



Date:

Project Name:

Company name:

State Funded Contract Participation Plan Drafting Guidelines

This project, which has been awarded to Enter company name: (Contractor/Consultant), has voluntary MSVWBE goals set by the Washington State Department of Transportation (WSDOT). This goal is based on a percentage of total contract value of this project, inclusive of subsequent changes. The total contract value of the project is Total Contract Award Amount.

State certification category	State of Washington goal
Minority Business Enterprise	10%
Women Business Enterprise	6%
Veteran Owned Business	5%
Small Business	5%

anticipates utilizing certified diverse businesses on this project in the following amounts.

State certification category	Anticipated percent of contract amount	Anticipated dollar value of countable participation
Minority Business Enterprise		
Women Business Enterprise		
Veteran Owned Business		
Small Business		

anticipates utilizing the following certified small and diverse firms as subcontractors/suppliers on this project:

Firm Name	Scope of Work	Contracted or anticipated use	Dollar amount of work

will utilize the following efforts to meet or exceed the voluntary inclusion goals:

- In general, will work to meet the goal by utilizing the following methods:

- will work to further mentoring, training and capacity building programs by utilizing the following methods:

- _____ will ensure prompt payment of all subcontractors and return of retainage by utilizing the following methods:

- If payment is contested or other disputes arise, _____ will resolve disputes by utilizing the following methods:

To date, _____ has utilized the following methods to perform outreach to the MSVWBE community and inform firms of the opportunity to work as subcontractors/subconsultants on the project:

In the future, _____ anticipates utilizing the following methods to perform outreach to MSVWBE subcontractors/subconsultant and inform them of upcoming opportunities on the project:

anticipates utilizing following methods to ensure that small businesses have enough time and information to provide it with bids or statements of qualifications:

anticipates utilizing the following methods to ensure small businesses understand the bid specifications or request for qualifications (RFQ) and are able to learn ways to improve if they are not selected:

anticipates utilizing the following methods to create subcontract packages that allow for the participation of small and diverse businesses:

will utilize the following individual as an expert on diverse businesses and to help manage the processes listed in this plan:

has completed the following projects that achieved diverse business participation in the past five years:

utilizes the following certified small and diverse firms, including firms outside of the construction field, on a recurring or regular basis outside of the work of this contract:

Firm Name	Entity Type	Scope of Work

recognizes the importance of inclusion and equality in the construction industry. Contractor/Consultant Name commits to reach out to small and diverse businesses to help Washington State meet or exceed the state's diverse business utilization goals.

acknowledges that it has education and training programs to communicate to its employees the expected employee behaviors and performance relative to implementing the State Funded Contract Inclusion Plan.

its inclusion plan: wishes to include the following additional information in

If you need additional room, please use additional sheets of paper