

***AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2018***

**Agency Name:** Mayor's Office of Contract Services (MOCS)

- 1<sup>st</sup> Quarter (July -September), due October 30
- 2<sup>nd</sup> Quarter (October - December), due January 30

- 3<sup>rd</sup> Quarter (January -March), due April 30
- 4<sup>th</sup> Quarter (April -June), due July 30

**Prepared by:**

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Name    Title    Telephone No.

**Date Submitted:** 4/30/18

**FOR DCAS USE ONLY**

**Date Received:** \_\_\_\_\_

**Name of Reviewer:** \_\_\_\_\_

**PART I: NARRATIVE SUMMARY**

**I. STRATEGIC PLAN INITIATIVES**

**Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2018, Proactive Strategies to Enhance Diversity, EEO and Inclusion:**

See sections below.

**WORKFORCE:**

Please list the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2018 Diversity and EEO Plan:	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b></li> </ul>	Status Update						
MOCS will align recruitment, professional development and equitable selection practices strategically with current employment needs.	MOCS HR continues to post all job vacancies externally on NYCAPS, as well as circulated internally via email to MOCS staff.  Recruitment efforts included: LGBTQ Job Fair – 1/31/18; MacCaulay Honors College Career Fair 3/2/18; CUNY Baruch College Career Fair 3/2/18; NYU Public Services Career Expo 3/1/18.  MOCS confirmed with Ladders for Leaders that the agency will participate in the 2019 summer program which provides paid professional summer internships.  DSF Coordinator attended MOPD Disaster Resilience and Resource Network quarterly meeting on 3/15/18.	<table border="0"> <tr> <td><input type="checkbox"/> Planned</td> <td><input type="checkbox"/> Deferred</td> </tr> <tr> <td><input type="checkbox"/> Not started</td> <td><input type="checkbox"/> Delayed</td> </tr> <tr> <td><input checked="" type="checkbox"/> Ongoing</td> <td><input checked="" type="checkbox"/> Completed</td> </tr> </table> <p>Other - please describe</p>	<input type="checkbox"/> Planned	<input type="checkbox"/> Deferred	<input type="checkbox"/> Not started	<input type="checkbox"/> Delayed	<input checked="" type="checkbox"/> Ongoing	<input checked="" type="checkbox"/> Completed
<input type="checkbox"/> Planned	<input type="checkbox"/> Deferred							
<input type="checkbox"/> Not started	<input type="checkbox"/> Delayed							
<input checked="" type="checkbox"/> Ongoing	<input checked="" type="checkbox"/> Completed							
Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.								
No steps taken this quarter.								

**A. WORKPLACE:**

Please list the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2018 Diversity and EEO Plan:	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>○ <b>Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</b></li> </ul>	<b>Status Update</b>
<p>1. Foster employee engagement by increasing staff inclusion in agency planning and communication.</p>	<ul style="list-style-type: none"> <li>• The Lunch and Learn series scheduled presentations for staff on Artificial Intelligence (1/25/18), Management Academy (2/1/18), Mental Health &amp; Wellness (3/14/18) and Navigating Civil Service System (3/29/18).</li> <li>• The Professional Develop Working Group launched the agency’s first Mentorship Program 1/10/18 with 6 mentors and 6 mentees from across the agency.</li> <li>• Staff Advisory Council met on 1/8/18, 1/22/18, 2/5/18, 2/21/18 and 3/19/18</li> </ul>	<p>[ X ] Planned      [ ] Deferred                  [ ] Not started    [ ] Delayed                  [ ] Ongoing        [ X ] Completed</p> <p>Other - please describe</p>
<p>Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activity/ies occurred.</p>		
<ul style="list-style-type: none"> <li>• The EEO team continues to use the agency’s weekly newsletter to promote diversity and increase awareness by sharing information on key cultural and religious holidays. The EEO team also uses this forum, ‘EEO Corner’, to announce and remind our staff of upcoming EEO related trainings and the importance of respecting and following all EEO policies and guidelines. For example, The EEO corner featured Women’s History month on 3/5, announced upcoming religious holidays on 3/26.</li> <li>• Informed staff of “LeadNYC Panel Discussion: Women, Power, and Inclusion” (3/5)</li> </ul>		

**B. COMMUNITY:**

Please list the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2018 Diversity and EEO Plan:	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.</b>	<b>Status Update</b>
2. Increase access and level the playing field so that small non-profits and M/WBEs can successfully compete for city business/contracts.	<p>MOCS, in collaboration with the Mayor’s Office and SBS, successfully advocated to pass legislation at the State level to authorize the City to award non-competitive awards up to \$150,00 of goods, standard and professional services (including construction-related services like architecture, engineering, construction management services) to City-certified M/WBE vendors. This was an increase from the previous \$20,000 threshold for such purchases. MOCS has operationalized this through a new innovative procurement method which went into effect on March 5, 2017. Benefits of this new method include:</p> <ul style="list-style-type: none"> <li>• The opportunity for the City to further support the growth of the M/WBEs, effectively increasing the ability for M/WBES to compete for more contracts and minimize the known disparity for such vendors in City contracting.</li> <li>• A simplified procurement process will enable agencies to make fast and efficient purchases from City-certified M/WBEs.</li> <li>• As of the end of FY18 Q3 (March 31, 2018) the City has awarded 9 contracts for a total value of nearly \$474,000.</li> </ul> <p>The Nonprofit Resiliency Committee is helping to identify and reduce barriers to doing business with the City. The NRC accomplishes this objective by implementing numerous projects that foster increased engagement of</p>	<p><input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started    <input type="checkbox"/> Delayed  <input type="checkbox"/> Ongoing        <input checked="" type="checkbox"/> Completed</p> <p>Other - please describe</p>

	<p>all organizations, including community-based organizations.</p> <p>A current NRC project includes the launch of a PTI course designed around the Guide to Collaborative Communication with Human Services Providers, which supports community engagement in program design.</p>	
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**STATISTICAL SUMMARY OF EEO ACTIVITIES**

**Please fill out requested information in the accompanying Statistical Summary and Classroom Training details (MS Excel spreadsheet) to report your agency’s performance indicators concerning programmatic, compliance and training functions of EEO office.**

**II. EEO PERSONNEL PROFILE**

Please indicate changes (additions, deletions, reassignments) in your EEO personnel roster during the quarter in **Section A of the Statistical Summary AND in the APPENDIX below.**

**III. COMPLAINTS AND REASONABLE ACCOMMODATION REQUESTS**

Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mstpwwa-dcslnx01.csc.nycnet/Login.aspx>

**IV. AGENCY AUDITS**

If the agency was audited by the EEPC or other entities, list the recommendations made by the auditing entity which the agency implemented during the quarter. Indicate also the agency’s progress toward implementing each recommendation.

- Agency is being audited
- Name of entity conducting the audit: \_\_\_\_\_
- Agency has implemented all the recommendations
- Attach or list below audit recommendations and progress of implementation:

**COMMENTS:**

APPENDIX: EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 3rd QUARTER, FISCAL YEAR 2018

Agency Name: MOCS

<b>Personnel Changes this Quarter:</b>		<b>X No Changes</b>	
<b>Employee's Name</b>			
<b>Nature of change</b>	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Start/Termination date of EEO Function</b>	Start Date: Termination Date (if applicable):	Start Date: Termination Date (if applicable):	Start Date: Termination Date (if applicable):
<b>For Current EEO Professionals Only</b>			
<b>Title</b>	Wendy Trull	Kristine Gregorek	Dafna Cruz, Roseann Colanti, and Charlemagne Tiendrebeogo
<b>EEO Function</b>	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input checked="" type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: (specify) <u>Disability Rights Coordinator, Disability Service Facilitator, 55-a Coordinator, ADA Coordinator, Career Counselor</u>	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other:(specify)
<b>Proportion of Time Spent on EEO Duties</b>	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify) <u>10</u> %	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify) <u>10</u> %	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify) <u>5</u> %
<b>Attended EEO Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>EEO Training Source</b>	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)



**FY 2018 AGENCY QUARTERLY REPORT**

**PART 1: NARRATIVE SUMMARY**

Number of Addition to EEO Staff this quarter: **0**

Number of Deletion to EEO Staff this quarter: **0**

**INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2018**

1. Parts of the narrative report which are mandatory are **outlined in blue**. These include Section I, Section II, Section III, Section IV, and the Appendix.
2. We suggest that you draft Section I on Strategic Plan Initiatives first; this will guide you in filling out other sections.
3. Then complete the Statistical Summary of EEO Activities and Classroom Training details in the attached Excel file. Please note that the last column YTD/ANNUAL, except for the EEO Staffing and 55-a participants, will populate automatically, giving you an instant Year-To-Date summary of indicators (“Yes” or “Partial” entries will count as “1” for each quarter]. Please note that the Excel file includes two tabs; the second tab asks for more specific details on live/classroom training.
4. In the Appendix to Statistical Summary (Training Details), under ‘Other Special Topics,’ include training classes co-organized or co-sponsored by EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.