

## Federal Deposit Insurance Corporation INSTRUCTIONS FOR CONTRACTOR'S DIVERSITY PROFILE

**IF YOUR FIRM HAS 50 EMPLOYEES OR LESS, PLEASE CHECK OFF THE BOX BELOW AND RETURN TO FDIC:**

Our firm is exempt from completing the Contractor's Diversity Profile because our firm has 50 employees or less.

**IF YOUR FIRM HAS OVER 50 EMPLOYEES, PLEASE FOLLOW THE INSTRUCTIONS BELOW:**

### **What is the Contractor's Diversity Profile (the "Profile")?**

The Profile is a questionnaire created to collect workforce diversity information from qualified FDIC vendors. The Profile is composed of a series of questions and requests for information to help the FDIC make a "good faith efforts determination" regarding a vendor's fair inclusion of minorities and women within the vendor's workforce.

The "good faith efforts determination" will help the FDIC Office of Minority and Women Inclusion (OMWI) provide guidance and technical assistance to those contractors that are found to need support in promoting and advancing diversity within their respective places of employment.

### **Who is required to complete the Profile?**

The FDIC contracting clauses require vendors with individual agency contract award valued at over \$100,000 to sign a statement affirming "the fair inclusion of women and minorities in the workforce of the contractor and, as applicable, subcontractors" ("Fair Inclusion Certification"). FDIC is further required to obtain contractor information to determine whether the contractors signing the Fair Inclusion Certification have failed to make a good faith effort to include minorities and women in their respective places of employment. FDIC uses the Profile to request the information necessary to make such a determination.

The Profile is being required of FDIC contractors with more than 50 employees and any single FDIC contract award valued at over \$100,000. Vendors meeting this criteria are already required by federal regulation to have an Affirmative Action Plan (AAP) and to report workforce composition information to the Equal Employment Opportunity Commission (EEOC).

### **Why is the Contractor's Diversity Profile needed?**

Section 342 of the Dodd-Frank Act calls for contractors to the FDIC to provide a written statement ensuring "the fair inclusion of women and minorities in the workforce of the contractor and, as applicable, subcontractors". Your firm has been a contractor to FDIC over the past 12 months and has submitted a signed Fair Inclusion Certification to our agency. Section 342 further calls for "the [OMWI] Director to make a determination whether an agency contractor, and, as applicable, a subcontractor has failed to make a good faith effort to include minorities and women in their workforce." Through the signed Fair Inclusion Clause, you have agreed to provide FDIC with information sufficient to make such a determination.

The purpose of the Contractor Diversity Profile (the "Profile") is to obtain sufficient contractor information to determine an FDIC's contractor's compliance with the Fair Inclusion clause.

### **What must be completed?**

In order to obtain the information necessary to determine whether a contractor meets the good faith efforts requirement, FDIC has created a questionnaire consisting of 6 sections: Diversity Strategy, Diversity Policies, Recruitment, Succession Planning, Outreach and Supplier Subcontractor Diversity.

Each section is comprised of questions that can be answered with a "Yes", "No", or "Not Applicable" as a response. Questions are self-explanatory. For responses labeled "Not Applicable", respondents must provide additional information to explain why the specific item is not applicable to them.

### **When is the completed Profile due to FDIC?**

The completed Profile is due to FDIC within 10 business days from the date of the information request. FDIC contractors subject to the Profile completion requirement should contact the FDIC OMWI if they need more time to complete the Profile.

How should contractors submit the completed Profile to FDIC?

Once a contractor completes its Diversity Profile, it must be returned via email to [342\\_GoodFaithEffort@fdic.gov](mailto:342_GoodFaithEffort@fdic.gov).

If you have any questions regarding this questionnaire, please contact the FDIC OMWI at [342\\_GoodFaithEffort@fdic.gov](mailto:342_GoodFaithEffort@fdic.gov).