



TITLE: Policy on Expediting Certification Applications

EFFECTIVE DATE: March 16, 2010

SUPERSEDES: March 18, 2009 Policy on Expediting Certification Applications

APPROVED:

POLICY

It shall be the policy of the Office to expedite the certification process when it is necessary to further the intent of the state's MWBE program or the USDOT's DBE program administered by the Washington State Department of Transportation. Whether expediting is necessary will be determined by the Director and/or the Certification Manager on a case by case basis. The Office will render a written decision within four (4) days of receiving a request.

Expediting is permitted for an individual applicant or a group of applicants if any one of the following occurs:

1. A state agency or educational institution or other public agency submits a written request for expediting; or
2. The Office determines on its own initiative that expediting is the only way to ensure opportunities for certified firms to participate in the contracting and procurement processes administered by public agencies and institutions. This determination will be made by the Director.

Written requests must be received in the Office ten working days prior to a bid opening or proposal due date.

A Request to Expedite will be refused if any of the following apply:

1. The request comes from applicant firms or prime contractors seeking to use a particular subcontractor which would, in effect, limit rather than promote competition.
2. The request is received less than ten working days prior to a bid opening or proposal due date.
3. There are three or more certified firms available within a geographic area that is economically feasible, who provide the desired product/service.
4. Expediting at the time requested would seriously disrupt the on-going functions of the Office.

CRITERIA FOR APPROVAL OF REQUEST (any criterion is sufficient)

1. The proposed contract is significant in dollar value and/or has a major impact on the requesting agency's ability to achieve its overall diversity goals.
2. The proposed contract has an extended term to completion which will provide an opportunity for certified firms to obtain long term benefits.
3. The proposed contract affords an opportunity for certified firms to participate in a product/service area where certified firms are not presently represented.
4. The proposed contract requires performance in a geographic area in which less than three certified firms providing the desired product/service are located and it would not be economically feasible to use certified firms located elsewhere.

FORMAT FOR REQUEST

1. Requests must be in writing and clearly entitled "REQUEST FOR EXPEDITE."
2. Requests must include the following:
 - a. Proposed name and number, if any, of contract.
 - b. Duration of contract.
 - c. Time and date bid/proposal is due.
 - d. Estimated amount of contract.
 - e. Product/service to be provided.
 - f. Amount of MWBE or DBE participation (MWBE or DBE goals).
 - g. Type of participation desired (prime/sub).
 - h. Name and telephone number of agency contact person.
 - i. Names of applicant businesses that are believed to be eligible or a statement that the agency doesn't know any.