

***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:** 7/30/18

**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.**

During the final reporting period for FY 2018, MOCS continued to successfully carry out and sustain key activities and events supporting our EEO Plan. Please see sections below for updates on our progress in each domain.

**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.  ○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b>	<b>Status Update</b>
MOCS will align recruitment, professional development and equitable selection practices strategically with current employment needs.	<ul style="list-style-type: none"> <li>● HR continues to post all job vacancies externally on NYCAPS, as well as circulated internally via email to MOCS staff</li> <li>● HR informs employees monthly of upcoming civil service exams monthly</li> <li>● HR informed employees of June Civil Service 101 info sessions hosted by DCAS</li> <li>● HR informed employees of Career Path of Chief of Staff presentation hosted by Mayor’s Office on 5/9</li> <li>● HR attended DCAS Diversity Career Fair on 6/14</li> <li>● HR attended City Agency Disability Etiquette &amp; Awareness Training on 6/8</li> </ul>	<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  Other - please describe
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. ○ <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>	<b>Status Update</b>
1. Foster employee engagement by increasing staff inclusion in agency planning and communication.	<ul style="list-style-type: none"> <li>● HR hosted quarterly New Hire forum on 5/10</li> <li>● Staff Advisory Council met on 4/2, 4/16, 4/30, 5/14, 5/30 and 6/25</li> <li>● MOCS hosted “Unlocking Excellence”, an All Staff off-site, full day retreat on 5/15. The event included:                             <ul style="list-style-type: none"> <li>● A panel of diverse staff members who provided their perspective on their work at the agency, challenges, and what motivates them</li> <li>● A panel of Procurement leaders shared their career path with staff and their experiences working in the field</li> <li>● Exercises to gather feedback on staff priorities and connection to the agency mission and vision</li> <li>● Recognition of the work performed by all divisions</li> </ul> </li> </ul>	<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  Other - please describe
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.		

- 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 along with relevant events and resources to celebrate women's often overlooked accomplishments and contributions, and announced upcoming religious holidays on 3/26.
- The EEO team, in collaboration with agency leadership, crafted a staff engagement survey. Special attention was paid to ensuring MOCS included gender, race, ethnic and sexual orientation sensitive language. The survey was released in the 1<sup>st</sup> Quarter of FY 2019.

**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>
<p>2. Increase access and level the playing field so that small non-profits and M/WBEs can successfully compete for city business/contracts.</p>	<p>MOCS continues to play a key role in the implementation and monitoring of the City’s goal of 30% participation and utilization of M/WBE’s for city procurement. Key activities as follows:</p> <ul style="list-style-type: none"> <li>• Reviewed and provided written feedback on proposed LL1 amendments to strengthen the City’s M/WBE Program. Participated in meetings and discussed feasibility of proposed amendment on 3/5/2018</li> <li>• MOCS operationalized the M/WBE purchase method in March 2018, which allows agencies to award goods and services purchases up to \$150,000 to M/WBEs without a formal competitive process. As of the end of FY18, the City has utilized the method to award approximately \$12 million in contracts to certified M/WBEs.</li> <li>• Disparity Study published on the OM/WBE website on 5/30/2018. MOCS contributed citywide contracting data and analysis and participated in the review/editing process for the report.</li> <li>• Provided monthly trainings in partnership with SBS and OM/WBE on the City’s M/WBE Program for Citywide Staff.</li> <li>• Prepared and presented M/WBE program data and metrics to city agency Commissioners/MWBE Officers at quarterly director's meeting. Identified trends and possible areas of improvement for agency utilization on 5/17/2018.</li> </ul>	<p> <input type="checkbox"/> Planned            <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started        <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing            <input type="checkbox"/> Completed                 </p> <p>Other - please describe</p>

	<p>MOCS played a key role in identifying opportunities for streamlining subcontracting in NYC through the Non-Profit Resiliency Committee (NRC). The NRC helped to facilitate a streamlined subcontractor approval process that reduces delays in contracting by eliminating written approvals and duplicative data requests and leveraging HHS Accelerator and the City's Payee Information Portal (PIP). Also, the Subcontractor Approval Form is no longer necessary. The policy is effective July 1, 2018. This allows for enhanced accessibility for the small community based organizations that typically engage in City contracting through subcontracting.</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 4th QUARTER, FISCAL YEAR 2018**

Agency Name: MOCS

<b>Personnel Changes this Quarter:</b>			
<b>Employee's Name</b>	Michael Ransom		
<b>Nature of change</b>	<input checked="" 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: 5/11/18 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)

Number of Addition to EEO Staff this quarter: **1**

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.