# APPENDIX 11 – Pre-Interview Questionnaire for Supplier Diversity Leaders

1. Where is your supplier diversity office located? (Mark all that apply.)

 \_\_\_\_\_ Purchasing or supply chain

 \_\_\_\_\_ Office of Diversity & Inclusion

 \_\_\_\_\_ Neither. My office is located in: (Example: Corporate & Social Responsibility) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Neither, our main office is located in the corporate headquarters. Staff is decentralized (or seated in regional locations).

1. How many people staff your supplier diversity office? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. To whom does the supplier diversity office report? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Do you have an internal recognition program for success/achievement in supplier diversity? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Is your company a member of or have a relationship with any of the following organizations? (Mark all that apply.)

\_\_\_ NMSDC

\_\_\_ WBENC

 \_\_\_ U.S. Women’s Chamber of Commerce

\_\_\_ NWBOC (National Women Business Owners Corporation)

\_\_\_ El Paso Hispanic Chamber of Commerce

1. Does your company sit on the board of any of the above organizations?

\_\_\_\_\_ Yes. We sit on the board of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_ No → GO TO Q.7

 If yes, please provide the title of the person serving on the board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does your company have purchasing goals for women-owned businesses? For minority-owned businesses? For veteran-owned businesses?

\_\_\_\_\_Yes for each \_\_\_\_\_ Yes, but as a group (M/WBE) \_\_\_\_\_No

1. Which certifications does your company accept? (Mark all that apply.)

\_\_\_ WBENC

\_\_\_ NMSDC

\_\_\_ NWBOC

\_\_\_ U.S. Women’s Chamber of Commerce

\_\_\_ El Paso Hispanic Chamber of Commerce

\_\_\_ Self-Certification

\_\_\_ Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does your company (mark all that apply):

\_\_\_ have a mentor/protégée program for women and minority businesses?

\_\_\_ participate annually in opportunity fairs, etc. for minority and women-owned businesses?

\_\_\_ sponsor one or more national women business opportunity events such as trade shows or other gatherings?

1. Has your company ever been recognized regionally or locally for achievement in supplier diversity?

\_\_\_\_ Yes \_\_\_ No

If yes, what organization bestowed the award/recognition? \_\_\_\_\_\_\_\_\_\_

1. Does your company (mark only those that apply):

\_\_\_\_ require a supplier diversity clause (first tier) in contracts?

\_\_\_\_ require a supplier diversity clause (second tier) in contracts?

\_\_\_\_ require primes to report supplier diversity participation?

\_\_\_\_ have numeric goals in the first- and second-tier contracts for supplier diversity utilization?

\_\_\_\_ rely on “good faith effort” to achieve goals?

1. How does the supplier diversity office contribute to determining the final selection and award of contract/agreements to first-tier diverse vendors?
2. What are the most common products and/or services purchased from women-owned businesses by your company? (Please provide 5-digit NAICS codes.)
3. What are upcoming areas of opportunity that would lend themselves to women and minorities seeking contracting opportunities with your company?