# Exhibit L – Inclusion Plan Template

## Purpose

The purpose of this Exhibit is to provide a response tool for Bidders to describe their plan to support diversity and inclusion within this Project.

DRS aspires to include small and diverse vendors as part of this procurement. This includes:

* Business certified by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE)
* Veteran Owned Business certified by the Washington State Department of Veterans Affairs (WDVA)
* Washington Small Businesses that have self-identified in Washington’s Electronic Business Solution (WEBS)

The state of Washington promotes participation in all of its contracts by OMWBE certified businesses under [Chapter 39.19 RCW](https://apps.leg.wa.gov/rCW/default.aspx?cite=39.19&full=true), WDVA certified businesses under [Chapter 43.60A.200](https://app.leg.wa.gov/RCW/default.aspx?cite=43.60A.200), by Washington small businesses under [Chapter 39.26.005](https://app.leg.wa.gov/RCW/default.aspx?cite=39.26.005).

Inclusion goals are aspirational. No preference is given for inclusion plans or goals in the evaluation of bids. While no minimum level of OMWBE certified, Veteran Owned, or Washington Small Business participation will be required as a condition for receiving an award, the plan must include the actions the contractor will take to increase subcontracting opportunities for those business types.

DRS will review the submitted Inclusion Plan for the genuine efforts involved and the maximum opportunity to contribute toward the State’s aspirational goals.

The Bidder’s Inclusion Plan will be incorporated as an Attachment to the Contract that is negotiated with the successful Bidder.

## Instructions

Review and respond to each field and question in the **Inclusion Plan Template** in **Section 4** of this Exhibit. Any references to “you” or “your company” means the company submitting the Proposal. The plan must include an anticipated list of small and diverse Subcontractors or suppliers who may provide services on the Project. Responses should reflect the Bidder’s genuine efforts for small and diverse business inclusion. Businesses listed in the plan should be certified by the OMWBE or the WDVA or registered in Washington’s Electronic Business Solution ([WEBS](https://pr-webs-vendor.des.wa.gov/home.html)) and self-identified as a small business. If a business is not certified or registered but may be eligible for certification, the Bidder should encourage the business to become certified.

## Certified Businesses

Bidders can search the following directories for certified businesses. You may also contact the organizations for more information:

* OMWBE

Directory of Certified Firms

Contact at <https://omwbe.wa.gov/about-omwbe/contact-us-directions>

360-664-9750

* WDVA

Search for Veteran Owned Businesses

Contact at <https://www.dva.wa.gov/doing-business-washington-state>

360-725-2169

* Washington State Department of Enterprise Services (DES)

Vendor Search: <https://pr-webs-vendor.des.wa.gov/VendorSearch.aspx>

Contact at <https://des.wa.gov/services/contracting-purchasing/doing-business-state/webs-registration-search-tips>

360-902-7400

## Template

See template on the next page.

**Inclusion Plan for Company**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company Information | | | | | |
| Name of Legal Entity | | | Name of Legal Entity | | |
| Preparer’s Name | | | Preparer’s Name | | |
| Inclusion Plan Criteria | | | | | |
| 1. Provide the anticipated Certified Diverse Business Participation (“Inclusion Goals”), which is the anticipated percentage of small and diverse participation on this Project. Participation can be as a Prime Contractor or Subcontractor. Then check the box to identify the State Certification Category (check all that apply). | | | | | |
| 1. **Anticipated % of Contact Amount** | | | 1. **State Certification Category** | | |
| Anticipated % | | | OMWBE certified business | | |
| Veteran-owned business | | |
| Washington state small, mini, or micro business | | |
| 1. Describe your planned efforts to meet or exceed your company’s aspirational Inclusion Goals. To include, but not limited to the following: | | | | | |
| 1. Describe any applicable policies and procedures you will use to promote small and diverse business goals, and inclusion generally, and explain how these support diversity and inclusion. Also describe any plans for unbundling jobs (smaller work packages) to allow for greater participation. | | | | | |
| Click or tap here to enter text. | | | | | |
| 1. Describe your mentoring, training and capacity building programs to support small and diverse businesses. These may be current or planned programs such as apprenticeships, mentorships, workshops, or special events. | | | | | |
| Click or tap here to enter text. | | | | | |
| 1. Describe your practices for ensuring prompt payment and dispute resolution with Subcontractors, such as bonding and surety programs, financing programs, and early payment programs to allow small and diverse businesses to maintain financial solvency. | | | | | |
| Click or tap here to enter text. | | | | | |
| 1. Describe how you consider small business in the development of proposals. Outline the process you will use to select portions of the work to be performed by small and diverse businesses. | | | | | |
| Click or tap here to enter text. | | | | | |
| 1. Describe your planned efforts for outreach to the small and diverse business community, if applicable. Include participation and outreach plans that provide community education about government projects and opportunities to participate in those projects. For example, tradeshows, workshops, seminars, Washington State Office of Minority and Women’s Business Enterprises (OMWBE) webinars, sponsorships, and teaming with public or non-profits event organizers. Your plans may include a communication plan and examples of the business outreach approach and methods such as website posting and advertising. | | | | | |
| Click or tap here to enter text. | | | | | |
| 1. Describe your process for ensuring small businesses have enough time and information to provide you with bids, if applicable. For example, providing longer timelines to better allow small and diverse businesses time to respond to solicitations and submit an offer for subcontracts. Outline measures you have taken or will take to promote small and diverse businesses interest and participation to ensure early contacts are meaningful. | | | | | |
| Click or tap here to enter text. | | | | | |
| 1. Explain how you ensure small businesses understand the bid and specifications and are able to learn ways to improve if they are not selected where applicable. For example, pre-bid meetings, clear bid directions, debriefings, etc. | | | | | |
| Click or tap here to enter text. | | | | | |
| 1. Provide your company’s “Diverse Business Subcontracting list,” which is a list of small and diverse businesses that you, as the Prime Contractor, will utilize on the Project. This can include contracted services that support company operations and administration. | | | | | |
| Legal Name | | | | Included in **Exhibit H - Questionnaire, Subcontractor List** | |
| Legal Name | | | | Yes | |
| Legal Name | | | | Yes | |
| Legal Name | | | | Yes | |
| 1. Who is your company’s “Diversity Expert”? Provide the name, job title and description of the job duties for the person who will oversee inclusion efforts on this Project. | | | | | |
| 1. Name | Legal Name | | | | |
| 1. Job Title | Job Title | | | | |
| 1. Job Duties | Job Duties | | | | |
| 1. Provide a list of projects, up to three (3) max., with diverse business participation in the last five (5) years. | | | | | |
| 1. **Engagement 1** | | | | | |
| Project Title | Project Title | Customer/Company | | | Customer/Company |
| Start Date | Start Date | End Date | | | End Date |
| Engagement Description | | | | | |
| Click or tap here to enter text. | | | | | |
| 1. **Engagement 2** | | | | | |
| Project Title | Project Title | Customer/Company | | | Customer/Company |
| Start Date | Start Date | End Date | | | End Date |
| Engagement Description | | | | | |
| Click or tap here to enter text. | | | | | |
| 1. **Engagement 3** | | | | | |
| Project Title | Project Title | Customer/Company | | | Customer/Company |
| Start Date | Start Date | End Date | | | End Date |
| Engagement Description | | | | | |
| Click or tap here to enter text. | | | | | |
| 1. Acknowledge your company’s awareness and commitment to reach out to diverse businesses and helping Washington state meet or exceed its diverse businesses utilization goals, including striving to meet your company’s inclusion goals. | | | | | |
| Choose an item. | | | | | |
| 1. Acknowledge that your company has education and training programs to communicate to your employees your company’s expected employee behavior and performance relative to implementing the Inclusion Plan. | | | | | |
| Choose an item. | | | | | |
| 1. Provide any additional information you would like to include as a part of your Inclusion Plan. | | | | | |
| Click or tap here to enter text. | | | | | |