



## Diversity Practices Questionnaire

### Appendix K

---

I, \_\_\_\_\_, as \_\_\_\_\_ (title) of \_\_\_\_\_ firm or company (hereafter referred to as the company), swear and/or affirm penalty of perjury that the answers submitted to the following questions are complete and accurate to the best of my knowledge:

1. Does your company have a Chief Diversity Officer, or other individual, who is tasked with supplier diversity initiatives? Yes \_\_\_ No \_\_\_

If "Yes", provide the name, title, description of duties, and evidence of initiatives performed by this individual(s).

2. What percentage of your company's gross revenues (from your prior fiscal year) was paid to New York State certified minority and/or woman-owned business enterprises as sub-contractors, suppliers, joint-ventures, partners or other similar arrangement for the provision of goods or services to your company's clients or customer?

3. What percentage of your company's overhead (i.e. those expenditures that are directly related to the provision of goods or services to your company's clients or customers) or non-contract-related expenses (from your prior fiscal year) was paid to New York State certified minority and/or woman-owned business enterprises as suppliers/contractors?<sup>1</sup>

4. Does your company provide technical training<sup>2</sup> to minority and women-owned business enterprises? Yes \_\_\_ No \_\_\_

If "Yes", provide a description of such training which should include, but not be limited to, the date the program was initiated, the names and the number of minority and/or woman-owned business enterprises participating in such training, the number of years such training has been offered and the number of hours per year for which such training occurs.

---

<sup>1</sup>Do not include in-site project overhead.

<sup>2</sup>Technical training is the process of teaching employees how to more accurately and thoroughly perform the technical components of their jobs. Training can include technology applications, products, sales and service tactics, and more. Technical skills are job-specific as opposed to soft skills, which are transferable.

5. Is your company participating in a government approved minority and/or woman-owned business enterprise mentor-protégé program? Yes \_\_\_ No \_\_\_

If “Yes”, identify the governmental mentoring program in which your company participates and provide evidence demonstrating the extent of your company’s commitment to the governmental mentoring program.

6. Does your company include specific quantitative goals for the utilization of minority and/or woman-owned business enterprises in its non-government procurements? Yes \_\_\_ No \_\_\_

If “Yes”, provide a description of such non-government procurements (including time period, goal, scope and dollar amount) and indicate the percentage of the goals that were attained.

7. Does your company have a formal minority and/or woman-owned business enterprise supplier diversity program? Yes \_\_\_ No \_\_\_

If “Yes”, provide documentation of program activities and a copy of policy or program materials.

8. Does your company plan to enter into partnering or sub-contracting agreements with New York State certified minority and/or woman-owned business enterprises if selected as the successful respondent? Yes \_\_\_ No \_\_\_

If “Yes”, complete the attached Utilization Plan.

-Continue to SIGNATURE & NOTARIZATION Page-

