



### Diverse Business Inclusion Plan

To be considered responsive, the Proposer must submit the Diverse Business Inclusion Plan Supplement, as part of their proposal that will be incorporated into their contract, if awarded. The responses should reflect good faith efforts for diverse business inclusion. Zero is not a goal; however a range of 1% to 3% contribution to the agency goal would be a low result for the expected good faith effort, a 4% to 6% contribution to the agency goal would be a better result for the expected good faith effort, and a 7% to 10% or greater contribution to the agency goal would be a best result for the expected good faith effort. The Diverse Business definition – includes Washington small business, microbusiness, and minibusiness as defined in RCW 39.26.010, and Veteran-owned businesses as defined in RCW 43.60A.010. If the proposed subcontractors are self-identified diverse businesses, the DB will encourage and support state efforts for their certification with the appropriate Washington state agencies.

The Proposer must include an anticipated list of diverse subcontractors or suppliers who may provide services or otherwise assist the Proposer in fulfilling its obligations for the project. The Proposer must provide the following information regarding their plans for including diverse team members.

Identify any subcontractors who are certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) or the Washington State Department of Veterans Affairs (DVA).

In accordance with [Chapter 39.19 RCW](#), the state of Washington encourages participation in all of its contracts by OMWBE certified firms.

In accordance with Chapter 43.60A.200, the state of Washington encourages participation in all of its contracts from firms certified by DVA certified firms.

In accordance with Chapter 39.26.005, the state of Washington encourages participation in all of its contracts from Washington small businesses.

**With respect to agency spend the agency aspirational goals are:**

- ✓ 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 <http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx> (WEBS).

These goals are voluntary. No preference will be included in the evaluation of bids, no minimum level of MWBE or Veteran Owned or Washington Small Business participation will be required as a condition for receiving an award and proposals will not be rejected or considered non-responsive on that basis.

For information on certified firms, prime Proposers may contact:

- OMWBE at <http://www.omwbe.wa.gov/> or (360) 753-9693
- DVA at <http://www.dva.wa.gov/BusinessRegistry/Search.aspx> or (360) 725-2200.



**Clover Park Technical College**

**CENTER FOR ADVANCED MANUFACTURING TECHNOLOGIES**

Request for Proposals

FORM K

- DES Business Diversity and Outreach Manager Servando Patlan [Servando.patlan@des.wa.gov](mailto:Servando.patlan@des.wa.gov) or (360) 407-9390 for a list of self-certified Washington Small Businesses that downloaded this solicitation and selected to allow their contact information to be shared.

Please complete this **Diverse Business Inclusion Plan Supplement** for this Proposal.

Scopes where the Diverse Businesses is not yet determined or committed	When do you anticipate making a selection ?	Y/N					Anticipated sub-contract \$ amount
		Do you anticipate using a State Certified Women Business?	Do you anticipate using a State Certified Minority Business?	Do you anticipate using a State Certified Veteran Business?	Do you anticipate using a Washington State Small Business?	Can only a Sole Sourced Business do the work?	
							\$
							\$
							\$
							\$
							\$
<b>Total Amount Not Yet Committed to a Sub/Supplier:</b>							\$

Contractor commits to a good faith effort to achieve the proposed subcontract amounts with diverse business subcontractors by at least hosting 3 supplier outreach events for businesses registered with the state of Washington in the Washington State Electronic Business Solution, WEBS; including those registered as state certified minority businesses, women businesses, veteran businesses, and businesses self-certified as Washington Small Businesses in WEBS. The state will assist in coordinating event invitations to these businesses.

**Subcontracting**

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

**DIVERSE Expert**

Identify the person within your team to manage your DIVERSE inclusion responsibility.

DIVERSE Expert Name: \_\_\_\_\_

DIVERSE Expert Firm: \_\_\_\_\_

DIVERSE Expert Contact Information: \_\_\_\_\_

DIVERSE Expert responsibilities would typically include, but are not limited to:



- Outreach to qualified DIVERSE firms.
- Submit and discuss updates on a regular basis to the state project manager, to indicate DIVERSE utilization and discuss progress.
- Ongoing outreach to DIVERSE firms for work the contract may require, including any new scopes.
- Assist DIVERSE firms to perform successfully.

A qualified DIVERSE Expert brings knowledge of the identity, capabilities and capacities of DIVERSE subcontractors and suppliers; experience recruiting and working with DIVERSE firms for construction; and assisting DIVERSE firms to develop working relationships with contracts.

**Strategies**

Describe the strategies and selection processes you intend to use to achieve meaningful DIVERSE utilization in the contract. Describe your strategies, the scopes of work that have greatest DIVERSE opportunities and how you would balance those scopes that have less DIVERSE opportunity.

**Mentoring Program**

If any of the DIVERSE subcontractors listed above are participating in a mentoring or capacity building program with your company, please identify which and describe your program.

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