

PART III - SECTION J

APPENDIX H

DIVERSITY PLAN GUIDANCE

With regard to the Contract Section I Clause entitled “Diversity Plan”, this Appendix provides guidance to assist the Contractor in understanding the information being sought by the Department for each of the clause’s Diversity elements. If the Contractor’s current policy or procedure already addresses the following elements, the Contractor need only provide a copy of the policy or procedure to the Contracting Officer and identify the applicable policy or procedure and applicable page number(s).

Work Force

This Contract includes clauses on Equal Employment Opportunity (EEO) and Affirmative Action (AA). The Contractor’s Diversity Plan should describe the means by which the Contractor’s policies, or plans for implementation of these clauses in its operations, establish, meet, and maintain result-oriented EEO and AA programs in accordance with the requirements contained in the clauses. The Contractor’s Diversity Plan should also describe how the Contractor’s organization includes or plans to include elements/dimensions of diversity that might enhance such programs.

Educational Outreach

The Contractor’s Diversity Plan should describe the means by which the Contractor’s policies or plans provide Contractor employees an opportunity to improve their employment skills and opportunities. Examples of these programs could include: educational assistance allowance, provision for outside training programs either during or outside regular work hours, and executive training programs for non-executive employees; and, how the Contractor plans to participate in any program supporting Historically Black Colleges and Universities, Hispanic Serving Institutions, and Native American Institutions. The Contractor’s Diversity Plan should describe the Contractor’s strategies to foster relationships with regional educational institutions and with other institutions of higher learning to increase their participation in federally sponsored programs through subcontracting opportunities, research and development partnerships, and mentor-protégé relationships. The Contractor’s Diversity Plan should also identify actual or planned cooperative programs, which encourage under represented students to pursue science, engineering, and technology careers.

Community Involvement and Outreach

This Contract includes a clause entitled “Community Commitment” that deals with (1) recognizing the diverse interests of the region and its stakeholders, (2) engaging regional stakeholders in issues and concerns of mutual interest, and (3) recognizing that giving back to the community is a worthwhile business practice. The Contractor’s Diversity Plan should describe the means by which the Contractor’s policies or plans meet or are consistent with the above interests. Examples of activities in support of these interests could include: support, through direct sponsorship or individual employees available to work with the specific local community activity; support for science, mathematics and engineering education; support for community service organizations; assistance to Governmental and community service organizations and for equal opportunity activities; community assistance in connection with work force reduction plans; and strategic partnerships with professional and scientific organizations to enhance recruitment into all levels of the organization.

Subcontracting

The Contract contains the Clause entitled “Small Business Subcontracting Plan” and other small business related clauses. The Contractor’s Diversity Plan may discuss outreach activities for enhancing subcontracting opportunities for small business concerns, and the means by which the Contractor’s policies or plans meet the requirements contained in these clauses. The Contractor’s Diversity Plan may also identify actual or planned participation in the Department’s Mentor-Protégé Program.

Economic Development (Including Technology Transfer)

Many of the Department's Contracts include clauses dealing with Technology Transfer. Planning or activities developed under such clauses may apply to this element of the Contractor's Diversity Plan. Additionally, some of the subcontracting activities undertaken or planned by the Contractor with small business concerns for the purpose of assisting the economic development of or transferring technology to such a business should be identified in the Contractor’s Diversity Plan. The Contractor’s Diversity Plan should identify the means by which the Contractor’s planned activities relate to promoting economic diversification of the local community.

Prevention Of Profiling Based On Race Or National Origin

Profiling pertains to those practices that scrutinize, target or treat employees or applicants for employment differently or single them out or select them for unjustified additional scrutiny, based on race or national origin. The Contractor should address how the Contractor’s policies or plans meet the following interests: (1) avoiding profiling based on race or national origin; (2) providing informational or educational programs that ensure managers and employees understand these issues; (3) providing employees with avenues for raising issues or concerns about profiling; (4) using education, training, and community outreach to partner with its work force and with established advocacy groups to recruit, retain, and promote a diverse work force and to review

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administrative processes that may impact achievement of a truly diverse work force and work place; and (5) holding management and leadership responsible and accountable for performance under the diversity plan, for example: performance appraisals, compensation, promotions, etc. The Contractor's Diversity Plan should identify the Contractor's approach to preventing prohibited profiling practices, including strategies for early detection of potential profiling in the Contractor's business activities (e.g., personnel actions, security clearances). The Contractor's Diversity Plan should also identify procedures intended to expedite timely resolution of adverse actions. Methodologies should also be included for benchmarking, sharing best practices, or lessons learned in the prevention of prohibited profiling, as well as, the use of forums available to employees for expressing concerns or issues about prohibited profiling practices in the workplace.