Insert Agency Logo

**Exhibit [] –Subcontractor Inclusion Plan   
 for  
Bidders Who Plan to Utilize Subcontractors to Perform the Contract, if Awarded**

|  |  |
| --- | --- |
| Competitive Solicitation: | No. \_\_\_\_\_\_ – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Bidder: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type/print full legal name of Bidder |

**Instructions**

This Exhibit is divided into three sections. Section 2 & Section 3 are informational. Section 1 must be completed (and this Exhibit returned to the Procurement Coordinator) **ONLY IF** Bidder, if awarded a Contract, intends to use subcontractors to perform such Contract.

1. Section 1 – This section must be completed IF Bidder intends to use subcontractors to perform the Contract, if Bidder is awarded a Contract.

2. Section 2 – Provides instructions and information regarding how to complete Section 1, if Bidder intends to use subcontractors.

3. Section 3 – Provides definitions for each of the subcontractor category businesses referenced in Section 1.

**Section 1: *Bidder’s Subcontractor Inclusion Plan***

Bidder: As set forth in the Competitive Solicitation, list the bidder’s anticipated business category goals for subcontractor participation, awarded a Contract.

* *Anticipated Subcontractor Percentage*: For any applicable Subcontractor Category, Bidder may state any percentage of Contract spend amount that Bidder believes is appropriate and attainable for Bidder. These are aspirational goals for Bidder’s use of small/veteran/diverse subcontractors, if awarded a Contract pursuant to this Competitive Solicitation.
* *Anticipated Subcontractor Names:* If Bidder states a percentage of Contract spend amount, Bidder must provide the name of each intended subcontractor business in the appropriate category as they are listed in Washington’s Electronic Business Solution (WEBS).

Diverse Business Inclusion Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subcontractor Category As described below | Anticipated % of Contract Amount (Determined by the Bidder) | Anticipated Subcontractor Names  (List all in the appropriate box below if known) | | Federal Tax Identification Number (TIN)  Note: If TIN is a SSN Do Not Provide the SNN |
| Minority-Owned Business (MBE) |  | |  |  |
| Woman-Owned Business (WBE) |  | |  |  |
| Certified Combination Owned Business (CBE) |  | |  |  |
| Certified Minority Woman Owned Business (MWBE) |  | |  |  |
| Socially and Economically Disadvantaged Business (SEDBE) |  | |  |  |
| Veteran-Owned Business (VOB) |  | |  |  |
| Washington Small Business (SB) |  | |  |  |
| Other Subcontractors |  | |  |  |

|  |
| --- |
| Bidder commits to a make a genuine effort to achieve the proposed subcontract spend amounts with small/veteran/diverse business subcontractors as stated above. Bidder will develop a comprehensive outreach strategy including outreach, education/mentorship, and process changes designed to increase participation by small/veteran/diverse businesses that are registered with the State of Washington in WEBS. |

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Bidder’s Authorized Representative | Date Signed |

**Section 2: Information & Instructions**

1. Bidders who, if awarded a Contract, intend to use subcontractors, must complete the ***Subcontractor Inclusion Plan*** in the form set forth above. Awarded bidders who do not submit an Inclusion Plan may be precluded from utilizing subcontractors to perform the Contract.

* *Note*: ***Subcontractor Inclusion Plan*** is NOT required if bidder, if awarded, does NOT intend to use subcontractors for this Contract.

1. As part of the ***Subcontractor Inclusion Plan***, bidder is encouraged to include an anticipated list of subcontractors who may assist bidder in fulfilling bidder’s contractual obligations, if bidder is awarded a Contract pursuant to this Competitive Solicitation. This list should identify any subcontractors as defined above.
   * Note: The businesses included in the ***Subcontractor Inclusion Plan*** are listed as examples of the business that bidder may use as subcontractors and does NOT obligate bidder to utilize those specific businesses in performing the Contract, if awarded. If awarded, the ***Subcontractor Inclusion Plan*** will be incorporated into the resulting Contract and bidder will report performance and progress to the Procurement Coordinator as set forth in the Contract and in annual contract management meetings.
2. Bidders must describe their efforts in engaging and reducing any barriers to participation by small/veteran/diverse businesses, including outreach, education/mentorship, and process changes designed to increase small/veteran/diverse business participation.
3. If the proposed subcontractors are self-identified diverse businesses, bidder will encourage and support efforts for their certification with the appropriate Washington state agencies.
4. The small/veteran/diverse business goals set forth herein are voluntary. Bidders will not be considered non-responsive if the ***Subcontractor Inclusion Plan*** has a zero small/veteran/diverse business participation amount. [AGENCY], however, encourages bidders to be proactive in engaging small/veteran/diverse business participation. No preference will be included in the evaluation of bids based on the ***Subcontractor Inclusion Plan***. No minimum level of small/veteran/diverse business participation is required as a condition for receiving a Contract award.
5. Awarded bidders who utilize subcontractors will meet with [AGENCY] annually, regarding their small/veteran/diverse business inclusion goals set forth in their ***Subcontractor Inclusion Plan***.

**Section 3: Small/Veteran/Diverse Businesses Definitions**

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

| Business Category | Definition |
| --- | --- |
| OMWBE Certified Minority-Owned Business (MBE): | Limited to firms certified by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE) as a minority-owned business(. *See*, [RCW 39.19.120](https://app.leg.wa.gov/RCW/default.aspx?cite=39.19.120) and [WAC 326-20](https://app.leg.wa.gov/WAC/default.aspx?cite=326-20&full=true). |
| OMWBE Certified Woman-Owned Business (WBE): | Limited to firms certified by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE) as a woman-owned business. *See*, [RCW 39.19.120](https://app.leg.wa.gov/RCW/default.aspx?cite=39.19.120) and [WAC 326-20](https://app.leg.wa.gov/WAC/default.aspx?cite=326-20&full=true). |
| OMWBE Certified Combination Owned Business (CBE): | Limited to firms certified by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE) as a business owned by women and minorities. *See*, [RCW 39.19.120](https://app.leg.wa.gov/RCW/default.aspx?cite=39.19.120) and [WAC 326-20](https://app.leg.wa.gov/WAC/default.aspx?cite=326-20&full=true). |
| OMWBE Certified Minority Woman Owned Business (MWBE): | Limited to firms certified by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE) as a business owned by minority women. *See*, [RCW 39.19.120](https://app.leg.wa.gov/RCW/default.aspx?cite=39.19.120) and [WAC 326-20](https://app.leg.wa.gov/WAC/default.aspx?cite=326-20&full=true). |
| OMWBE Certified Socially and Economically Disadvantaged Business (SEDBE): | Limited to firms certified by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE) as a business owned by minority who are found to be socially and economically disadvantaged on a case-by-case basis. *See*, [RCW 39.19.120](https://app.leg.wa.gov/RCW/default.aspx?cite=39.19.120) and [WAC 326-20](https://app.leg.wa.gov/WAC/default.aspx?cite=326-20&full=true). |
| WDVA Certified Veteran-Owned Business (VOB): | 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)](https://app.leg.wa.gov/RCW/default.aspx?cite=43.60A.010) & [RCW 43.60A.190](https://app.leg.wa.gov/RCW/default.aspx?cite=43.60A.190). Such firms must meet four requirements:   * 1. *51% Ownership*. The firm must be at least fifty-one percent (51%) owned and controlled by:      1. 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;      2. A person who is in receipt of disability compensation or pension from the Department of Veterans Affairs; or      3. 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. *Washington Incorporation/Location*. The firm must be either an entity that is incorporated in the state of Washington as a Washington domestic corporation or, if not incorporated, an entity whose principal place of business is located within the State of Washington.   3. *WEBS Certification*. The firm must have certified its Veteran-Owned Business status in Washington’s Electronic Business Solution ([WEBS](http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx)).   4. *WDVA Certification*. 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](https://www.dva.wa.gov/veterans-their-families/veteran-owned-businesses/vob-search)). |
| Washington Small Business (SB): | Limited to firms that meet the following three (3) requirements:   1. *Location*. 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. *Size*. 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. *WEBS Certification*. Bidder must have certified its Washington Small Business status in Washington’s Electronic Business Solution ([WEBS](http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx)).   *See*, [RCW 39.26.010(22) & .010(13)](https://app.leg.wa.gov/RCW/default.aspx?cite=39.26.010).  Washington Small Business also includes, Minibusinesses and Microbusinesses. Such firms just have a small ‘size’ requirement:   * *Minibusiness Size Requirement*: 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)](https://app.leg.wa.gov/RCW/default.aspx?cite=39.26.010). * *Microbusiness Size Requirement*: 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)](https://app.leg.wa.gov/RCW/default.aspx?cite=39.26.010). |
| Other Subcontractors | Any firm that is not included in the above definitions. |

Return this Contracts Subcontractor Inclusion Plan  
to Procurement Coordinator at:  
\_\_\_\_\_\_\_\_\_\_\_\_@des.wa.gov