EXHIBIT C – DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRATORS

Information & Instructions for Completing Exhibit C Diverse Business Inclusion Plan – Subcontractors

1. Bidders who, if awarded a Contract, intend to use subcontractors, must complete Exhibit C – Diverse Business Inclusion Plan – Subcontractors in the form set forth herein. Awarded bidders who do not submit a Diverse Business Inclusion Plan will be precluded from utilizing subcontractors to perform the Contract.

**Note:** Exhibit C – Diverse Business Inclusion Plan – Subcontractors is **NOT** required if bidder, if awarded, does **NOT** intend to use subcontractors for this contract.

1. As part of the Diverse Business Inclusion Plan – Subcontractors, bidder is encouraged to include an anticipated list of small/diverse subcontractors who may assist bidder in fulfilling bidder’s contractual obligations, if bidder is awarded a contract pursuant to this Competitive Application. This list should identify any subcontractors who are small/diverse businesses as defined above.

**Note:** The businesses included in the Diverse Business Inclusion Plan – Subcontractors are listed as examples of the businesses that bidder may use as subcontractors and does NOT obligate bidder to utilize those specific businesses in performing the Contract, if awarded. If awarded, the bidder’s Diverse Business Inclusion Plan – Subcontractor will be incorporated into the terms and conditions of the resulting Contract and bidder will report performance and progress to the Agency as set forth in the Contract and in annual contract management meetings.

1. Bidders must describe their efforts in engaging and reducing any barriers to participation by small/diverse businesses, including outreach, education/mentorship, and process changes designed to increase small/diverse business participation.
2. If the proposed subcontractors are self-identified diverse businesses, bidder will encourage and support efforts for their certification with the appropriate Washington state agencies.
3. The small/diverse business goals set forth herein are voluntary. Bidders will not be considered non-responsive if the Diverse Business Inclusion Plan – Subcontractors has a zero small/diverse business participation amount. The Agency, however, encourages bidders to be proactive in engaging small/diverse business participation. No preference will be included in the evaluation of bids based on the Diverse Business Inclusion Plan – Subcontractors. No minimum level of small/diverse business participation is required as a condition for receiving a Contract award.
4. The Agency will review the Diverse Business Inclusion Plan – Subcontractors for a genuine effort and the maximum opportunity to contribute toward the Agency’s aspirational goals. Awarded bidders who utilize subcontractors will meet with the Agency annually regarding their small/diverse business aspirational inclusion goals and outreach efforts set forth in their Diverse Business Inclusion Plan – Subcontractors.

|  |  |  |
| --- | --- | --- |
| **1. Bidder’s Anticipated Diverse Business Participation (Goals)**  List bidder’s anticipated small/diverse business category participation goals for subcontractor participation, if bidder is awarded a Contract. Bidders may list any goal amount. These goals are aspirational goals for bidder’s use of small/diverse business subcontractors, if awarded a Contract pursuant to this Competitive Application. | | |
| **Small/Diverse Business**  **CATEGORY** | **Agency Goals\*** | **Anticipated Percent of**  **Contract Amount (Goals)** |
| Minority-Owned Business | 5% |  |
| Woman-Owned Business | 5% |  |
| Veteran-Owned Business | 1% |  |
| Washington Small Business | 10% |  |
| **2. Bidder’s Diverse Business Subcontracting list**  Provide the firm information of the relevant small/diverse business subcontractors that bidder anticipates utilizing, if awarded a contract pursuant to this Competitive Application . Please identify the names of the firms as they are listed in Washington’s Electronic Business Solution (WEBS) and provide the firm’s applicable certification numbers (for Minority, Woman, and Veteran-Owned firms). | | |
| **State certification category** | **List of Firms** | |
| Minority-Owned Businesses |  | |
| Woman-Owned Businesses |  | |
| Veteran-Owned Businesses |  | |
| Washington Small Businesses |  | |
| 3. **DESCRIBE BIDDER’S PLAN TO MEET OR EXCEED BIDDER’S VOLUNTARY *DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS* GOALS, INCLUDING OUTREACH. IF MORE SPACE IS NEEDED, PLEASE ATTACH ADDITIONAL DOCUMENTS.** | | |
|  | | |

**4. IDENTIFY BIDDER’S PRIMARY CONTACT FOR BIDDER’S *DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS* GOALS. IF MORE SPACE IS NEEDED, PLEASE ATTACH ADDITIONAL DOCUMENTS.**

\*Agency diversity goals are based on [FY22 OMWBE reporting results](https://omwbe.wa.gov/sites/default/files/spend-reports/2022/4900%20Department%20of%20Natural%20Resources%20FY22%20Diversity%20Report.pdf) and will be updated after

the DES Diversity policy requirements have been analyzed.

Bidder commits to a make a genuine effort to achieve the proposed subcontract amounts with small/diverse business subcontractors as stated above. Bidder will develop a comprehensive outreach strategy that will engage small/diverse businesses registered with the State of Washington in WEBS.

|  |
| --- |
| Print Full Legal Entity Name of Firm submitting bid, quotation, and/or proposal |
| Signature of Authorized Person Date Signed |
| Printed Name of Person Making Certification for Firm |
| Title of Person Signing Certificate |
| Print County and State Where Signed |

Return form to: Application Coordinator with your bid, quotation, and/or proposal as indicated within