

# Instructions for Contractor's Diversity Profile

Guide to completing the form | FY 2024



# Submitting the Profile

# What is the Contractor's Diversity Profile?

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- The Contractor's Diversity Profile (the "Profile") is an online **questionnaire** that collects contractors' workforce diversity information
- Has **6 sections** with questions and requests for additional information
- Responses are evaluated to determine if contractors are making a "**good faith effort**" to meaningfully include minorities and women in the workforce

# Who is required to complete the Profile?

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- Any contractor or applicable subcontractor who did the following:
  - Received an individual agency contract
  - Signed a statement affirming “the fair inclusion of women and minorities in the workforce of the contractor and, as applicable, subcontractors”

# Why do I have to complete the Profile?

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- **Your firm signed and submitted a GFE certificate** to allow the following:
  - Provide sufficient information for OMWI to determine that your firm is including minorities and women in the workforce.
- Required due to Section 342 of the Dodd-Frank Act

# How often do I need to submit the Profile?

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- **Every 2 years** since you received a CFPB contract award
- Must be submitted to OMWI through the online questionnaire

# What if I already submitted a Profile to another agency within the last 2 years?

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- Email a complete copy of the submission **w/in 10 business days** of CFPB's Profile request to [OMWI\\_GFE@cfpb.gov](mailto:OMWI_GFE@cfpb.gov)
- Accepted agencies from which we accept submission copies:
  - Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) agencies
  - An agency subject to the Dodd-Frank Wall Street Reform and Consumer Protection Act
  - A voting member of the Financial Stability Oversight Council (FSOC)

# What must be completed?

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- The questionnaire has **6 sections**: Entity/Designee Information, Demographics, Internal, Development, External, and Transparency
- There are 2 types of questions:
  - Multiple choice (Y/N or N/A) or select all that apply
  - Free response (short and long)
- Must complete all sections to the best of your ability



# How is the Profile Scored?

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Section	Total Points	Passing Score
Internal	10	5
Development	2	1
External	4	2
Total	16	8

- Only 3 sections are scored: Internal, Development, and External
- To pass, the entity must score **50% overall and in each of the 3 sections**
- OMWI will help all entities that fail to achieve a passing score through remediation efforts

# How is the Profile Scored for Small Businesses?

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- If the entity has **less than 50 employees**, the entity needs to score at least **37.5% overall** (at least 6 points total)

# When is the completed Profile due to CFPB?

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- Within **30 days** from the date of the information request
- Please contact OMWI to request an extension

# How do I submit the Profile?

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- **Preferred:** Qualtrics form (available on this [website](#))
- With approval from the Contracting Officer, you may email the Profile to [OMWI\\_GFE@cfpb.gov](mailto:OMWI_GFE@cfpb.gov)

# How do I submit supporting documents?

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**If you are asked by OMWI** to submit *supporting* documentation, email them to [OMWI\\_GFE@CFPB.gov](mailto:OMWI_GFE@CFPB.gov) with the following components:

- Subject headline: Good Faith Effort Documentation for Contract #(Insert Referenced Contract Number)
- In the body of the submission: Company Information, Company Name, Contact Name, Title, Phone Number, Email Address, Mailing Address, Website and Entity ID

# Contact information

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If you have any questions regarding the Profile, please contact OMWI at [OMWI\\_GFE@cfpb.gov](mailto:OMWI_GFE@cfpb.gov).

# How to Submit the Profile

Visual guide

# 1. Click [here](#) to visit our website


The screenshot shows a web browser window with the URL <https://www.consumerfinance.gov/about-us/diversity-and-inclusion/good-faith-effort-clause-cfpb-contractors/>. The browser's address bar includes the text "An official website of the United States government" and a list of languages: Español, 中文, Tiếng Việt, 한국어, Tagalog, Русский, العربية, Kreyòl Ayisyen, and a phone number (855) 411-2372. The CFPB logo is in the top left, and navigation links for "Search" and "Submit a Complaint" are in the top right. A horizontal menu below the logo contains: Consumer Education, Rules & Policy, Enforcement, Compliance, Data & Research, and News. The main content area has a breadcrumb trail: / Diversity and inclusion at the Bureau. On the left, there is a sidebar with three links: "Ensuring a Diverse and Inclusive Workplace Culture", "Diversity and Inclusion Self-Assessment for Regulated Entities", and "Diversity and Inclusion - Contractor Good Faith Effort". The main heading is "Diversity and Inclusion - Contractor Good Faith Effort". The text below the heading reads: "Under one of the terms of your contract, the Good Faith Effort (GFE) clause, you agreed to submit information to the Bureau pursuant to Section 342(c)(3) of the Dodd-Frank Wall Street Reform and Consumer Protection Act (the Act), 12 U.S.C. 5452(c)(3), so that the CFPB Office of Minority Women and Inclusion (OMWI) can make a determination about your company's **good faith effort to ensure, to the maximum extent possible, the fair inclusion of minorities and women in your workforce and, as applicable, in the workforces of each of your subcontractors.**" Below this is a section titled "Contractor Obligations:" with two sub-sections: "Contractor - The Contractor confirms its commitment to equal opportunity in employment and contracting. To implement this commitment, the Contractor shall ensure, to the maximum extent possible consistent with applicable law, the fair inclusion of minorities and women in its workforce." and "Subcontractors - The Contractor shall insert the substance of this clause (II.a. & II.b.) in all subcontracts under this contract."



## 2. Scroll down, click “Complete online profile”

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Submit your Contractor Diversity Profile

[Download instructions for preparing and sending your Contractor Diversity Profile](#) 

[Download PDF hardcopy](#) 

[Complete online profile](#)

# 3. Read the text and start the Profile

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0% ————— 100%



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The **Contractor Diversity Profile** (the "Profile") is a questionnaire created by the Consumer Financial Protection Bureau (CFPB) to collect workforce diversity information from entities (contractors and applicable subcontractors) awarded individual agency contracts. The CFPB uses this information to determine if entities have made and shall continue to make, during the course of their contracts, a good faith effort (GFE) to ensure, to the maximum extent possible, the fair inclusion of minorities and women in their workforces and in the workforces of their applicable subcontractors. It also allows the CFPB Office of Minority and Women (OMWI) to identify and support entities who are committed to equal opportunity in employment and contracting.

The Profile consists of the following sections:

1. Entity/Designee Information
2. Demographics



# 4. Answer the questions

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You will answer 2 primary types of questions:

- Multiple choice and/or select all that apply

1.3. Is the entity a Minority- and/or Women-Owned Business (MWOB)? Check any box that applies.

Minority-owned

Women-owned

Not a MWOB

3.1. Does the entity ensure equal employment opportunities for all employees and applicants for employment and does not engage in unlawful employment discrimination based on gender, race, or ethnicity?

Yes

No

- Free response

2.1. How many employees does the entity have across all sites?

- **Do not include** contractors or businesses who receive 1099 forms.
- Percentages will be calculated for you.

Total employees

Total minorities

## 5. Longer free response questions

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You will use these text boxes to provide explanations to previous responses in each respective section.

3.6. Please describe the steps the entity has taken if you answered yes to any of the following questions: 3.1-3.5. If you answered no, explain why.

## 6. Entity's score card (1/2)

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Your score is automatically calculated. Before you submit the Profile, you will see a score card like this:

### STATUTORILY SUFFICIENT

Section	Entity	Passing Score	Total Points Possible
Internal	5	5	10
Development	1	1	2
External	2	2	4
Total	8	8	16

**The entity passed** as it scored at least 50% overall and 50% in each graded section. If there are any concerns, please contact OMWI at [OMWI\\_GFE@cfpb.gov](mailto:OMWI_GFE@cfpb.gov).

The entity will be **required to submit another Contractor Diversity Profile in 2 years** to maintain its individual agency contract.

Click the arrow below to submit the Profile.

## 6. Entity's score card (2/2)

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- If your score card says “STATUTORILY SUFFICIENT,” you are done
- If your score card says “NOT STATUTORILY SUFFICIENT,” an OMWI reviewer will email you asking for supporting documentation to help you improve your score to pass

## 7. Submission

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You will have successfully submitted the Profile if you see this ending message:

We thank you for your time spent taking this survey.

Your response has been recorded.

In a few minutes, the entity's contact's email will receive an automated message from Qualtrics with your responses.