

Attachment A

Public Works Diverse Business Inclusion Plan

To be considered responsive, the firm must submit a Diverse Business Inclusion Plan, as part of their statement of qualifications that will be incorporated the Contract, if awarded. The plan should include demonstrative and reportable good faith effort steps.

(See attached Diverse Business Inclusion Plan Template on pages 2-3)

The firm commits to working to achieve its proposed subcontract goal amounts and identify any subcontractors who are certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE), Washington State Department of Veterans Affairs (DVA) and/or registered as a Small Business Enterprise in the Washington State Electronic Business Solution (WEBS) system.

Listed below are the DES aspirational inclusion goals:

- ✓ 10% Minority Owned Business certified by the Washington State Office of Minority and Women Business Enterprises
- ✓ 6%, Women Owned Business certified by the Washington State Office of Minority and Women Business Enterprises
- ✓ 5% Veteran Owned Business certified by the Washington State Department of Veterans Affairs
- ✓ 5% Washington Small Businesses self-identified in the Washington Electronic Business Solution

These goals are voluntary. No preference will be included in the evaluation of responses, no minimum level of MWBE or Veteran Owned or Washington Small Business participation will be required as a condition for receiving an award, and statements of qualifications will not be rejected or considered non-responsive on that basis. Failure to submit a numerical goal amount with your plan may be deemed "non-responsible" and cause your submittal to be rejected.

Definitions:

Diverse Business – includes Washington small business, micro-business, and mini-business as defined in RCW 39.26.010, Minority and Women Business Enterprises (M/WBEs) as defined in RCW 39.39.19 and WAC 326-20, and Veteran-owned businesses as defined in RCW 43.60A.010. (If the proposed subcontractors are self-identified diverse businesses, the firm will encourage and support efforts for their certification with the appropriate aforementioned Washington state agency(s)).

Subcontracting - Subcontracting means direct performance of commercially useful work through subcontracting as part of the proposed project team.

For information on certified firms, Firms may contact:

- OMWBE at <http://www.omwbe.wa.gov/> or 360.664.9750
- DVA at <http://www.dva.wa.gov/BusinessRegistry/Search.aspx> or 360.725.2200.
- DES Public Works Business Diversity Program Manager, Charles Wilson
charles.wilson@des.wa.gov or 360.407.8455 for a list of self-certified Washington Small Businesses that downloaded this solicitation and selected to allow their contact information to be shared.

<p>3. Planned efforts by the firm to meet or exceed the voluntary inclusion goals. To include, but not limited to the following:</p> <ul style="list-style-type: none"> a. General Description; b. Mentoring, Training and Capacity Building Programs; c. Prompt Payment, Retainage and Dispute Resolution
<p>4. A description of firm's planned efforts at outreach to the small and diverse business community</p>
<p>5. A description of firm's process for ensuring small businesses have enough time and information to provide your firm with bids</p>
<p>6. An explanation of how firm ensures small businesses understand the bid and specifications and are able to learn ways to improve if they are not selected (i.e. pre-bid meetings, debriefing, etc.)</p>
<p>7. A description of how firm considers small business in the development of bid packages</p>
<p>8. Identify your firm's Diversity Expert</p>
<p>9. A List of projects (5 max) with diverse business participation in the last five (5) years</p>
<p>10. Acknowledgement of firm's awareness and commitment to reach out to diverse businesses and helping Washington State meet or exceed the state's diverse businesses utilization goals</p>
<p>11. Acknowledgement that proposing firm has education and training programs to communicate to your employees your firm's expected employee behaviors and performance relative to implementing the Diverse Business Inclusion Plan</p>
<p>12. Any additional information the firm would like to include as a part of their plan</p>

The Department of Enterprise Services will review the submitted inclusion plan for good faith effort and the maximum opportunity to contribute toward the Department of Enterprise Services' aspirational goal.