**Supplemental Bidder Responsibility**

**Form 3 - Prime Contractor Diverse Business Inclusion Plan**

**Project #** **##-###, Project Title**

Prime Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the purposes of this form, Washington State-certified diverse businesses are defined as follows:

* *Minority Business Enterprise (MBE), Women’s Business Enterprise (WBE)*, or combination of the two. Certified by the Office of Minority and Women’s Business Enterprises (OMWBE): <http://omwbe.wa.gov/>
* *Veteran-owned Business*. Certified by the Department of Veteran’s Affairs (DVA): <http://dva.wa.gov/>
* *Small Business* (includes Mini and Micro businesses). Certified through the Washington Electronic Business Solution (WEBS): <https://fortress.wa.gov/ga/webs/home.html>

**Anticipated Certified Diverse Business Participation Goals**

Subcontracting means direct performance of commercially useful work through subcontracting as part of the proposed project team. Of the total contract work, what are the diverse business participation goals proposed for subcontracting on your team? Please only include the above-listed Washington State certification types in your “Contractor-defined Anticipated Percent of Contract Amount (Goals)” estimate. Zero percent (0%) is not a goal.

|  |  |  |
| --- | --- | --- |
| **Anticipated Certified Diverse Business Participation Goals** | **Washington State Goals** | **Contractor-defined Anticipated Percent of Contract Amount (Goals)** |
| **Minority-owned business (MBE)** | **10%** | **%** |
| **Women-owned business (WBE)** | **6%** | **%** |
| **Veteran-owned business (DVA)** | **5%** | **%** |
| **Small business** | **5%** | **%** |

**Subcontracting Team**

List the names of the diverse businesses you anticipate using on this project. Generally describe the work you expect the diverse business to perform and identify the percent of total contract value intended for each diverse business. Please include the above-listed Washington State certification types.  *If necessary, add more rows below.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Diverse Business** | **Specify Diverse Business Certification (circle one or more)** | **Describe Trade or Task** | **Anticipated Percent of Contract Amount** |
|  | MBE, WBE, DVA, Small |  | % |
|  | MBE, WBE, DVA, Small |  | % |
|  | MBE, WBE, DVA, Small |  | % |
|  | MBE, WBE, DVA, Small |  | % |
|  | MBE, WBE, DVA, Small |  | % |

**Attach a list of diverse businesses near the project location to this form:**

1. Go to <https://omwbe.wa.gov/directory-certified-firms>
2. Click on “OMWBE DIRECTORY”
3. Click on “Search Certified Firm Directory”
4. Select MBE, MWBE, SBE, and WBE certifications.
5. Enter a City, Zip Code, or County near the project site address and then press “Search” at the bottom of the page. If you do not have many results, please expand your search to include nearby locations.
6. Print and attach the results to this form with your submittal

**Diverse Expert:**

Diverse Expert responsibilities would typically include, but are not limited to:

* Outreach to qualified diverse businesses.
* Submit and discuss updates on a regular basis to the state project manager regarding Diverse Business utilization and progress.
* Ongoing outreach to diverse businesses for required contract work, including any changes in scope.
* Assist diverse businesses with successful contract performance.

A qualified Diverse Expert brings knowledge of the identity, capabilities and capacities of diverse business subcontractors and suppliers; experience recruiting and working with diverse businesses for construction; and assisting diverse businesses to develop working relationships with contractors.

Identify the person within your team to manage your diverse inclusion responsibility.

Diverse Expert Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Diverse Expert Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Diverse Expert Firm (if another firm is managing participation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Past Performance**

Please select **five (5) of your projects** with Washington State-certified diverse business participation (MBE, WBE, DVA, and/or Small/Mini/Micro) and list them below **for the last five (5) years**. If you do not have any projects that tracked or reported diverse business participation, you may leave this section blank. In that case, please attach an additional sheet with explanation.

You may have projects with diverse business participation for an organization or entity that required *different* diverse business categories (including self-certification). If so, please attach a sheet with the same column data and information, but include percentages for the categories that were tracked during the project.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contract Name** | **Contracting Agency or Entity** | **Contract Amount** | **Year** | **Percent of Contract Amount** | |
|  |  |  |  | Minority-owned business: | % |
| Women-owned business: | % |
| Veteran-owned business: | % |
| Small/mini/micro business: | % |
| **Contract Name** | **Contracting Agency or Entity** | **Contract Amount** | **Year** | **Percent of Contract Amount** | |
|  |  | $ |  | Minority-owned business: | % |
| Women-owned business: | % |
| Veteran-owned business: | % |
| Small/mini/micro business: | % |
| **Contract Name** | **Contracting Agency or Entity** | **Contract Amount** | **Year** | **Percent of Contract Amount** | |
|  |  | $ |  | Minority-owned business: | % |
| Women-owned business: | % |
| Veteran-owned business: | % |
| Small/mini/micro business: | % |
| **Contract Name** | **Contracting Agency or Entity** | **Contract Amount** | **Year** | **Percent of Contract Amount** | |
|  |  | $ |  | Minority-owned business: | % |
| Women-owned business: | % |
| Veteran-owned business: | % |
| Small/mini/micro business: | % |
| **Contract Name** | **Contracting Agency or Entity** | **Contract Amount** | **Year** | **Percent of Contract Amount** | |
|  |  | $ |  | Minority-owned business: | % |
| Women-owned business: | % |
| Veteran-owned business: | % |
| Small/mini/micro business: | % |