

Sample Diverse Business Inclusion Plan [\(JOC\)](#)

POLICY STATEMENT

As a Washington State certified Minority-Owned and certified Service-Disabled Veteran- Owned business, we have a first-hand appreciation for the value of a diverse work force and the importance of providing opportunities for historically disadvantaged business enterprises.

_____ Construction Inc. is committed to providing subcontracting opportunities and mentoring Washington State certified Minority/Women-Owned Business, Washington State Small Business and Washington State certified Veteran-Owned Business. This commitment is made from the highest level of our organization. The attached letter from our president clearly states this commitment.

We will recruit and utilize diverse businesses to maximize the use of MBE, WBE, Veteran Owned and Small Businesses and strive to equitably spread subcontracting opportunities to these firms. The specific measures and examples of how we've achieved (and will continue to achieve) those measures are listed below:

- 1. Project managers will contact potential diverse subcontractors to make them aware of bid opportunities, attend project site visits and evaluate subcontracting, material supply or other opportunities available on the project.**

We have found that one very effective way to do this is to use the search function on the OMWBE web site to identify certified firms and contact them for bidding opportunities whenever practical. Our project managers have been instructed to go the following link: <https://omwbe.wa.gov/directory-certified-firms> and use the search function to obtain a manageable list of certified firms. This can be done by typing in a key word in the search field called "Description of Work /NAICS Code Description Keywords". For example, a list of painters can be produced quickly by typing "painter" in the search field.

Our project managers will draw from this database and other sources when inviting subcontractors to participate in site visits and provide quotes. Upon receipt of each new work order request, our project managers will identify and select economically feasible units of the project that could be subcontracted to small business (unbundling jobs into smaller work packages).

They will provide interested firms with the plans, specifications and requirements for the selected subcontracting, material supply or other work. In part, this can be done by posting plans, specs and other information on our company website that is accessible by anyone (can be password protected if necessary). Posted information will include date of site visit, date bids are due and contact information.

2. Invite potential diverse subcontractors to informational meetings to meet and network, explain the JOC process and communicate our expectations for subcontractors.

Our JOC Program Manager and project managers attend and participate in several outreach and networking events each year including those sponsored by the Department of Enterprise Services. These events have resulted in new contacts with diverse subcontractors along with educational opportunities for us as well as the subcontractors. We will attend similar events at least once per year on each side of the state.

3. Advertise in general circulation, trade association and trade-oriented, minority and women-focused publications. If any, concerning the subcontracting, material supply or other opportunities.

Our JOC Contract Administrator places ads each year in the Daily Journal of Commerce (DJC), Spokesman Review, Wenatchee World, Seattle Times, Everett Herald and Yakima Herald Republic. If awarded this contract, we will place another ad in these publications and the ads will be repeated at least once a year.

4. Post information and provide a link to the company web site on the WA State OMWBE website.

We have posted bidding information with our contact information and a link to our company website on the Washington State OMWBE website. We will update as necessary to accurately reflect current opportunities.

5. Encourage firms who are eligible to apply for certification as an MIWBE, Veteran Owned and/or Small business with Washington State.

We know that a vast majority of the subcontractors and suppliers that we already do business with are eligible to become certified, at a minimum, as a Washington Small Business. We encouraged one firm, The _____, to apply for their MBE certification and they were successful. We also encouraged a veteran-owned firm, _____, to become certified and they are also now certified. We are currently working with _____, to complete her certification as a Women-owned Business Enterprise. We will continue to encourage other eligible firms to apply for certification and provide assistance as needed.

6. Assist and mentor small and diverse businesses.

Sometimes, the unique requirements of public works contracting can be intimidating for small businesses. Whenever needed, our staff walks our subcontractors step-by-step through the process and provides the mentoring they need. The most common example of this is where our Contract Administrator helps our subcontractors file their Intents and Affidavits through the WA State L&I website. This is done on a regular reoccurring basis with dozens of firms.

We've also helped many of our small subcontractors with their invoicing process to ensure they are paid in a timely manner. Throughout the project, our Contract Administrator keeps in close contact with our subcontractors to ensure all required documentation is submitted in a timely fashion.

Another example of mentoring is where our QC/Manager assists small subcontractors in developing a Site Specific Safety Plan. He freely shares information and resources to help them create the safest possible work environment. This also helps them improve their business process to make them more competitive in the marketplace.

If we are awarded this contract, we will continue to mentor and assist small business as we have in the past by helping them with filing their L&I forms, invoicing, safety plans and other parts of the process. We will also continue to provide information regarding the JOC process, our approach to subcontracting and our administrative procedures.

7. Proposed Subcontracting - DIVERSE Business Goals:

Diverse Business Category	DES Goal	(Prime) Subcontractor Goal	(Prime) Self-Perform Goal	Total (Prime) Goal
Minority Business Enterprise	%	%	%	%
Women Business Enterprise	%	%	%	%
Veteran Business Enterprise	%	%	%	%
WA Small Business Enterprise	%	%	%	%

We believe these goals are realistic and attainable based on the limited availability of certified firms in Eastern Washington. We feel we can exceed the DES goal for WA Small Business Enterprise because a vast majority of the firms we already work with are eligible and we will continue to make a concerted effort to get them registered. We added 2% to the MBE goals for our self-performed work because we are a certified MBE in Washington. The self - performance percentage we add will be based on only the direct cost of the work per CPARB reporting procedures.

8. DIVERSE Expert:

We will utilize _____ and their staff at the Eastern Washington PTAC (Procurement Technical Assistance Center) to assist us in our management of our DIVERSE responsibilities for this JOC contract. According to their website.

"Eastern Washington PTAC provides support to regional businesses in marketing and selling to federal, state and local government agencies and prime contractors. They also assist agencies, departments and primes in their efforts to comply with federal and state procurement diversity goals."

We have established an excellent working relationship with the PTAC, and they have proven to be extremely responsive and helpful. Specifically, Jessica and her staff will provide us with the contact information and capabilities of certified firms that can team with us on specific JOC projects.

9. Pre-Identified DIVERSE Subcontractor Team:

The firms listed below some of the certified firms in Eastern Washington that we plan to utilize in the performance of this contract. Many of these firms are ones we have already utilized in the past and we will continue to do so:

- ABC Plastering, _____,WA (MBE)
- 123 Concrete Specialties, _____,WA (WBE)
- Etc.

10. Past Performance

The following table provides data related to our past performance in utilizing certified MWBE subcontractors using data that was obtained from the most recent available JOC reports we provided to the Capital Projects Advisory Review Board (CPARB). Please note that the data includes self-performed work since BC1 is a certified MBE firm.

CUSTOMER/JOC Contract	YEAR	PERCENTAGE
DES 2011-070 G	2013	11.7%
Port of Seattle MC-03168185	2013	50.5%
Spokane Schools 7-1314	2013	16.6%
DESWSU 2011-070G	2014	35.8%

Port of Seattle MC-03168185	2014	19.1%
DES 2014-237 G	2015	24.8%
Port of Everett AD-GN-2014	2015	8.1%
Port of Seattle MC-031787	2015	33.1%
DES 2014-237 G	2016	11.24%

Although our overall performance is very good, there are obviously a few areas where our results are poor (specifically, our contracts with the City of Everett and the City of Kirkland). We are working hard towards improving those results and expect to see an improvement in the near future.

11. Responsibility and Accountability

The following persons will play key roles in the execution of this plan:

_____, President, (000) _____ - _____: Sets company policy and clearly communicates to employees the company's commitment to maximize opportunities for diverse subcontractors and suppliers.

_____, General Manager, (000) _____ - _____: Provide support as necessary to the JOC program to aid in meeting the goals of this plan.

_____, JOC Program Manager, (000) _____ - _____: Provide oversight and direction to other persons involved in executing plan. Ensure company policy is being followed in the JOC program. Organize and execute informational meetings for subcontractors. Assist subcontractors in the estimating and bidding process. Train staff on policies and procedures relative to the plan. Provide assistance in handling disputes as necessary.

_____, JOC Senior Project Manager, (000) _____ - _____: Contact qualified sub-contractors and suppliers, invite them to informational meetings and site visits, solicit quotes/proposals and make decisions on awarding subcontracts and purchase orders. Note: These same duties apply to all delegated Project Managers as well.

_____, JOC Contract Administrator, (000) _____ - _____: Administers subcontracts and change orders. Screens potential subcontractors to verify diverse business status, business license status, insurance and other requirements. Creates solicitation notices and places them in newspapers and trade publications at the request of the Program Manager. Provides assistance to subcontractors with obtaining Intents and Affidavits and other administrative

