

Attachment D
Diverse Business Inclusion Plan

(Use this form if you are going to use Subcontractors)

To be considered responsive, Bidders who intend to use subcontractors, if awarded a Contract, must submit the Diverse Business Inclusion Plan Form as part of their bid. If using subcontractors, and if awarded a Contract, Bidder's Diverse Business Inclusion Plan will be incorporated into the terms and conditions of the Contract. The responses should reflect genuine efforts for diverse business inclusion.

This Diverse Business Inclusion Plan is NOT required if bidder does not intend to use subcontractors.

In accordance with [RCW 39.19](#), the State of Washington encourages participation in all of its contracts by OMWBE certified firms. In accordance with [RCW 43.60A.200](#), the State of Washington encourages participation in all of its contracts from firms certified by WDVA.

Instructions

Bidders who intend to use subcontractors must complete the Diverse Business Inclusion Plan Form.

Diverse Businesses are:

- Certified Minority and Women-Owned Business Enterprises (M/WBEs) as defined in [RCW 39.19](#) and [WAC 326-20](#); and
- Certified Veteran-owned businesses as defined in [RCW 43.60A.010](#).

If the proposed subcontractors are self-identified diverse businesses, Bidder will encourage and support efforts for their certification with the appropriate Washington state agencies.

As part of the Diverse Business Inclusion Plan, Bidder is encouraged to include an anticipated list of diverse subcontractors or suppliers who may provide services or otherwise assist the Bidder in fulfilling its contractual obligations. This list should 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). The businesses included in the Diverse Business Inclusion Plan are listed as examples of the businesses that Bidder may use as subcontractors and does not obligate the Bidder to utilize those businesses in fulfilling the requirements of the contract.

In addition, Bidders are also encouraged to describe their efforts in engaging and reducing any barriers to participation by certified M/WBE's subcontractors, including outreach, education/mentorship, and process changes designed to increase M/WBE's participation.

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

- ✓ 6.40% Minority-Owned and Women-Owned Business certified by the Washington State
- ✓ 1% Veteran Owned Business certified by the Washington State Department of Veterans Affairs
- ✓ 5% Washington Small Businesses self-identified in the Washington Electronic Business Solution ([WEBS](#))

These goals are voluntary. Bidders will not be considered non-responsive if the inclusion plan has a zero diverse participation amount, however OFM encourages Bidders to be proactive in engaging diverse participation. No preference will be included in the evaluation of bids based on the inclusion plan. No minimum level of Diverse Business participation will be required as a condition for receiving an award.

For information on certified firms, bidders may contact:

- OMWBE at <http://www.omwbe.wa.gov/> or (360) 664-9750
- DVA at <http://www.dva.wa.gov/BusinessRegistry/Search.aspx> (<https://www.dva.wa.gov/program/certified-veteran-and-servicemember-owned-businesses>) or (360) 725-2187.

Diverse Business Inclusion Plan Form

<p>1. Anticipated Diverse Business Participation (Goals) List the anticipated diverse business participation goals for participation of subcontractors in the Contract, if awarded. Bidders may list any goal amount. These goals are aspirational to include Diverse Business subcontractors.</p>		
State certification category	Agency Goals	Anticipated Percent of Contract Amount (Goals)
Minority-owned business	10%	
Women-owned business	6%	
Veteran-owned business	5%	
Small/mini/micro business	5%	
<p>2. The Diverse Business Subcontracting list Provide the company information of the relevant Diverse Business subcontractors you anticipate utilizing on this Contract, if awarded. Please identify the names of the companies as they are listed in the state registration system and for Minority, Women, and Veteran owned businesses, provide relevant state certification numbers.</p>		
State certification category	List of Companies	Certification number, if applicable
Minority-owned businesses		
Women-owned businesses		
Veteran-owned businesses		
Small/mini/micro businesses		
<p>3. Describe your plan to meet or exceed the voluntary inclusion goals including outreach. Response:</p>		
<p>4. Identify your primary contact for the inclusion goals. Name: _____ Phone: _____ Email: _____</p>		
<p>5. Describe how you will ensure prompt payment of all subcontractors. Response:</p>		
<p>6. Describe your methods for outreach to small and diverse businesses to inform them of opportunities to work as subcontractors. Response:</p>		

OFM will review the submitted inclusion plan for a genuine effort and the maximum opportunity to contribute toward OFM's aspirational goals. Awarded bidders will meet with OFM annually regarding the inclusion plans aspirational goals and outreach efforts.

Bidder commits to a make a genuine effort to achieve the proposed subcontract amounts with diverse business subcontractors as stated above. Bidder will develop a comprehensive outreach strategy that will engage Diverse Businesses registered with the state of Washington in the Washington State Electronic Business Solution (WEBS).