



American Mortgage
Diversity Council

Where Diverse Groups Share Common Goals.

DIVERSITY AND INCLUSION PROCUREMENT QUESTIONNAIRE

In the interest of providing diverse mortgage industry companies with greater clarity regarding the procurement and contracting processes, the American Mortgage Diversity Council (AMDC) has prepared a questionnaire to be completed by leading industry organizations. Your organization's commitment to diversity and inclusion is widely recognized and we respectfully request that the following questions be completed by a member of your company who has knowledge of your internal processes. Should you have any questions, please contact Derek Templeton, AMDC Executive Director, at 214.525.6757 or Derek.Templeton@TheFiveStar.com.

1. Please confirm the web address where our diverse vendors can register to participate in upcoming RFIs or RFPs for your company.

2. Please provide the name and contact information for who is responsible for the selection of new/additional vendors (ie. the Vendor/Procurement Department, the department head but the vendor group sources the info, etc.).

3. If someone other than your department is making the final vendor decision, please provide their contact information.

4. What is your sourcing protocol for the addition of vendors? (RFI, RFP, etc).

5. What advice can you give our vendors for winning an RFP with your company?

6. Can you share some specific RFP dos and don'ts, with or without examples?

7. Is your vendor portal for minority businesses a part of your regular vendor portal or is it a separate database? If they are separate portals, should our diverse companies sign up on both?



8. What type of certification do you require? Will self-certified companies be considered?

9. Post registration, what type of follow-up or outreach would you recommend, and how often?
a. Email b. Direct phone contact

10. Is a visit to your procurement office something you would recommend, in order to familiarize your company with the vendor's capabilities?

11. Do you sponsor any events for potential vendors to meet with your procurement group, including informational or best practices instructions?

12. Does your company have a diversity vendor goal as it relates to dollars spent on diverse companies?

13. Is there any additional qualification or consideration weight given to "diverse" companies when participating in an RFI or RFP versus standard participants?

14. Does your company target a specific diverse company to meet specific needs? (Example: Hispanic-owned company to service Hispanic customer base)

15. Is your company interested in "Diversity Awareness" training from the American Mortgage Diversity Council?
