

STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES
ENGINEERING & ARCHITECTURAL SERVICES
OLYMPIA, WASHINGTON

Consultant Selection Diverse Business Inclusion Plan Criteria

<http://des.wa.gov/services/facilities/Construction/Consultants/Pages/EASCurrentProjects.aspx>

The Department of Enterprise Services (DES) is committed to providing the maximum practicable opportunity for participation by diverse businesses. Diverse businesses are defined as; small business, microbusiness, minibusiness, minority owned business (MBE), and women owned business (WBE), as defined in RCW 39.26.010 and veteran-owned businesses as defined in RCW 43.60A.010.

DES strongly encourages consultants to work with diverse businesses to meet or exceed the state's goals for each project under the Consultant Agreement of MBE 10%, WBE 6%, WA Small Business 5% and WA Veterans 5% participation. DES's client agencies may have different diverse business goals which will be stated in the Requests for Qualification. Upon request of the DES, consultants will be required to provide a report of the actual inclusion efforts undertaken to utilize diverse businesses for any public works services contracted for, pursuant to the on-call list.

All firms, including diverse owned firms, must submit a copy of the firm's Diverse Business Inclusion Plan. The Inclusion Plan should demonstrate in detail the specific strategies, approaches, and steps your firm will use in seeking to help meet or exceed the state's diverse business participation goals.

The firm's Diverse Business Inclusion Plan should address, at a minimum, the following:

- A. Evidence of the awareness and commitment of the owner(s) and senior leadership of the firm to reaching out to contract with diverse businesses, and in helping to meet or exceed the state's diverse businesses utilization goals.
- B. Provide the date your Diverse Business Inclusion Plan was adopted by your firm.
- C. Individual names and titles of positions responsible for managing and implementing specific aspects of your Diverse Business Inclusion Plan. For each individual listed, indicate the percentage of their time to be allocated on a weekly basis for issues related to the Diverse Business Inclusion Plan, and how long they have been involved with diverse business inclusion efforts with your firm.
- D. Provide a description of the strategies, approaches, and specific steps your firm will take to help meet or exceed the state's diverse business percentage utilization goals, which may include but are not limited to a description of the following:
 1. The education and training program used by your firm to communicate to your employees your firm's expected employee behaviors and performance relative to implementing the Diverse Business Inclusion Plan.
 2. Your firm's participation in outreach events planned by others and/or your firm as a means of developing relationships with diverse business subconsultants.

3. The project-specific outreach your firm utilizes in identifying and contacting diverse business subconsultants through media, government agencies, industry and non-profit associations and organizations, referrals, and relationships.
 4. The procedures your firm employs in providing one-on-one assistance to diverse business subconsultants in understanding the project and your firm's selection processes.
 5. Describe your diverse business subconsultant mentoring program, if any. Describe any mentoring of diverse business subconsultants that your firm has been involved with or is currently involved with. Please identify the nature and extent of the mentoring, the number and type of firms mentored, how long your firm has been mentoring diverse business subconsultants, and how effective the mentoring has been for diverse business subconsultants.
 6. Describe any specific actions your firm uses to develop subcontract requirements (such as task breakdowns and delivery schedules) that encourage and permit maximum participation by diverse businesses.
- E. Describe how your firm will monitor its progress toward helping to meet or exceed the state's diverse business goals on the contract to be awarded based on this RFQ, and how your firm will adjust its strategy as necessary in order to improve its performance in this area.

While DES is interested in contracting with firms who employ a diverse workforce, this should not be part of the Diverse Business Inclusion Plan. The focus is on inclusion efforts to contract with diverse businesses to the maximum extent possible.

Adopted March 26, 2015