



**Supply Section
8543 Armstrong Road SW, Tumwater, WA 89512**

EXHIBIT E – DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS

FOR

BIDDERS WHO PLAN TO UTILIZE SUBCONTRACTORS TO PERFORM THE CONTRACT, IF AWARDED

Competitive Solicitation:	No. RFP PC235012
Bidder:	_____ Type/print full legal name of Bidder

Exhibit E – Diverse Business Inclusion Plan – Subcontractors is divided into the following three sections:

Section 1 – Provides information about WSP’s small and diverse business opportunities.

Section 2 – Provides instructions and information regarding who must submit **Exhibit E – Diverse Business Inclusion Plan – Subcontractors** and what is required.

Section 3 – Provides the template for the **Diverse Business Inclusion Plan – Subcontractors** for the above referenced Competitive Solicitation and the information prompts that bidders, if required (i.e., bidder, if awarded, plans to use subcontractors), must complete.

SECTION 1: WSP & SMALL/DIVERSE BUSINESSES

As set forth in the Competitive Solicitation (see section 6.2), WSP, in accordance with Washington law and to the maximum extent practicable, encourages and supports small and diverse businesses to compete for and participate in state procurements as contractors and as subcontractors to awarded bidders. See, e.g., [RCW 39.19](#) (OMWBE certified businesses); [RCW 43.60A.200](#) (WDVA certified veteran-owned businesses); and [RCW 39.26.005](#) (Washington small businesses).

For purposes of this Competitive Solicitation, the following terms have the following meanings:

SMALL/DIVERSE BUSINESS CATEGORY	DEFINITION
Minority-Owned Business:	Limited to firms certified by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE) as a minority-owned business (MBE). See, RCW 39.19.120 and WAC 326-20 .

SMALL/DIVERSE BUSINESS CATEGORY	DEFINITION
Woman-Owned Business:	Limited to firms certified by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE) as a woman-owned business (WBE). See, RCW 39.19.120 and WAC 326-20 .
Veteran-Owned Business:	<p>Limited to firms certified by the Washington State Department of Veterans Affairs (WDVA) as a Certified Veteran-Owned Business. See, RCW 43.60A.010(7) & RCW 43.60A.190. Such firms must meet four requirements:</p> <ol style="list-style-type: none"> 1. <i>51% Ownership.</i> The firm must be at least fifty-one percent (51%) owned and controlled by: <ol style="list-style-type: none"> (a) A veteran as defined as every person who at the time he or she seeks certification has received a discharge with an honorable characterization or received a discharge for medical reasons with an honorable record, where applicable, and who has served in at least one of the capacities listed in RCW 41.04.007; (b) A person who is in receipt of disability compensation or pension from the department of veterans affairs; or (c) An active or reserve member in any branch of the armed forces of the United States, including the national guard, coast guard, and armed forces reserves. 2. <i>Washington Incorporation/Location.</i> The firm must be <u>either</u> an entity that is incorporated in the state of Washington as a Washington domestic corporation <u>or, if not incorporated,</u> an entity whose principal place of business is located within the State of Washington. 3. <i>WEBS Certification.</i> The firm must have certified its Veteran-Owned Business status in Washington’s Electronic Business Solution (WEBS). 4. <i>WDVA Certification.</i> The firm must have provided certification documentation to the WDVA and be certified by WDVA and listed as such on WDVA’s website (WDVA – Veteran-Owned Businesses).

SMALL/DIVERSE BUSINESS CATEGORY	DEFINITION
Washington Small Business:	<p>Limited to firms that meet the following three (3) requirements:</p> <ol style="list-style-type: none"> 1. <i>Location.</i> The firm’s principal office/place of business must be located in and identified as being in the State of Washington. A principal office or principal place of business is a firm’s headquarters where business decisions are made and the location for the firm’s books and records as well as the firm’s senior management personnel. 2. <i>Size.</i> The firm must be owned and operated independently from all other businesses and have either: (a) fifty (50) or fewer employees; or (b) gross revenue of less than seven million dollars (\$7,000,000) annually as reported on the firm’s federal income tax return or its return filed with the Washington State Department of Revenue (WDOR) over the previous three consecutive years. 3. <i>WEBS Certification.</i> Bidder must have certified its Washington Small Business status in Washington’s Electronic Business Solution (WEBS). <p>See, RCW 39.26.010(22) & .010(13).</p> <p>Washington Small Business also includes, Minibusinesses and Microbusinesses. Such firms just have a small ‘size’ requirement:</p> <ul style="list-style-type: none"> ▪ <i>Minibusiness Size Requirement:</i> The firm must be owned and operated independently from all other businesses and have a gross revenue of at least one million dollars (\$1,000,000) but less than three million dollars (\$3,000,000) annually as reported on the firm’s federal income tax return or its return filed with the WDOR. See, RCW 39.26.010(17). ▪ <i>Microbusiness Size Requirement:</i> The firm must be owned and operated independently from all other businesses and has a gross revenue of less than one million dollars (\$1,000,000) annually as reported on the firm’s federal income tax return or its return filed with the WDOR. See, RCW 39.26.010(16).

In support of the state’s economic goals and to support a diverse supplier pool, WSP has established the following voluntary numerical goals for WSP’s Competitive Solicitations:

- Six point six percent (6.6%) Minority-Owned Businesses certified by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE);
- One point forty-seven percent (1.47%) Veteran-Owned Businesses certified by the Washington State Department of Veterans Affairs (WDVA)

Achievement of these goals is encouraged whether directly or through subcontractors.

SECTION 2: INFORMATION & INSTRUCTIONS FOR COMPLETING **EXHIBIT E DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS**

1. Bidders who, if awarded a solicitation, intend to use subcontractors, must complete **Exhibit E – Diverse Business Inclusion Plan – Subcontractors** in the form set forth herein. Awarded bidders who do not submit a Diverse Business Inclusion Plan will be not precluded from utilizing subcontractors to perform the solicitation.
 - *Note:* **Exhibit E – Diverse Business Inclusion Plan – Subcontractors** is NOT required if bidder, if awarded, does NOT intend to use subcontractors for this Contract.
2. As part of the **Diverse Business Inclusion Plan – Subcontractors**, bidder is encouraged to include an anticipated list of small/diverse subcontractors who may assist bidder in fulfilling bidder’s contractual obligations, if bidder is awarded this Competitive Solicitation. This list should identify any subcontractors who are small/diverse businesses as defined above.
 - *Note:* The businesses included in the **Diverse Business Inclusion Plan – Subcontractors** are listed as examples of the businesses that bidder may use as subcontractors and does NOT obligate bidder to utilize those specific businesses in performing the Statewide Contract, if awarded. If awarded, the bidder’s **Diverse Business Inclusion Plan – Subcontractor** will be incorporated into the terms and conditions of the resulting Statewide Contract and bidder will report performance and progress to WSP as set forth in the Solicitation.
3. Bidders must describe their efforts in engaging and reducing any barriers to participation by small/diverse businesses, including outreach, education/mentorship, and process changes designed to increase small/diverse business participation.
4. If the proposed subcontractors are self-identified diverse businesses, bidder will encourage and support efforts for their certification with the appropriate Washington state agencies.
5. The small/diverse business goals set forth herein are voluntary. Bidders will not be considered non-responsive if the **Diverse Business Inclusion Plan – Subcontractors** has a zero small/diverse business participation amount. WSP, however, encourages bidders to be proactive in engaging small/diverse business participation. No preference will be included in the evaluation of bids based on the **Diverse Business Inclusion Plan – Subcontractors**. No minimum level of small/diverse business participation is required as a condition for receiving a Statewide Contract award.
6. WSP will review the **Diverse Business Inclusion Plan – Subcontractors** for a genuine effort and the maximum opportunity to contribute toward WSP’s aspirational goals. Awarded bidders who utilize subcontractors will meet with WSP regarding their small/diverse business aspirational inclusion goals and outreach efforts set forth in their **Diverse Business Inclusion Plan – Subcontractors**.

SECTION 3: BIDDER'S DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS

<p>1. BIDDER'S ANTICIPATED DIVERSE BUSINESS PARTICIPATION (GOALS) List bidder's anticipated small/diverse business category participation goals for subcontractor participation, if bidder is awarded the Solicitation. Bidders may list any goal amount. These goals are aspirational goals for bidder's use of small/diverse business subcontractors, if awarded this Competitive Solicitation.</p>		
SMALL/DIVERSE BUSINESS CATEGORY	WSP GOALS	ANTICIPATED PERCENT OF CONTRACT AMOUNT (GOALS)
Veteran-Owned Business	1.47%	
Washington Small Business	6.6%	
<p>2. BIDDER'S DIVERSE BUSINESS SUBCONTRACTING LIST Provide the firm information of the relevant small/diverse business subcontractors that bidder anticipates utilizing, if awarded this Competitive Solicitation. Please identify the names of the firms as they are listed in Washington's Electronic Business Solution (WEBS) and provide the firm's applicable certification numbers (for Minority, Woman, and Veteran-Owned firms).</p>		
STATE CERTIFICATION CATEGORY	LIST OF FIRMS	
Veteran-Owned Businesses		
Washington Small Businesses		
<p>3. DESCRIBE BIDDER'S PLAN TO MEET OR EXCEED BIDDER'S VOLUNTARY DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS GOALS, INCLUDING OUTREACH. Response:</p>		
<p>4. IDENTIFY BIDDER'S PRIMARY CONTACT FOR BIDDER'S DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS GOALS. Response:</p> <p>Bidder commits to a make a genuine effort to achieve the proposed subcontract amounts with small/diverse business subcontractors as stated above. Bidder will develop a comprehensive outreach strategy that will engage small/diverse businesses registered with the State of Washington in WEBS.</p>		
<p>_____</p> Bidder's Authorized Representative		<p>_____</p> Dated Signed

Return this Statewide Contracts Diverse Business Inclusion Plan – Subcontractors to Procurement Coordinator at:

Pennie.Clark@wsp.wa.gov