

# **DIVERSITY QUESTIONNAIRE**

**\*To be completed by Professional Services Firms Only**



## **I. Company Demographic Profile**

Number of Employees (report employees in only one category)														
Job Categories	Race/Ethnicity													
	Hispanic or Latino		Non-Hispanic or Latino											
	Male	Female	Male						Female					Overall Totals
			White	Black or African-American	Native Hawaiian or other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African-American	Native Hawaiian or other Pacific Islander	Asian	American Indian or Alaska Native	
Executives/Senior Level Officials and Managers														
First/Mid-Level Officials and Managers														
Professionals														
Technicians														
Sales Workers														
Administrative Support Workers														
Craft Workers														
Operatives														
Laborers and Helpers														
Service Workers														
Total														
2007 Total														
2006 Total														

*(NOTE: proposers can also attach Employer Information Reports EEO-1 for the last 3 years)*

## **II. Demographic Profile of Staff Assigned to the Authority's Engagements**

Job Categories	Race/Ethnicity													
	Hispanic or Latino		Non-Hispanic or Latino											
	Male	Female	Male						Female					Overall Totals
			White	Black or African-American	Native Hawaiian or other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African-American	Native Hawaiian or other Pacific Islander	Asian	American Indian or Alaska Native	
Executives/Senior Level Officials and Managers														
First/Mid-Level Officials and Managers														
Professionals														
Technicians														
Sales Workers														
Administrative Support Workers														
Craft Workers														
Operatives														
Laborers and Service Workers														
Total														

### **III. Employment Practices Information**

1. Please provide a copy of your company's equal opportunity and affirmative action policy.
2. Does your company actively recruit minority and women professionals for senior level positions? Yes or No

### **IV. MWBE Certification Status**

1. Is your company certified as a Minority and/or Woman-owned business enterprise with the New York State Department of Economic Development? Yes or No
2. If yes, please provide a copy of your certification.
3. If No, please list all other jurisdictions and/or certifying bodies that have deemed your company Minority and/or Woman-owned. Also, please provide a copy of each certification.
4. If your company has applied for but has not, as of the issuance of the RFP, been certified as a Minority or Women-owned business enterprise by the New York State Department of Economic Development, you must submit proof of a pending application, including the filing date.

### **V. Strategic Plan and Diversity Initiatives**

1. Please provide a copy of your company's Diversity Policy statement.
2. Does your company have a full-time "Director of Diversity" or someone whose primary responsibility is to oversee administration and compliance with the company's diversity business development? Yes or No
3. Separate from your company's Diversity Policy Statement, is your company's CEO or Chief Procurement Officer ("CPO") committed to and engaged in the process of diversity business development? Yes or No

If yes, please attach a signed statement from your CEO or CPO. (sample att'd.)

4. Does your company have a registration process for minority and women-owned companies interested in doing business with you (Supplier Diversity)? Yes or No
5. Does your company currently track procurement spend with minority and women-owned businesses? Yes or No
6. Does your company have a documented numeric goal for utilizing minority and women-owned businesses as suppliers? Yes or No

If yes, please provide documentation of this goal as a percentage of total procurement dollars.

**VI. Joint Venture / Strategic Partnerships / Sub-contracting (if applicable)**

*(NOTE: Certain procurements are not suited for Joint Ventures, Strategic Partnerships or Sub-contracting relationships. Please refer to the Request for Proposal to determine if completion of this section is required by the issuing Authority.)*

1. Has your company engaged in any prior partnering arrangements with certified M/WBE companies? (Responses should include the nature of the engagement, how such arrangement was structured, and a description of how the services and fee were allocated).
2. Please state your company's willingness, if any, to partner with a certified M/WBE. Explain how you would suggest structuring such an arrangement and allocating work in a manner that ensures that partnered M/WBE companies receive appropriate credit and compensation for the services they provide.
3. If your company plans to establish a subcontracting arrangement with a New York State certified minority or woman-owned business enterprise (M/WBE), please complete the attached "Utilization Plan".

*\* Please note that the Authority shall reserve the right to contract directly with each individual company submitting a joint proposal, when appropriate, and allocate work in a manner that ensures that partnered M/WBE companies receive appropriate credit and compensation for the services they provide.*

**Letterhead of ABC Company**

Date

Company Name

Street Address

Address

New York State Diversity Task Force:

ABC celebrates the diversity of its employees because we feel it makes us more responsive and better able to meet the needs of our clients. ABC also recognizes that it is part of a diverse community which is made richer through the many cultures and ethnicities that have made New York their home.

ABC strives to be a leader in its community and to be seen as a role model for others to follow. Our supplier/procurement diversity program is an example of ABC's commitment to this mission.

Sincerely,

President or Chief Procurement Officer