



*Exhibit I - Voluntary Minority, Small, Veteran and Women's  
Business Enterprise (MSVWBE) Participation Guidelines*

Use in all state funded consultant agreements with an estimated cost of \$250,000 or more.

**General Statement**

Voluntary goals for minority, small, veteran and women business enterprises are included in this AGREEMENT. The CONSULTANT is encouraged to utilize MSVWBEs in accordance with these guidelines, RCW 39.19 and Executive Order 13-01 (issued by the Governor of Washington on May 10, 2013).

No preference will be included in the evaluation of the CONSULTANT’S qualifications; no minimum level of MSVWBE participation is required as a condition of award or completion of the AGREEMENT; and a submittal will not be rejected or considered non-responsive on that basis.

The goals are voluntary and outreach efforts to provide MSVWBEs maximum practicable opportunities are encouraged.

**Non-Discrimination**

CONSULTANTS shall not create barriers to open and fair opportunities for all businesses, including MSVWBEs, to participate in the Work on this AGREEMENT. This includes the opportunity to compete for subcontracts.

**Voluntary MSVWBE Participation Goals**

Goals for voluntary MSVWBE participation have been established as a percentage of total agreement amount.

The Contracting Agency has established the following voluntary goals:

Minority	10%
Small	5%
Veteran	5%
Women	6%

Amounts paid to an MSVWBE will be credited to every voluntary goal in which they are eligible. In other words participation may be credited for participation in more than one category. If the CONSULTANT is a MSVWBE their Work will be credited to the voluntary goals in which they are eligible.

**Definitions**

**Minority Business Enterprise (MBE)** – A minority owned business meeting the requirements of RCW 39.19 and WAC 326-20 and certified by the Washington State Office of Minority & Women’s Business Enterprises.



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**Small Business** – A business meeting the Washington State requirements for a “Small business”, “Minibusines” or “Microbusiness” as defined in RCW 39.26.010 and included on the WSDOT Office of Equal Opportunity list of Small Businesses at <http://www.wsdot.wa.gov/equalopportunity/bddirectory.htm>

**Veteran Business** – A veteran owned business meeting the requirements of RCW 43.60A.010 and included on the WSDOT Office of Equal Opportunity list of Small Businesses at <http://www.wsdot.wa.gov/equalopportunity/bddirectory.htm>

**Women Business Enterprise (WBE)** – A women owned business meeting the requirements of RCW 39.19 and WAC 326-20 certified by the Washington State Office of Minority & Women’s Business Enterprises.

### **MSVWBE Inclusion Plan**

A MSVWBE Inclusion Plan shall be submitted to Manager, Consultant Services Office prior to the start of Work on the project. The plan is submitted for the Contracting Agency’s information. Approval of the plan is not required; an incomplete plan will be returned for correction and resubmittal. The plan shall include the information identified in the guidelines attached.

### **MSVWBE Reporting**

A Monthly Report of Amounts Paid to MSVWBEs shall be submitted to the Consultant Services Office each month between Execution of the AGREEMENT and Physical Completion of the AGREEMENT using the application available at <https://remoteapps.wsdot.wa.gov/mapsdata/tools/dbeparticipation>. The monthly report is due 20 calendar days following the end of the month whether payments were made or work occurred.

The monthly report shall include payments to all eligible businesses regardless of their listing on the MSVWBE Inclusion Plan. If the CONSULTANT is a MSVWBE the amounts paid by the Contracting Agency for Work performed by the CONSULTANT shall also be reported.

After Execution of the AGREEMENT, the CONSULTANT shall send an e-mail to [DBEPAdmin@wsdot.wa.gov](mailto:DBEPAdmin@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 they will be reporting on. After receipt of this information by WSDOT, the CONSULTANT will receive an e-mail response containing their username and password for the application and a link to the application. Reporting instructions are available in the application.



*Contractor and Consultant  
Minority, Small, Veteran, and Women Business Enterprise  
Inclusion Plan Guidelines*

The Washington State Department of Transportation (WSDOT) works to ensure all individuals, regardless of race, ethnicity and gender are provided equal opportunities in all of our activities, with increased emphasis on contracting and consultant opportunities (per RCW 39.19). We also believe that the men and women who serve in our armed forces deserve the opportunity to do business with WSDOT, as do our fellow citizens who elect to start small businesses (per RCW 39.26.010 and Executive Order 13-01).

In an effort to provide fair and equal participation for Minority, Small, Veteran and Women’s Business Enterprise (M/S/V/WBE), WSDOT Contractors and Consultants are **required** to submit M/S/V/WBE Inclusion Plans for every state funded contract they are awarded. The M/S/V/WBE Inclusion Plan is required to be submitted before work begins. Below are the required elements of an M/S/V/WBE Inclusion Plan.

**1. Subcontracting**

List the values as a percentage of the bid amount that the bidder/proposer anticipates achieving during the course of the contract.

<b>Anticipated Diverse Business Participation</b>	<b>Percentage</b>
Certified Minority Business Enterprise Participation	%
Certified State Small Business Participation	%
Certified Veteran Owned Business Participation	%
Certified Women Business Enterprise Participation	%

**2. Diverse Business Subcontractors**

Name the MSVWBE subcontractors or sub-consultants you anticipate using on this project. Describe the work you expect the business to perform. Identify the total contract value intended for each diverse business.

Name of MSVWBEs	Specify MSVWBE Certification(s)	Describe Task	Dollar Amount MSVWBE subcontractor will be performing
			\$
			\$
			\$



**3. Diversity Expert**

A qualified MSVWBE Expert brings knowledge of the identity, capabilities and capacities of diverse subcontractors, sub-consultants and suppliers; experience recruiting and working with these companies in construction and consulting; and assisting these companies in developing relationships with prime contractors and consultants. Complete the below information for the Diversity Expert your company will be using:

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

The M/S/V/WBE Expert responsibilities would typically include, but are not limited to:

- Outreach and networking with diverse businesses throughout the life of the contract.
- Submit and discuss updates on a monthly basis to the state project manager which at a minimum includes diverse business utilization, progress to date and projections.
- Evaluating change orders and/or amendments for potential diverse business participation.
- Assisting diverse businesses to successfully complete their scope of work on the contract.

**4. Past Performance**

Describe your past performance with subcontracting and/or sub-consulting with diverse business. Identify specific strategies you have used in the solicitation and award of subcontracts and how these strategies assisted your company in achieve diverse business participation.

OR

**Strategies**

Describe the strategies and selection processes you will use to achieve meaningful MSVWBE utilization in this contract. Describe your strategies including the scope(s) of work that will have the greatest opportunities for diverse business participation. Explain how your company will maximize participation in scopes of work which is typically self-performed.

**5. Prompt Payment and Dispute Resolution**

Describe your firm's process for monitoring and ensuring prompt payment to subcontractors. List the individual who will be responsible for ensuring prompt payment. Explain your dispute resolution process.



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### 6. Other

Describe the other processes and procedures your company will use to ensure you have an effective MSVWBE Inclusion Program.