



Washington State Department of Transportation

Date: _____

Project Name: _____

Company Name: _____

State Funded Contract Participation Plan Drafting Guidelines

The Washington State Department of Transportation (WSDOT) has Minority and Women’s Business Enterprise (MWBE) goals.

These goals are based upon the Governor’s Results Washington Diverse Business Participation Goals, as follows:

State certification category	State of Washington goal
Minority Business Enterprise	10%
Women Business Enterprise	6%

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

State Certification Category	Anticipated % of Contract Amount	Anticipated \$ of Countable Participation
Minority Business Enterprise		
Women Business Enterprise		

_____ anticipates utilizing the following certified MWBE firms as subcontractors/suppliers on this project:

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

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

- In general, _____ will work to meet the MWBE 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 MWBE 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 MWBE subcontractors/subconsultant and inform them of upcoming opportunities on the project:

- _____ anticipates utilizing following methods to ensure that MWBE firms 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:

- [redacted] anticipates utilizing the following methods to create subcontract packages that allow for the participation of MWBE firms:

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

- [redacted] has completed the following projects that achieved diverse business participation in the past five years:

- [redacted] utilizes the following MWBE 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. _____ commits to reach out to MWBE firms 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.

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

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