

# THE OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS LISTENING TOUR SELECTION METHODOLOGY

## Choosing Worker Group Participants - Invite List

Objective: The goal of the selection process is to compile a diverse list of ten invitees that is representative of all workers and workers groups while simultaneously ensuring that the list is as random as possible.

6 specific types of workers groups were used in the selection process:

1. Trade union members
2. Minority and women workers
3. People living with disabilities workers
4. Veteran workers
5. Women employment advocacy groups
6. Minority trade associations

A list of workers groups was collected using various sources, including the Leadership Directories and the Employee Resource Referral Directory. The list includes worker groups within a 120 mile radius of Washington, DC<sup>1</sup>. Once the initial list was compiled, it was filtered to exclude Political Action Committees (PAC), corporations, businesses, and international organizations. The PACs, corporations, and businesses were removed because the interests and perspectives of these groups are already represented by federal contractors and were chosen separately. International organizations were removed because OFCCP's jurisdiction is limited to domestic issues.

Once a final list was completed, the workers groups were assigned random numbers prior to selection. The list was then sorted by number, so that the list would be in a completely random order. The random list was then used to select the list of invitees.

The individual making the selection began by using each of the six criteria to develop an initial list of invitees. The selector began at the top of the complete list and, using each criterion, moved down the list until the first worker group meeting that specific criterion was found. For instance, the first veterans' worker group found on the list was added to the invite list. This process was followed until a representative from each of the six types of workers organizations was included. The four remaining positions were then picked at random in the same fashion under the parameters that no group type could be chosen more than twice and organizations with multiple focuses were given preference.

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<sup>1</sup> The four listening tour events will follow the same methodology, but change the mile radius to reflect the epicenter geographic area. In other words, if the listening tour will be conducted in Chicago, Illinois, the mile radius will be limited to the Chicago area.

## **Choosing Contractor Participants - Invite List**

Objective: The goal of the selection process is to compile a diverse list of ten invitees that is representative of the contractor community while simultaneously ensuring that the list is as random as possible.

10 criteria were used in the selection process:

1. Large sized contractors
2. Medium sized
3. Small sized
4. Supply and Service
5. Construction
6. First time (New)
7. Academic
8. Healthcare provider
9. Financial banking
10. Women and minority owned

A list of Federal contractors within a 120 mile radius of Washington DC was created. The spreadsheet included columns with the specific data for each contractor. The contractors were assigned random numbers prior to selection. The list was then sorted by number, so that the list would be in a completely random order. The random list was then used to select the initial list of invitees.

The individual making the selection began by using each of the ten criteria to develop an initial list of invitees. The selector began at the top of the complete list and, using each criterion, moved down the list until the first contractor meeting that specific criterion was found. For example, using the “construction” criterion, the first construction contractor on the full list was added to the slate of invitees. This process was repeated using the first nine criteria. The process was similar using the “women and minority owned” criterion but differed slightly due to a lack of specific data in the spreadsheet. To find a “women and minority owned” contractor, the selector began at the beginning of the original list and using an online search, found the first contractor with a female or minority CEO, chair of the board, or executive director. This contractor was then added to the list of invitees.

Once a list of ten contractors was developed, it was analyzed to ensure that there was representation from each of the criteria. The initial list included only a single construction contractor and only one first time contractor. The list also had eight medium sized contractors, leaving the large and small contractors represented by only one invitee each. There was also a much smaller range between the smallest and largest contractor than was deemed necessary. It was therefore decided that more variance in the different criteria was needed in the list of invitees.

A process similar to the first step was then conducted, but adjusted to take into account the lack of variance in the initial list. In order to incorporate additional variation in the sample, multiple criteria were used instead of a single criterion. For instance, the “financial banking” criterion

was combined with the “large” criterion. In doing so, an additional “large” contractor was added, while still maintaining representation from the “financial banking” category. The first contractor on the original list to match both criteria was then added to the list of invitees. This process was conducted using the following combinations:

- “Financial bank” and “large”
- “Construction” and “medium”
- “Construction” and “small”
- “First time” and “small”
- “Academic” and “first time”

After completing this portion of the process, the minimal range between the smallest and largest employer was addressed. The first instance of an employer with more than 1,000 employees was added to the list to represent the “large” criterion.

The new list of invitees was then analyzed. It was found that there was significantly more variance than in the original list.