

(July 31, 2015)

### **Small Business Enterprise Participation**

The Small Business Enterprise (SBE) Program is an element of the Disadvantaged Business Enterprise (DBE) Program in accordance with the requirements of 49 CFR Part 26.39. As such, the requirements of this Agreement establish affirmative efforts to utilize SBE certified firms on consulting projects. No preference will be included in the evaluation of Statements of Qualifications (SOQs) or Requests For Additional Information (RFAs). No minimum level of SBE participation shall be required as a Condition of Award (COA) and SOQs/RFAs may not be rejected or considered non-responsive on that basis.

### **Voluntary SBE Goals**

A voluntary goal amount of ten percent (10%) of the Agreement or Task Order amount is established.

The goal is voluntary, and achievement of the goal is encouraged. No preference will be included in the evaluation of SOQs/RFAs. Prime Consultants may contact the Washington State Office of Minority and Women's Business Enterprises (OMWBE) at (360) 664-9750 or visit [www.omwbe.wa.gov](http://www.omwbe.wa.gov) to obtain information on certified SBE firms.

### **Required SBE Participation Plan**

The Prime Consultant shall submit a SBE Participation Plan prior to commencing work on the Agreement or Task Order. Although the goal is voluntary, the outreach efforts to provide SBE maximum practicable opportunities are not.

For SBE Participation Plan Guidelines, go to:

[http://www.wsdot.wa.gov/publications/fulltext/design/ConsultantSrvs/SBE\\_Guidelines.pdf](http://www.wsdot.wa.gov/publications/fulltext/design/ConsultantSrvs/SBE_Guidelines.pdf)

### **Required SBE Reporting**

The Prime Consultant shall submit all payments made to SBEs on their Agreements and Task Orders. The Prime Consultant shall submit a Monthly Report of Amounts Paid Credited as SBE Participation to WSDOT Consultant Services Office each month between Execution of the Agreement or Task Order and Physical Completion of the Agreement or Task Order using the application available at:

<https://remoteapps.wsdot.wa.gov/mapsdata/tools/dbeparticipation/>

The monthly report is due twenty (20) calendar days following the end of each month. A monthly report shall be submitted for every month between Execution of the Agreement or Task Order and Physical Completion regardless of whether payments were made or work occurred. After Execution of the Agreement or Task Order, the Prime Consultant shall send an e-mail to [DBEAdmin@wsdot.wa.gov](mailto:DBEAdmin@wsdot.wa.gov) containing the following information: the first and last name, e-mail address, title and phone number of the person that will be submitting the above documents for their company. The e-mail shall include the WSDOT Agreement number and Task Order

number (if applicable) they will be reporting on. After receipt of this information by WSDOT, the Prime Consultant will receive an e-mail containing their username and password for the application and a link to the application. Reporting instructions are available in the application.

**Definitions**

Regardless of race or gender, a SBE is one certified by OMWBE as such, where the firm's:

- Three (3) year averaged gross receipts are less than \$22.41 million dollars, with smaller industry standards applicable;
- Is at least 51% owned and controlled by an individual or individuals with a personal net worth less than \$1.32 million dollars; and
- A Micro Small Business Enterprise is a firm certified as an SBE with average gross receipts for three (3) years less than one million dollars.