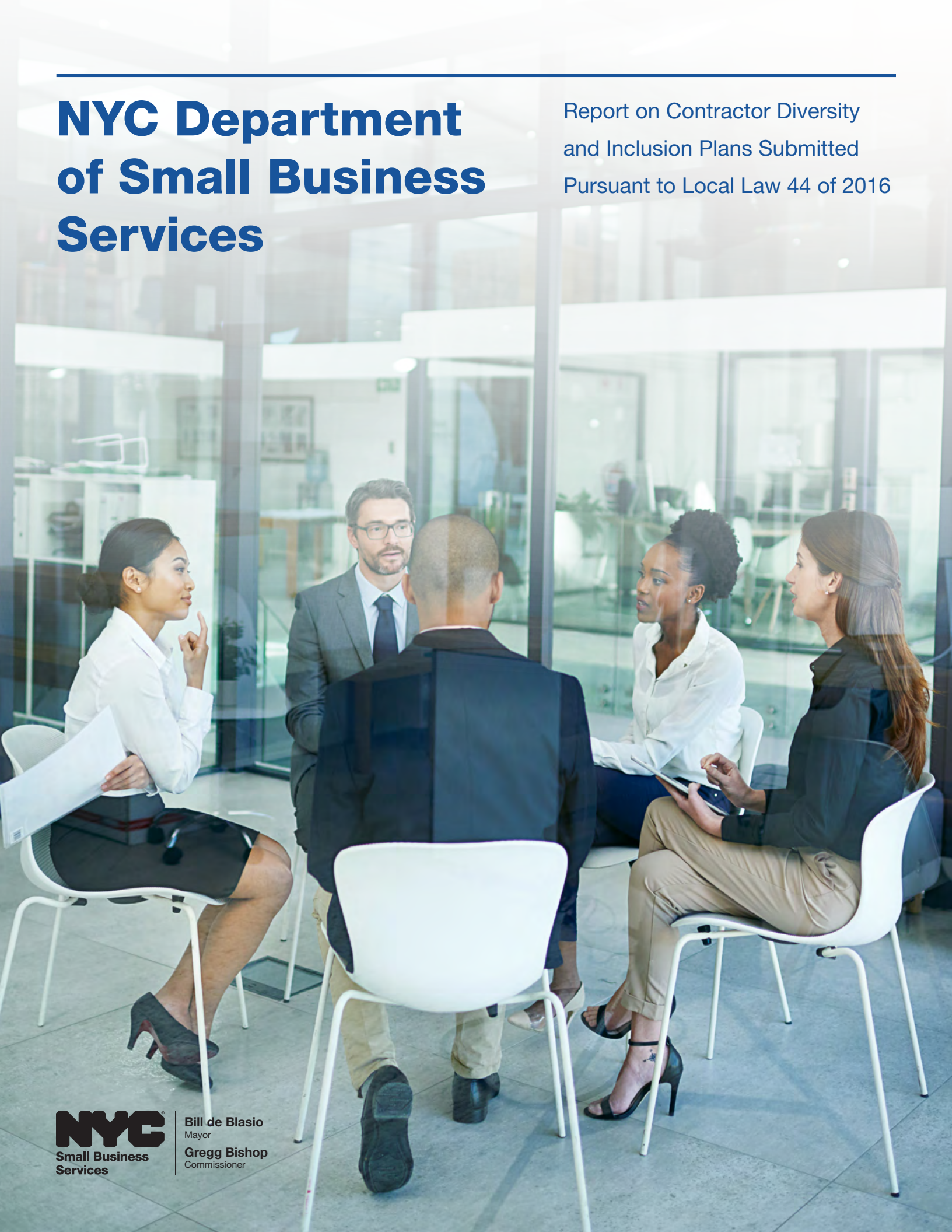


NYC Department of Small Business Services

Report on Contractor Diversity
and Inclusion Plans Submitted
Pursuant to Local Law 44 of 2016



Bill de Blasio
Mayor

Gregg Bishop
Commissioner

Table of Contents

Executive Summary	3
Results: Data on Gender, Racial, and Ethnic Diversity of Executive-Level Staff	4
Plans and Efforts for Improving Diversity in Leadership	6-7
Appendix	8-9

Table of Figures

Summary of Tables

Figure 1: Diversity Summary by Gender	4	Table 1: Complete survey questions	8
Figure 2: Diversity Summary by Race		Table 2: Summary of Qualitative Survey Responses	
		Table 3: Total Executives Breakdown by Gender	
Figure 3: Racial Diversity in Leadership	5	Table 4: Total Executives Breakdown by Race	
Figure 4: Gender Diversity			
		Table 5: Summary of qualitative diversity and inclusion strategies	9
Figure 5: Efforts to Improve Diversity in Leadership	6		
Figure 6: Efforts to Improve Diversity in Leadership			
Figure 7: Firms With Written Policies			
Figure 8: Firms With Implemented Diversity Plans			
Figure 9: How Firms Implement Plans	7		
Figure 10: Firms With Diversity Plans			
Figure 11: Firms With Implemented Diversity Plans			
Figure 12: Firms With Written Plans by Category			

Executive Summary

Pursuant to Local Law 44 of 2016, the NYC Department of Small Business Services (SBS) created and distributed a voluntary online survey to proposed city goods and services contractors and subcontractors. The survey represented a first effort to collect diversity information on city services contractors. The survey population consisted of Fiscal Year (FY) 16 and 17 contractors expected to submit employment reports to the SBS Division of Labor Services (DLS), and FY17 contractors registered as goods or services vendors with the Mayor's Office of Contract Services (MOCS). The survey solicited information on the racial, ethnic, and gender composition of the contractors' directors, officers, and other executive-level staff members; their diversity and inclusion employment policies and their plans for improving diversity in leadership.

2,870 Vendors Surveyed

407

total responses received

2,093

number of executives across the 407 firms' responses which provided data on race and gender

Survey responses

Survey responses reveal the following on diversity policies and inclusion plans

Construction Services

60 (15%)

76%

of respondents have diversity and inclusion plans

27%

of respondents have implemented diversity policies and practices in recruiting and hiring

Goods

76 (19%)

48%

of respondents have written diversity and inclusion plans

10-16%

implementation of policies beyond recruiting and hiring (i.e., career development, training, retention and promotion)

Professional Services

245 (60%)

59%

of respondents have implemented diversity and inclusion plans

Standard Services

26 (6%)

Results: Data on Gender, Racial, and Ethnic Diversity of Executive-Level Staff

2,093 Executives

Figure 1: Diversity Summary by Gender

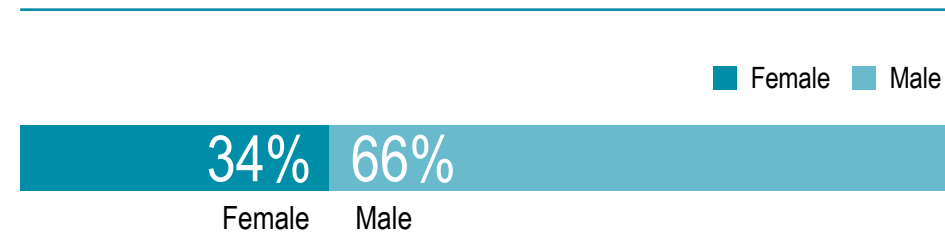


Figure 2: Diversity Summary by Race

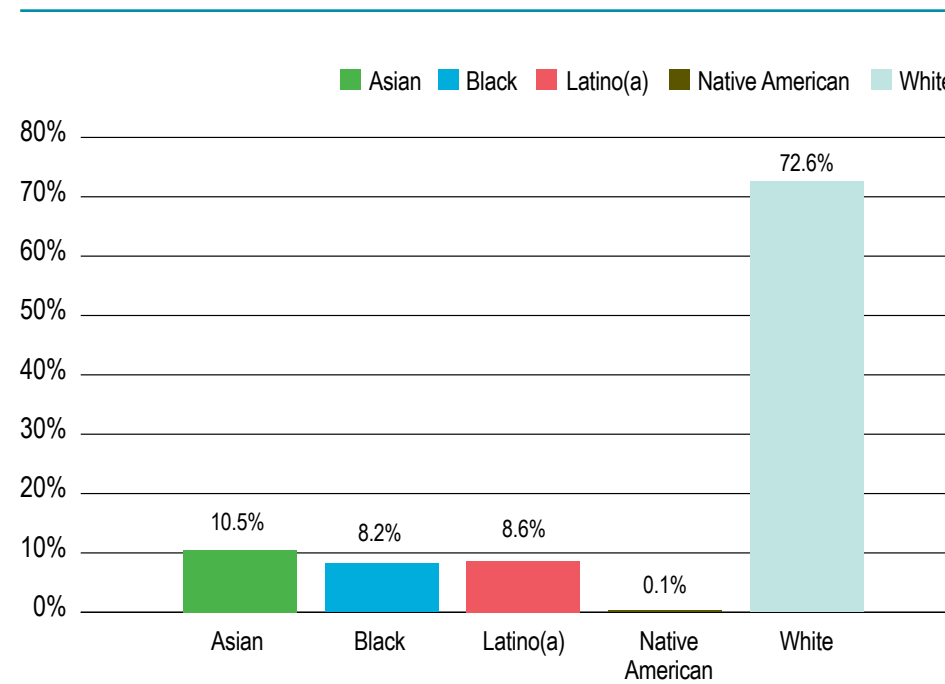


Figure 3: Racial Diversity in Leadership

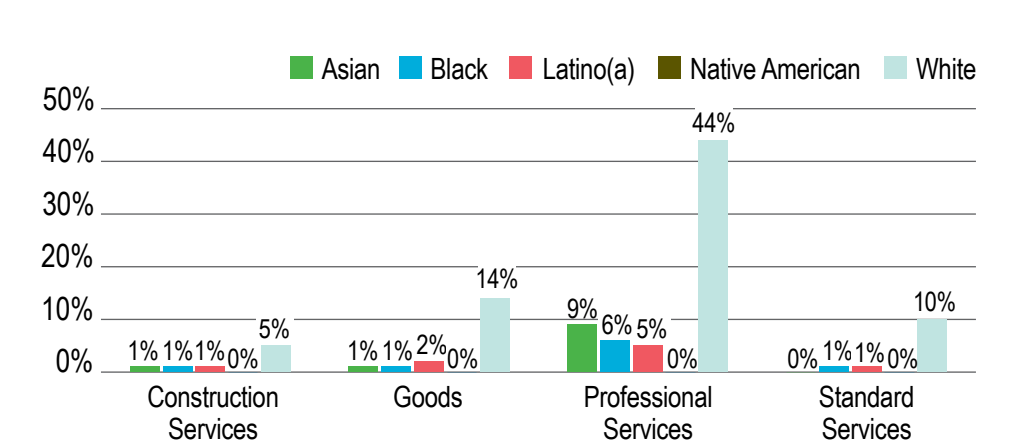
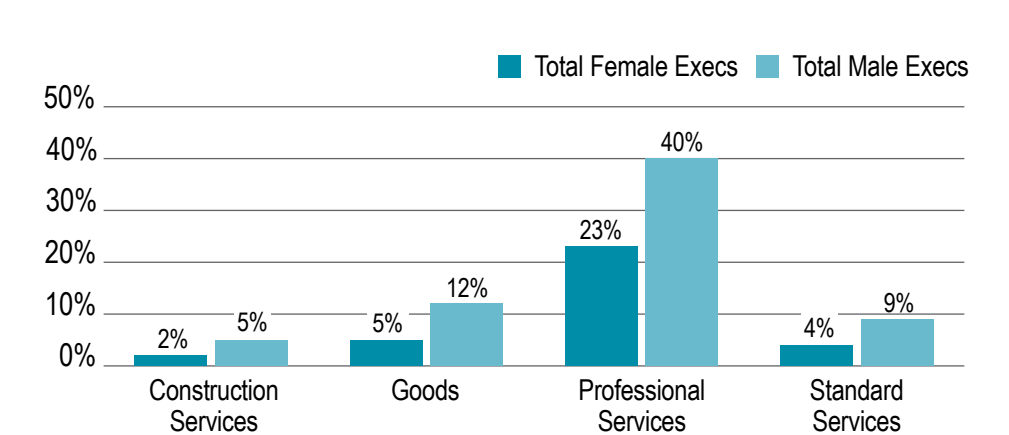


Figure 4: Gender Diversity



Plans and Efforts for Improving Diversity in Leadership

407 Responded

76%

of respondents have diversity and inclusion plans

48%

of respondents have written diversity and inclusion plans

27%

of respondents have implemented diversity and inclusion recruiting/hiring policies

59%

of respondents have implemented diversity and inclusion plans

46%

of respondents have written diversity and inclusion recruiting and hiring plans

10-16%

of respondents have implemented career development, training, retention and regular monitoring policies

Figure 5: Efforts to Improve Diversity in Leadership
FIRMS WITH DIVERSITY PLANS

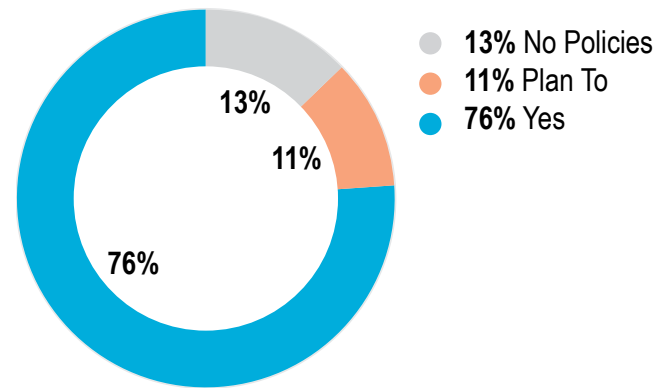


Figure 6: Efforts to Improve Diversity in Leadership
FIRMS WITH IMPLEMENTED POLICIES

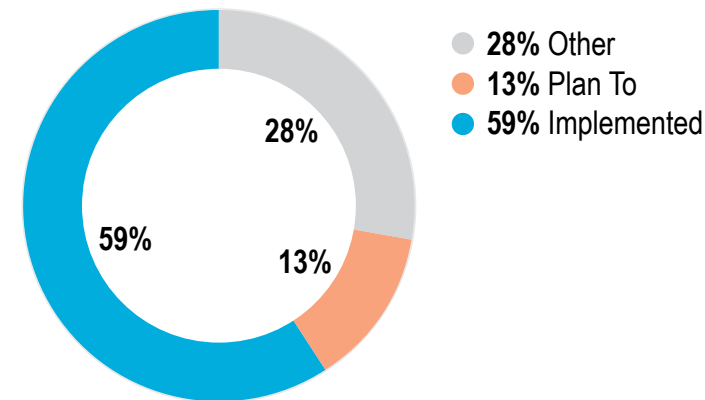


Figure 7: Firms With Written Policies

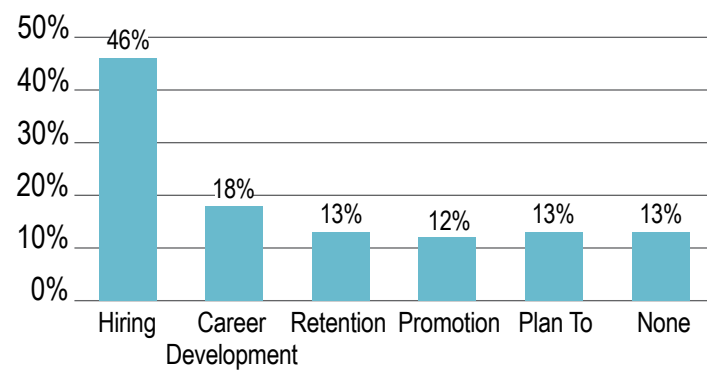
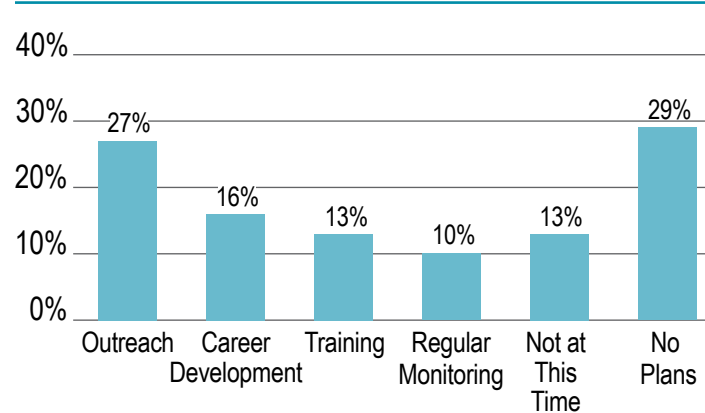


Figure 8: Firms With Implemented Diversity Plans



59% of respondents have implemented diversity and inclusion plans. Surveyed firms reported practices that indicate a focus on outreach and recruitment (27%) with a lesser emphasis on fostering diversity in leadership through training, career development and/or regular monitoring (between 10-16%).

28% of the respondents selected "Other" as their strategy to improve diversity and inclusion in leadership positions. Qualitative responses included: union organized, too small (firm size) to have diversity policies, and general hiring policies without a focus on gender and/or diversity.

Professional Services organizations have the highest ratio of written diversity policies (33%), followed by Goods (7%), Construction Services (5%) and Standard Services (3%).

Figure 9: How Firms Implement Plans

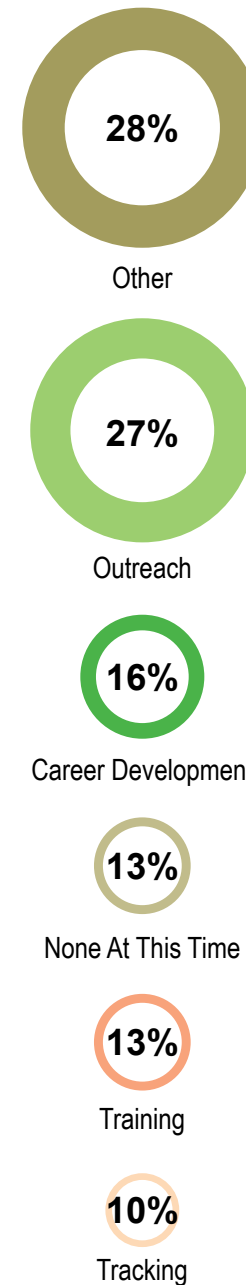


Figure 10: Firms With Diversity Plans

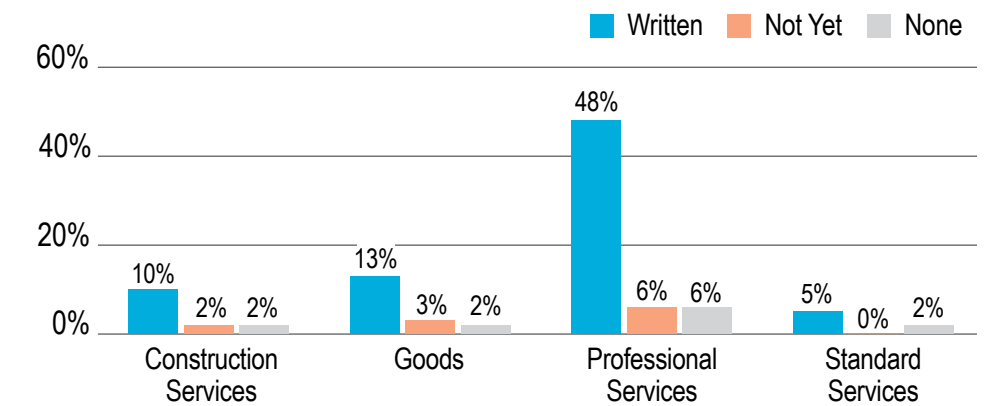


Figure 11: Firms With Implemented Diversity Plans

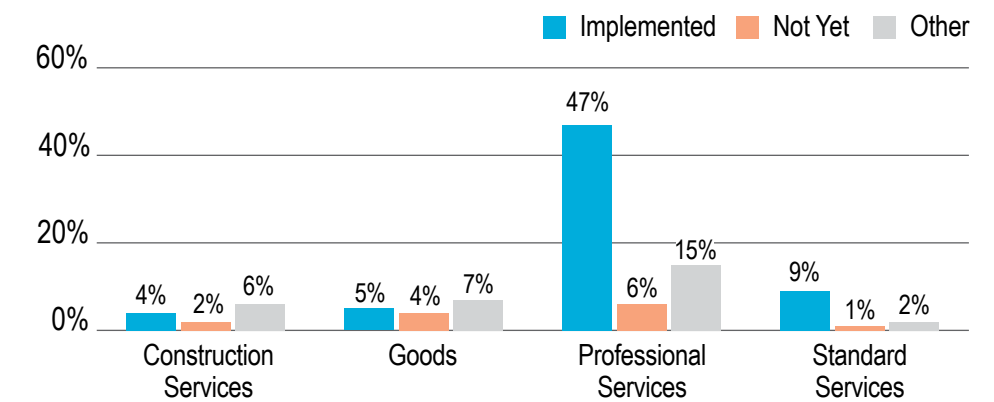
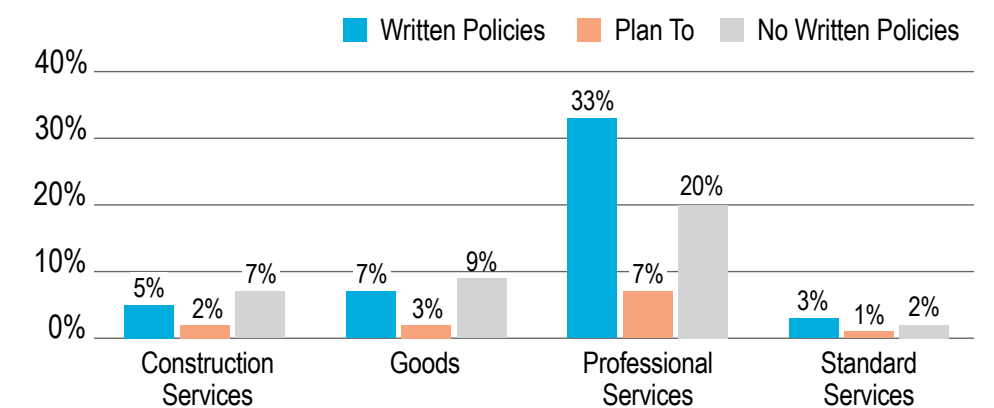


Figure 12: Firms With Written Plans by Category



Appendix

Survey Instrument

Table 1: Complete Survey Questions

ID	Questions	Suggested responses
1	Which industry category best describes your firm?	Construction Services; Goods; Professional Services; Standard Services
2	How many full-time employees does your firm have?	Full Time Employees (FTE) count expected
3	Has your firm ever been awarded or participated on a city contract(s)?	Yes, as a prime only; Yes, as a subcontractor only; Yes, as both a prime and a subcontractor; No
4	Is your firm certified as a Minority and/or Woman-owned Business Enterprise (M/WBE)?	Yes, with the City of New York; Yes, with another certifying entity; No
5	Does your firm have diversity and inclusion policies and/or practices?	Yes; Not yet, but plan to; No
6	Does your firm have an executive level/ senior level official(s) overseeing the firm's diversity and inclusion policies, practices and/or programs?	Yes; No
7	Does your firm have diversity and inclusion policies in writing?	Recruiting/hiring; Career development; Retaining; Promoting; Not at this time, but plan to; No
8	How does your firm implement diversity and inclusion policies and practices?	Outreach to recruit and hire diverse executive level/senior staff; Career development, leadership training to promote internal candidates to executive/senior level positions; Provide training to all levels of staff regarding diversity and inclusion policies and practices; Regularly monitor and evaluate progress towards diversity and inclusion goals; We do not at this time; Other (please specify)
9	What is the total number of your firm's executive/senior level staff?	Executives' count
10	How many of your firm's executive/ senior level staff are:	Female; Male
11	How many of your firm's executive/senior level staff are:	Asian; Black; Latino/ Hispanic; Native American; White
12	Please skip this question If you have completed the survey	Our firm does not collect this type of data;

Table 2: Summary of Qualitative Survey Responses

Our firm does not collect this type of data	Privacy concerns	Choose not to participate at this time	Other (please specify)
21	13	15	10

Table 3: Total Executives—Breakdown by Gender

	Construction Services	Goods	Professional Services	Standard Services
Female Executives	50	103	484	74
Male Executives	111	245	845	181

Table 4: Total Executives—Breakdown by Race

	Construction Services	Goods	Professional Services	Standard Services
Asian	15	13	183	9
Black	12	12	123	24
Latino(a)	19	34	105	22
Native American	0	2	1	0
White	115	287	917	200

Other responses about implemented policies

Table 5: Summary of qualitative diversity and inclusion strategies

- Owned and operated by Hispanic woman. Employees are family
- We are a union organized
- We have established a D&I Council, with participation from all levels of the firm, to develop and promote improved practices for talent, contracting, and other pillars of strong D&I
- Open hiring and professional advancement policy open to all employs
- Our company is in Maine, so having a diverse workforce is a bit of challenge in and of itself. Our state is 94.5% white, with people of color making up less than 3% and Native American making up less than 1%. The problem is not that we aren't trying to
- Industry wide speaking engagements and support for diversity and inclusion
- Ongoing relationships with select M/WBE firms
- Ensure that we base hiring and promotional decisions on merit
- We are a small 2-person firm
- In the engineering field, there are many candidates of diverse backgrounds so it is not a problem to promote such practices
- Our Association was created by a grassroots movement. We believe it is important that our multi-cultural population be heard and represented. Our current Board of Directors reflects this diversity and our staff as well
- Currently 9 out of the 11 employees are non-white
- We are a 2-person company with the same ownership for 35 years
- Hire for skills, not ethnicity
- We are a very small company. All of our field employees are minorities. It is hard to find skilled workers for the work we do and we do not have any turnover. We will hire anyone who has the skillsets we need and most of those people are immigrants
- We hire within the local communities. We place preference to local qualified candidates for employment and equal opportunity for all

- We are a minority owned business but have not yet certified it. As such, we exercise an attitude of inclusion at all times
- Unfortunately, there is a stunning lack of qualified minority and/or women candidates, but we are always on the lookout we only have career development for attending the class
- We have a diverse staff in terms of gender, ethnicity and national origin. That has been our policy for 30 years, and our staff reflects that reality
- All employees are minority group members
- With a total of 6 employees, we are a small company that does not discriminate. We employee woman, men, and people of color
- Our staff is especially diverse considering that more than 75% of our office workers are non-Caucasian
- We are a small firm, but with growth would implement diversity and inclusion policies and practices
- Once a position open, we look at our staff first before placing an ad
- We are an all-woman firm
- At present we have a diverse group even though we have only 6 employees. We hire people on their qualifications, not their race
- We hire and promote without regard to race, religion, or sexual orientation. As a result, we have a workforce that reflects the diversity of NYC
- Hiring through electrical union
- We hire on resume. We do not ask or seek info about an individual's race, creed, religion, age, etc. If they satisfy our search criteria then they are given an interview in our virtual classroom (webinar). We do not see them as we interview them. In this
- 80% of our staff is minority. We struggled and understand the difficulties as a minority business to survive in this heavy competitive business environment. We are located in HUB Zone and we hire local people who are economically and socially challenged
- We try to hire a mix of individuals from our local area, especially students from our local community college, so our local economy can be helped, commuting distances are not extensive, and college students can start or continue developing their work history.