

FAQ Sheet – Workforce Diversity

Q: Is Workforce Diversity a requirement?

A: *Yes, Workforce Diversity is a requirement.*

Q: What City contracts fall under Workforce Diversity requirements?

A: *Projects that fall under the Workforce Diversity requirements are public works contracts and contracts for purchase of services where the Procurement Department solicits sealed bids which will cost the City more than \$100,000.*

Q: What is the process for meeting workforce diversity goals?

A: *The City will review your workforce diversity plan and conduct on-site interviews to determine if you are using “Best and Good Faith Efforts” to meet the workforce diversity goals.*

Q: How is “Best and Good Faith Efforts” defined?

A: *Those efforts, the scope, intensity, and appropriateness of which are designed to foster meaningful and representative opportunities for an appropriately diverse workforce.*

Q: What is an “appropriately diverse workforce”?

A: *An Appropriately Diverse Workforce are a target of percent of hours that are set by City of Philadelphia's Annual Disparity Assessment of Workforce Diversity.*

Q: Where do I get the “Workforce Diversity Plan”?

A: *Procurement will send the successful bidder the “Workforce Diversity Plan” along with the Notice of Award.*

Q: How long do I have to return the “Workforce Diversity Plan”?

A: *You will have 10 Business Days of receiving the Notice of Award to return the form to Procurement.*

Q: Do I need to answer every question on the form?

A: *Yes. A response to each question is a requirement for the form to be considered complete.*

Q: Is my company required to identify ethnicity and gender of employees working on Workforce Diversity projects in LPC Tracker?

A: *Yes. An employee’s ethnicity must be entered in LPC Tracker. The employee’s ethnicity and gender should be entered under the Employee Setup tab.*

Q: How will Workforce Diversity goals be monitored?

A: *Labor Standards will conduct on-site interviews as well as review certified payrolls to ensure that Workforce Diversity Goals are being met. Additionally, contractors will be sent a Best and Good Faith Efforts Verification Form, which will need to be completed in its entirety.*

Q: What happens if my company is not in compliance with Workforce Diversity Goals?

A: *Labor Standards will send a letter to the contractor to request a written explanation as well as a Best and Good Faith Verification Form. Contractors will be required to demonstrate Best and*

Good Faith Efforts. Non-compliance may result in withholding of payment, contract termination, suspension, debarment, penalties and/or fines in accordance with Philadelphia Code 17-1605 and 17-1606.

***Note that your response to a particular question may be “no”. Labor Standards will determine if that is acceptable, but you still need to indicate an answer on the form.**