

1 (April 11, 2016)

2 **Voluntary Minority, Small, Veteran and Women's Business Enterprise (MSVWBE)**
3 **Participation**

4 **General Statement**

5 The Contractor is encouraged to utilize MSVWBEs in accordance with these
6 Specifications, RCW 39.19 and Executive Order 13-01 (issued by the Governor of
7 Washington on May 10, 2013).

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9 No preference will be included in the evaluation of the Contractor's Proposal or Bid;
10 no minimum level of MSVWBE participation is required as a condition of award or
11 completion of the Contract; and a Proposal or Bid will not be rejected or considered
12 non-responsive on that basis.

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14 **Non-Discrimination**

15 Contractors shall not create barriers to open and fair opportunities for all
16 businesses, including MSVWBEs, to participate in the Work on this Contract. This
17 includes the opportunity to compete for subcontracts as sources of supplies,
18 equipment, construction or services.

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20 **Voluntary MSVWBE Participation Goals**

21 No MSVWBE voluntary goals have been established as a part of this Contract.

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

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28 **Definitions**

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

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33 **Small Business** – A business meeting the Washington State requirements for
34 a "Small business", "Minibusiness" or "Microbusiness" as defined in RCW
35 39.26.010 and included on the WSDOT Office of Equal Opportunity list of
36 Small Businesses at
37 <http://www.wsdot.wa.gov/equalopportunity/bddirectory.htm>

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

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

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48 **MSVWBE Reporting**

49 A Monthly Report of Amounts Paid to MSVWBEs shall be submitted to the
50 Engineer each month between Execution of the Contract and Physical Completion
51 of the Contract using the application available at
52 <https://remoteapps.wsdot.wa.gov/mapsdata/tools/dbeparticipation>. The monthly

1 report is due 20 calendar days following the end of the month whether payments
2 were made or work occurred.

3
4 The monthly report shall include payments to all eligible businesses. If the
5 Contractor is a MSVWBE the amounts paid by the Contracting Agency for Work
6 performed by the Contractor shall also be reported.

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8 After Execution of the Contract, the Contractor shall send an e-mail to
9 DBEPAdmin@wsdot.wa.gov containing the following information: the first and last
10 name, e-mail address, title and phone number of the person that will be submitting
11 the above documents for their company. The e-mail shall include the WSDOT
12 Contract number they will be reporting on. After receipt of this information by
13 WSDOT, the Contractor will receive an e-mail response containing their username
14 and password for the application and a link to the application. Reporting
15 instructions are available in the application.

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17 **MSVWBE Payment**

18 All costs for implementation of the requirements for Voluntary MSVWBE
19 Participation shall be included in the associated items of Contract Work.