



**Pennsylvania  
Convention Center**  
*PHILADELPHIA*

AN  MANAGED FACILITY

**Workforce Utilization Instructions**

**If you are filling out this form by hand please do not fill in the percentage categories. If you are filling out the form electronically the percentages and totals will calculate automatically. If you would like an electronic version of the form emailed to you please contact Erika White [ewhite@paconvention.com](mailto:ewhite@paconvention.com).**

**Below are the instructions for filling out each area of the form:**

Total Proposed Team – Please include the total for each position category.

Please indicate how many proposed employees will be assigned to the work conducted for the RFP/BID. Each person should only be counted once in this section. If an employee falls into more than one category, only count them in one category. For instance, if a Manager is both African American and LGBT please only count them in one of those categories, if a Supervisor is both White Male and Disabled, only count them in the Disabled category.

**Demographic Categories:**

African-American/ Black (not Hispanic/ Latino)  
Hispanic/Latino  
Alaska Native/ American Indian  
Asian  
Native Hawaiian/ Other Pacific Islander  
Multiracial  
LGBT  
Disabled  
White Women  
TOTAL DIVERSITY (includes all above categories)  
White Male

**For this section please enter the total amount of women and men regardless of race.**

Women  
Men

**Position Categories (Please use your best discretion on selecting a category)**

Management – Oversight of the project.  
Supervisor – Lead staff member, supervises staff assigned to the project.  
Staff – works on the project on a consistent basis.  
Other – and other person assigned to the project that is not covered in the other categories. Below the chart please include a description of the other category if used.  
TOTAL TEAM – Total team members across all position categories.