

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).
2. How many people staff your supplier diversity office? _____
3. To whom does the supplier diversity office report? _____
4. Do you have an internal recognition program for success/achievement in supplier diversity? Yes No
5. 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
6. 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: _____
7. 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
8. 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) _____

9. 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?

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

___ Yes

___ No

If yes, what organization bestowed the award/recognition? _____

11. 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?

12. How does the supplier diversity office contribute to determining the final selection and award of contract/agreements to first-tier diverse vendors?

13. What are the most common products and/or services purchased from women-owned businesses by your company? (Please provide 5-digit NAICS codes.)

14. What are upcoming areas of opportunity that would lend themselves to women and minorities seeking contracting opportunities with your company?