Washington State Department of Transportation

Small and Veteran-Owned Business Plan

To be eligible for Award of this Contract, the Bidder shall fill out and submit, a Small and Veteran-Owned Business Plan (SVB Plan) no later than the time specified for the Delivery of Proposals in accordance with 1-02.9. The SVB Plan shall indicate Small Business Enterprise (SBE) and Veteran-Owned-Business (VOB) Participation. The Contracting Agency shall consider as non-responsive and shall reject any Bid Proposal that does not contain this SVB Plan which documents the SVBE firms to be used to meet the SVBE participation requirements. **Read the instructions fully prior to filling out this form.**

Box 1: certifies that the SVB firm(s) listed below have been contacted regarding participation on this project. If the Bidder listed here is successful in being awarded the Contract, the Bidder shall assure that subcontracts are executed with those firms listed below for the dollar amounts and scope shown.

Project Name:

Column 1A **Name of Small Business Enterprise**	Column 2A **Project Role**	Column 3A **Bid Items**	Column 4A **Type of Work to be Performed**	Column 5A **Dollar Amount to be Applied to Small Business Enterprise COA Goal**

Column 1B **Name of Veteran-Owned Business**	Column 2B **Project Role**	Column 3B **Bid Items**	Column 4B **Type of Work to be Performed**	Column 5B **Dollar Amount to be Applied to Veteran Owned Business COA Goal**

Box 3: Small Business Enterprise Condition of Award Goal Amount

Box 4: Total Small Business Enterprise Commitment Dollar Amount

Box 5: Veteran-Owned Business Condition of Award Goal Amount

Box 6: Total Veteran-Owned Business Commitment Dollar Amount

Box 7: ☐ By checking Box 7, the Bidder is stating that they were unsuccessful in attaining enough Small or Veteran-Owned Business participation to meet the Condition of Award goal. If this box is checked the Bidder will be required to submit good faith effort documentation and a SVB participation plan as outlined in Section 1-07 of the Contract.

Small and Veteran Business Plan Instructions

Box 1: Name of Bidder

Box 2: Project Name

Column 1: Name of the SBE or VOB. SBE or VOB firms can be located by searching the directories at: https://pr-webs-vendor.des.wa.gov/.

Repeat the name of the SVBE for each Project Role that will be performed.

<u>*NOTE* THE WORK COMMITTED TO A SMALL OR VETERAN-OWNED BUSINESS IS ONLY APPLICABLE TOWARD ONE SVB GOAL. THE SAME COMMITMENT MAY NOT BE APPLIED TOWARD BOTH GOALS.</u>

Column 2: The Project Role that the SVBE will be performing as follows;

- Prime Contractor
- Subcontractor
- Manufacturer / Supplier
- Broker
  - Work sublet to a Broker must be listed separately.

List each project role to be performed by a single SVBE individually on a separate row.

Column 3: This is the Bid Item Number(s). Multiple Bid Items may be listed on a single line.

Column 4: Provide a description of work to be performed by the SVBE.

- A Bidder subletting a portion of a bid item shall state **"Partial"** and describe the Work that is included.
  - For example; "Electrical (Partial) – Trenching".

Column 5: List the total dollar value of work to be performed by the SVBE firm toward the relevant goal.

Note 1:	Work sublet to a Manufacturer / Supplier can count 100% toward the goal for all work for which the firm is certified.
Note 2:	For Work sublet to a Broker the bidder **may only claim the fees** paid to a Broker towards meeting the goal not to exceed 5% of the cost of goods or services provided by the SVB Broker.

Box 3: Box 3 is the Small Business Enterprise COA Goal Amount which is the minimum **required <u>Small Business</u> participation** based on the goal stated in the specifications multiplied by the Bidder's Proposal price. The goal stated in the Contract is listed as a percentage. The COA goal amount is the SBE COA Goal percentage times the sum total of all bid items as submitted in the Bidder's Proposal. In the event of an error in this box, the Contracting Agency will revise the amount accordingly.

Box 4: Box 4 is the sum of the values in column 5A entered in conjunction with those firms listed as Small Businesses. **This value must equal or exceed the SBE COA Goal amount written in Box 3 or you must select Box 7 to indicate a good faith effort submission;**

Box 5: Box 5 is the Veteran-Owned Business COA Goal Amount which is the minimum **required <u>Veteran-Owned</u> Business participation** based on the goal stated in the specifications multiplied by the Bidders Proposal price. The goal stated in the Contract will be listed as a percentage. The COA Goal amount is the VOB COA Goal percentage times the sum total of all bid items as submitted in the Bidder's Proposal. In the event of an error in this box, the Contracting Agency will revise the amount accordingly.

Box 6: Box 6 is the sum of the values in column 5B entered in conjunction with those firms listed as Veteran-Owned Businesses. **This value must equal or exceed the Veteran-Owned Business COA Goal amount written in Box 5 or you must select Box 7 to indicate a good faith effort submission;**

Box 7: Check Box 7 if insufficient Small or Veteran-Owned Business Participation has been achieved and a good faith effort is required. Refer to the subsection titled, *Selection of Successful Bidder/Good Faith Efforts (GFE)* in the Contract.

Additional Small Business pages (use as needed)

Column 1A **Name of Small Business Enterprise**	Column 2A **Project Role**	Column 3A **Bid Items**	Column 4A **Type of Work to be Performed**	Column 5A **Dollar Amount to be Applied to Small Business Enterprise COA Goal**

Additional Veteran-Owned Business pages (use as needed)

Column 1B **Name of Veteran-Owned Business**	Column 2B **Project Role**	Column 3B **Bid Items**	Column 4B **Type of Work to be Performed**	Column 5B **Dollar Amount to be Applied to Veteran Owned Business COA Goal**