Sample Inclusion Plan Elements

Voluntary goals for certified diverse business participation: *(Of the total contract work, what is the percentage of diverse business participation proposed for subcontracting/joint venturing on this project?)*

1. **Anticipated Certified Diverse Business Participation (Goals)**

<table>
<thead>
<tr>
<th>State certification category</th>
<th>Washington State / DES Goals</th>
<th>Anticipated Percent of Contract Amount (Goals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minority-owned business</td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Women-owned business</td>
<td></td>
<td>6%</td>
</tr>
<tr>
<td>Veteran-owned business</td>
<td></td>
<td>5%</td>
</tr>
<tr>
<td>Small/mini/micro business</td>
<td></td>
<td>5%</td>
</tr>
</tbody>
</table>

2. The firm’s “Diverse Business Subcontracting list”

3. Planned efforts by the firm to meet or exceed the voluntary inclusion goals. To include, but not limited to the following:
   a. General Description;
   b. Mentoring, Training and Capacity Building Programs;
   c. Prompt Payment, Retainage and Dispute Resolution

4. A description of firm’s planned efforts at outreach to the small and diverse business community

5. A description of firm’s process for ensuring small businesses have enough time and information to provide your firm with bids:

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.);

7. A description of how firm considers small business in the development of bid packages

8. Who will be the firm’s “Diverse Expert”?

9. A List of projects (5 max.) with diverse business participation in the last five (5) years

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

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

12. Any additional information the firm would like to include as a part of their plan.

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.

For assistance in preparing your required DES Diverse Business Inclusion Plan contact Charles Wilson at (360) 407-8455.