

**Instructions for Contractor's Diversity Profile**

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

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 by the National Credit Union Administration (NCUA) to collect workforce diversity information from qualified NCUA vendors. The Profile is composed of a series of questions and requests for information to help the NCUA 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 NCUA 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 NCUA 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" ("GFE certificate"). NCUA is further required to obtain contractor information to determine whether the contractors signing the GFE certificate have failed to make a good faith effort to include minorities and women in their respective places of employment. NCUA uses the Profile to request the information necessary to make such a determination.

The Profile is being required of NCUA contractors with more than 50 employees and any single NCUA 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 National Credit Union Administration (NCUA) 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 NCUA over the past 12 months and has submitted a signed GFE certificate 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 your signed GFE certificate, you have agreed to provide NCUA 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 NCUA’s contractor’s compliance with the GFE clause.

**What must be completed?**

In order to obtain the information necessary to determine whether a contractor meets the good faith efforts requirement, NCUA 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 NCUA?**

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

How should contractors submit the completed Profile to NCUA?

Once a contractor completes its Diversity Profile, it must be returned via email to [OMWIMail@ncua.gov](mailto:OMWIMail@ncua.gov). Alternatively, a contractor may submit the Profile via fax to 703-837-2985.

If you have any questions regarding this questionnaire, please contact the NCUA OMWI at [OMWIMail@ncua.gov](mailto:OMWIMail@ncua.gov) or call 703-518-1650.