

800.01 Introduction

The primary objective of the state funded MSVWBE Program is to increase Minority, Small, Veteran and Women Owned Business Enterprise (M/S/V/WBE) participation on WSDOT's consultant contracting and procurement activities. All state funded agreements or task orders anticipated to be \$250,000 or greater in authorizations, including supplements and/or amendments, must be reviewed by the WSDOT Office of Equity and Civil Rights (OECR) for a MSVWBE goal before the project is advertised.

800.02 MSVWBE Goals

The OECR office is responsible for all goal determinations.

800.02.01 *Project manager responsibilities*

Develop a state scope of work and estimate.

800.02.02 *ACL responsibilities*

- Works with the project manager to get project scope of work and estimate for a goal determination. Send the information and request memo to CSO.
- Works with CSO to establish project goals, relay information to project manager.

800.03 MSVWBE Participation Plan

If the agreement or task order is assigned a MSVWBE goal, the Consultant must submit to CSO a MSVWBE plan for approval. The OECR office is responsible for approving all MSVWBE participation plans. MSVWBE program and Participation Plan guidelines can be found at the following link: [Equal opportunity in contracting | WSDOT \(wa.gov\)](https://www.wa.gov/equality/equality-in-contracting)

800.03.01 *ACL responsibilities*

When applicable, works with customer and Consultant to submit plan for approval, relay information to project manager.

800.04 Agreement/ Task Order Processing

If the agreement or task order is assigned a MSVWBE goal, the goal and required documentation must be included in the advertisement. The approved MSVWBE Participation Plan shall be included as an attachment to the agreement or task order document.

800.04.01 *ACL responsibilities*

Ensures Participation Plan is approved and incorporated into agreement or task order documentation prior to execution.