

A

Prime Contractor Diverse Business Inclusion Plan Review

Project Title: WA DES ESCO Services

RFP Number:

Project Number: 2015-181

Proposer/Prime Contractor/Consultant Name: MacDonald-Miller

Proposer/Prime Contractor/Consultant Phone Number:

Inclusion Plan Evaluation Criteria

Voluntary goals for certified diverse business participation: *(Of the total contract work, what is the percentage of diverse business participation proposed for subcontracting/joint venturing on this project?)*

1. Anticipated Certified Diverse Business Participation (Goals) Submitted: Yes No

State certification category	State of Washington / Agency Goals	Anticipated Percent of Contract Amount (Goals)	Dollar value of Contract Amount (Goals) <i>(Internal use only)</i>
Minority-owned business	10%	10%	
Women-owned business	6%	6%	
Veteran-owned business	5%	5%	
Small/mini/micro business	5%	5%	

Comment: Firm met or exceed state goals!

2. Diverse Business Subcontracting list submitted: Yes No

Comment: Firm did not provide require list.

3. Submittal of planned efforts to meet or exceed the voluntary inclusion goals:

a. General Description: Yes No

Comment: Plan was submitted!

b. Mentoring, Training and Capacity Building Programs: Yes No

Comment: Information was included, but only described minimal training efforts. Failed to identify mentoring program/efforts as well as capacity building!

c. Prompt Payment, Retainage and Dispute Resolution: Yes No

Comment: Information was submitted!

4. Submitted description of firm's planned efforts at outreach to the small and diverse business community: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comment: Information was submitted!
5. Submitted description of firm's process for ensuring small businesses have enough time and information to provide your firm with bids. (to include: explanation of how firm ensures small businesses understand the bid and specifications and are able to learn ways to improve if they are not selected (i.e. pre-bid meetings, debriefing, etc.); description of how firm considers small business in the development of bid packages; and if firm has developed something that they believe stands them apart from their competitors in this area: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comment: Information was submitted!
6. Diverse Expert submitted: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comment: Keven Blum, Human Resource Director
7. Past performance list of five (5) of your projects with diverse business participation in the last five (5) years and list them below: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comment: List was submitted.
8. Acknowledgement of proposing firm's awareness and commitment to reach out to diverse businesses and helping Washington State meet or exceed the state's diverse businesses utilization goals: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comment: Acknowledgment was submitted!
9. Acknowledgement that proposing firm has education and training programs to communicate to your employees your firm's expected employee behaviors and performance relative to implementing the Diverse Business Inclusion Plan: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comment: No acknowledgment was submitted!
Reviewer Name: Charles Wilson Date: 08/30/2016 Phone Number: 78455
Section/Group: Energy

B

Prime Contractor Diverse Business Inclusion Plan Review

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RFP Number:

Project Number: 2015 -181

Proposer/Prime Contractor/Consultant Name: MacDonald-Miller

Proposer/Prime Contractor/Consultant Phone Number:

Inclusion Plan Evaluation Criteria

Voluntary goals for certified diverse business participation: *(Of the total contract work, what is the percentage of diverse business participation proposed for subcontracting/joint venturing on this project?)*

1. Anticipated Certified Diverse Business Participation (Goals) Submitted:

Yes No

State certification category	State of Washington / Agency Goals	Anticipated Percent of Contract Amount (Goals)	Dollar value of Contract Amount (Goals) (Internal use only)
Minority-owned business	10%	10%	\$
Women-owned business	6%	6%	\$
Veteran-owned business	5%	5%	\$
Small/mini/micro business	5%	5%	\$

Comment:

2. Diverse Business Subcontracting list submitted: Yes No

Comment: No subcontractor list was submitted, although they stated in their plan that they "maintain a list of qualified firms".

3. Submittal of planned efforts to meet or exceed the voluntary inclusion goals:

a. General Description: Yes No

Comment:

b. Mentoring, Training and Capacity Building Programs: Yes No

Comment:

c. Prompt Payment, Retainage and Dispute Resolution: Yes No

Comment:

4. Submitted description of firm's planned efforts at outreach to the small and diverse business community: Yes No

Comment:

5. Submitted description of firm's process for ensuring small businesses have enough time and information to provide your firm with bids:

a. Explanation of how firm ensures small businesses understand the bid and specifications and are able to learn ways to improve if they are not selected (i.e. pre-bid meetings, debriefing, etc.): Yes No

Comment:
b. Description of how firm considers small business in the development of bid packages: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comment:
c, If firm has developed something that they believe stands them apart from their competitors in this area: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comment:
6. Diverse Expert submitted: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comment: I-Wah Chang, Siemens Supplier Diversity Procurement Specialist
7. Submittal of list of five (5) of projects with diverse business participation in the last five (5) years: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comment:
8. Acknowledgement of firm's awareness and commitment to reach out to diverse businesses and helping Washington State meet or exceed the state's diverse businesses utilization goals: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comment:
9. Acknowledgement that proposing firm has education and training programs to communicate to your employees your firm's expected employee behaviors and performance relative to implementing the Diverse Business Inclusion Plan: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comment:
Overall Plan Comments:
With the exception of the firm's failure to submit a "Diverse Business Subcontracting list", the overall inclusion plan is acceptable! We will anticipate a forthcoming diverse business subcontracting list!!!!
Reviewer Name: Charles Wilson Date: 09 / 01 / 2016
Reviewer Title: Public Works Business Diversity Program Manager
Phone Number: (360) – 407 - 8455
Section/Group: Energy Program



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DIVERSE BUSINESS INCLUSION PROGRAM

The purpose of MacDonald-Miller Facility Solutions, Inc. (hereafter referred to as the "Company") Diverse Business Inclusion Program is to foster a healthy and diverse marketplace in our local communities. We are committed to assuring that minority-owned, women-owned, veteran-owned and small/mini/micro-business have equal access and equal opportunity to compete for and successfully provide their products and/or services for the projects that are developed for the Washington State Department of Enterprise Services.

Approach

The Company employs a specific set of strategies for communicating and contracting with diverse businesses on projects. As unique needs arise, we may add to or adjust the strategies in place to meet those needs. Regardless of which strategies are employed, the end goal is to use the project as a platform for promoting economic development by heightening access to jobs and increasing the capacity of any diverse business.

Diverse Business Subcontracting Goals

The Company's Diverse Business utilization goals are in alignment with the State of Washington's and are as follows:

- Minority-Owned business – 10% of contract
- Women-Owned business – 6% of contract
- Veteran-Owned business – 5% of contract
- Small/mini/micro-business – 5% of contract

In order to achieve the above stated utilization goals, we employ a number of strategies to engage and encourage Diverse Business participation. These strategies may include any one or a combination of the following:

I. Training and Mentoring Programs

Being successful in today's market means being open to new and flexible strategies. Throughout the course of the project, the opportunity to develop new strategies may arise. The Company will work with the Diverse Business to educate and train them in these new strategies by assisting with the following:

- Provide feedback on submitted proposals to help improve future submissions.
- Provide training on preparing and submitting invoices.
- Review the submitted proposals and confirm all required inclusions have been accounted for if they have not been specifically identified.



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II. Prompt Payment, Retainage and Dispute Resolution

We understand the challenges diverse businesses face when performing in today’s market. We help these businesses through the following means and methods:

- Provide technical assistance and training relating to preparing and submitting invoices.
- Offering prompt pay agreements and reduced retainage requirements to assist with cash flow needs.
- Prompt review and resolution of conflicts or disputes if any are brought forward.
- Providing a wrap-up insurance policy for all sub-consultants in lieu of requiring individual sub-consultants provide individual policies.

III. Efforts to Reach Out to Diverse Businesses

The Company initially utilizes a multi-prong approach for promoting project opportunities, which includes the following elements:

- Maintain a list of qualified firms.
- Notify qualified firms of future upcoming opportunities and estimated timing of the projects.
- When economically feasible, divide projects into discreet tasks that align with the Diverse Business skill sets.
- Reach out to qualified firms once their equipment/resources have been identified for a project.
- Advertisement in local publications, via social media, and within local industry associations and/or designated resource providers.
- Hold a project specific “Open House” in our main offices for any interested firm to come meet the team and discuss the project scope and requirements.

Project opportunities and the associated open house details are advertised through a wide range of resources:

Local Publications*	Social Media*	Associations*	Resource Partner*
DJC	LinkedIn	NAWIC	Tabor 100
PSBJ	Facebook	CREW	NW Minority Suppliers Dev. Council
Everett Herald	Twitter	BOMA	William M. Factory Incubator
North Kitsap Herald	RSS Feeds	NAIOP	University of Washington’s BEDC
Tacoma Weekly	WSSHE	CDCC	

*this list is not all inclusive and subject to change. See additional partners herein



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By holding an open house for relevant opportunities, the Company effectively communicates the project opportunity and efficiently addresses questions regarding scope and requirements. It is also beneficial to learn about the products and services all interested companies can provide, and we find the highest rate of success when teams can meet face to face.

IV. Securing Proposals from Diverse Business

We understand Diverse Businesses may not have the required manpower to turn proposals around in a limited timeframe. As such, we will attempt to keep the qualified firms notified of potential projects and the estimated timing of the projects. As the projects become more defined and secure, we will reach out to these firms and get confirmation of their interest. A project specific "Open House" will be advertised a minimum of two weeks prior to a bid package in which the team will explain the scope and requirements. Our Diverse Business expert will be available to answer any questions with respect to the project scope and bid requirements. A list of interested firms will be compiled after the open house. One week prior to the bid package deadline, our project team will reach out to all interested firms to verify if they will be participating by submitting a bid package.

Upon award of the bid, the Diverse Business proposals will be reviewed. If specific items were not addressed satisfactorily, or items are flagged as non-compliant, the Diverse Business expert will contact the firm and provide feedback on future improvements. In addition, if a qualifying firm provides a proposal and does not address the strengths of the firm over their competitors, the Diverse Business expert will contact the firm and provide that feedback.

V. Commitment to Compliance

The Company is committed to make all reasonable attempts to meet or exceed the above stated Diverse Business utilization goals. In order to achieve this commitment with current and future projects, it is imperative to educate and train the development teams prior to beginning each project. All projects utilizing the Washington State Department of Enterprise Services Performance Contracts, will hold an internal meeting in which the development team will review the Diverse Business Implementation plan and our commitment to meet this plan.

Diverse Business Contact

Our Diverse Business expert who will be responsible for implementing the strategies identified in the document will be filled by Kevin Blum, Human Resource Director.

Select project list with Diverse Businesses performed over the last five years

Project Name	Company
1. 2014 Gas Meter Installation	Ferguson Enterprise Inc
2. HCC Bldg 4 FAA Retrofit	Veterans Northwest Consultants
3. Seattle Central CC – Energy Conservation Measures	Performance Contracting Inc
4. Snohomish Boiler Replacement / Snohomish Library	ESC Automation
5. U240 Sound Transit	Steelkorr

