



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 question below. Missing or incomplete responses will be recorded as "no", "not applicable", 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.

Business Email Address: \_\_\_\_\_

Please include the Email address of the contact person facilitating this solicitation for the City and County of Denver: \_\_\_\_\_

Agency Name:

- Arts and Venue, Auditor Office, Community Planning, Denver International Airport, Environmental Health, Fire Department, Purchasing Division, Human Services, Economic Development, Parks and Recreation, Police Department, Public Works, Sheriff Department, Technology Services, Other

Project Name: \_\_\_\_\_

BID / RFP No.: \_\_\_\_\_

Name of Contractor/Consultant: \_\_\_\_\_

What industry is your business? \_\_\_\_\_

Address:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Business Phone No.: \_\_\_\_\_

Business Facsimile No.: \_\_\_\_\_

1. How many employees does your company employ?

- |                                |                                   |
|--------------------------------|-----------------------------------|
| <input type="checkbox"/> 1-10  | <input type="checkbox"/> 51-100   |
| <input type="checkbox"/> 11-50 | <input type="checkbox"/> over 100 |

1.1. How many of your company's employees are:

Full-time \_\_\_\_\_ Part-Time \_\_\_\_\_

2. Do you have a Diversity and Inclusiveness Program?  Yes  No

If **No**, and your company size is less than 10 employees continue to question 11.  
Complete and sign the form.

If **Yes**, does it address:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 2.1 Employment and retention?                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.2 Procurement and supply chain activities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.3 Customer service?                        | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.

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

If **Yes**, how does your company regularly communicate its diversity and Inclusiveness policies to employees? (select all that apply)

- Employee Training
- Pamphlets
- Public EEO postings
- Other
- Not Applicable

5. 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.

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

- Monthly                       Annually  
 Quarterly                       Not Applicable                       Other \_\_\_\_\_

6.1 What percentage of the total number of employees generally participate?

- 0 - 25%                       51 - 75%  
 26 - 50%                       76 - 100%                       Not Applicable

7. 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.

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

8.1 If **Yes**, how often does it meet?

- Monthly                       Annually                       No Committee  
 Quarterly                       Other \_\_\_\_\_

8.2 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.

9. Do you have a budget for diversity and inclusiveness efforts?  Yes  No

10. Does your company integrate diversity and inclusion competencies into executive/manager performance evaluation plans?  Yes  No

11. Would you like information detailing how to implement a Diversity and Inclusiveness program?  
 Yes  No

If yes, please email [XO101@denvergov.org](mailto:XO101@denvergov.org).

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

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Signature of Person Completing Form

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Date

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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.”