mission and Vision to Insert your organization mission/vision statement here, are committed to actively fostering diversity, inclusion, and cultural competency throughout all aspects of our operational efforts.

Diversity and Inclusivity Plan/Goals:

Goal 1:
Build Company Name capability to execute a long-range inclusion plan:

- Define opportunities to demonstrate inclusion in daily operations
- Use this section to identify opportunities to increase diversity and inclusion within your organization.

Goal 2:
Increase the inclusivity of the employees of the organization by:

- Use this section to identify specific strategies to increase diversity and inclusion of employees

Goal 3:
Define an ongoing method to measure inclusivity in daily operations, to include reportable metrics:

- Use this section to identify and clearly state what metrics will be used to determine on going successful inclusion in daily business operations.

Goal 4:
Promote education and awareness of inclusion activities:

- Use this section to address how your organization will support the ongoing training and education around inclusivity and awareness to the importance in daily activities.

Goal 5:
Create a minimum of one custom goal as it pertains to your company:

- Use this section to identify specific tactics and strategies that will be used to accomplish this goal.
Listed are several books to assist you in getting the knowledge and understanding to implement your own Diversity and Inclusiveness in your company.

Diversity at Work: The Practice of Inclusion
By: Bernardo M. Ferdman, Barbara R. Deane (eds)
Book: 672 Pages

The Inclusion Breakthrough: Unleashing the Real Power of Diversity
By: Frederick A. Miller, Judith H. Katz
ID: 5707
Book: 316 pages
Related Library Topics: Diversity

Trailblazers: How Top Business Leaders Are Accelerating Results Through Inclusion and Diversity
By: Resia Anderson, Lenora Billings-Harris
ID: 39523
Book: 256 pages