

**Public Works
Diverse Business Inclusion Plan**

Attachment 10

Public Works Inclusion Plan Template		
Voluntary goals for certified diverse business participation: <i>(Of the total contract work, what is the percentage of diverse business participation proposed for this project, including the prime and subcontracting/joint venturing on this project?)</i>		
1. Anticipated Certified Diverse Business Participation (Goals)		
State certification category	Washington State / DES Goals	Anticipated Percent of Contract Amount (Goals)
Minority-owned business	10%	
Women-owned business	6%	
Veteran-owned business	5%	
Small/mini/micro business	5%	
2. Describe your firm’s efforts to identify diverse business subcontractors for this proposal?		
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 diverse business community		
5. A description of firm’s process for ensuring diverse businesses have enough time and information to provide your firm with bids/quotes:		
6. An explanation of how firm ensures diverse 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 diverse businesses in the development of bid packages		
8. Does the firm have and the name of any “Diversity Inclusion Expert”?		
9. A list of projects (5 max.) with diverse business participation in the last five (5) years		
10. Statement of firm’s awareness and commitment to reach out to diverse businesses and helping Washington State reduce the disparity of participation by minority and women owned businesses in state contracts		
11. Description of proposer’s educational and training programs to communicate the 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 Agency will review the submitted inclusion plan for genuine efforts.