

**Project 2018-254  
Clark College, Advanced  
Manufacturing Center**

**ATTACHMENT 10:**

**Diverse Business Inclusion Plan Template**

**Project No. 2018-254 – Clark College, Advanced Manufacturing  
Center Project  
Public Works Diverse Business Inclusion Plan**

<b>Public Works Inclusion Plan Template</b>		
<b>Voluntary goals for certified diverse business participation:</b> <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>		
<b>1. Anticipated Certified Diverse Business Participation (Goals)</b>		
<b>State certification category</b>	<b>Washington State / DES Goals</b>	<b>Anticipated Percent of Contract Amount (Goals)</b>
Minority-owned business	10%	
Women-owned business	6%	
Veteran-owned business	5%	
Small/mini/micro business	5%	
<b>2. Describe your firm’s efforts to identify diverse business subcontractors for this proposal?</b>		
<b>3. Planned efforts by the firm to meet or exceed the voluntary inclusion goals. To include, but not limited to the following:</b>		
a. General description;		
b. Mentoring, training and capacity building programs;		
c. Prompt payment, retainage and dispute resolution		
<b>4. A description of firm’s planned efforts at outreach to the diverse business community</b>		
<b>5. A description of firm’s process for ensuring diverse businesses have enough time and information to provide your firm with bids/quotes:</b>		
<b>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.);</b>		
<b>7. A description of how firm considers diverse businesses in the development of bid packages</b>		
<b>8. Does the firm have a “Diversity Inclusion Expert”? If so, list Name.</b>		
<b>9. A list of projects (5 max.) with diverse business participation in the last five (5) years</b>		
<b>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</b>		
<b>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</b>		
<b>12. Any additional information the firm would like to include as a part of their plan.</b>		

The Agency will review the submitted inclusion plan for genuine efforts.