



State Construction Office Construction Division

Minority, Small, Veteran and Women
Business Enterprise Goals

Bulletin #2016-01, Page 1 of 1

Date: February 25, 2016

Purpose

Implementation of voluntary goals for minority, small, veteran and women business enterprises (MSVWBE) on state funded projects.

Guidance

Effective immediately all state funded projects advertised after March 1st that are \$250,000 or more will include the attached general special provision (GSP) for voluntary MSVWBE goals. For each project the voluntary goals will be identical as a percentage of the Contractor's bid as follows:

Minority	10%	Small	5%
Veteran	5%	Women	6%

It is important to note that the utilization of a MSVWBE by contractors is voluntary; but also encouraged. To identify the Contractor's strategy for meeting these goals the GSP requires the submittal of a MSVWBE Inclusion Plan. Also required by the GSP is monthly reporting by the Contractor of MSVWBE participation on the contract. This reporting will be accomplished using the DBEP application that contractors currently use for reporting Disadvantaged Business Enterprise participation. The Office of Equal Opportunity (OEO) will track and report MSVWBE utilization.

The Construction Manual is currently being updated to reflect the requirements for MSVWBE participation. It will provide more specific guidance for administration of this work and will be published in the near future.

Background

Results Washington and Results WSDOT have both identified the importance of providing the opportunity for all businesses to participate and make their contribution to the Washington State economy.

Resources

OEO has developed a web page specific to the MSVWBE Program at the link below. The web page includes links to the MSVWBE Inclusion Plan guidelines, directories for MSVWBEs and other information.

- <http://www.wsdot.wa.gov/EqualOpportunity/PoliciesRegs/mwbe.htm>.

Results Washington and Results WSDOT web pages are available at the following:

- <http://www.results.wa.gov/>
- <http://www.wsdot.wa.gov/Secretary/ResultsWSDOT.htm>

Additional Information

The new MSVWBE GSP replaces the May 5, 2014 Minority and Women's Business Enterprise GSP and is administered in a similar manner.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52

(February 29, 2016)
Voluntary Minority, Small, Veteran and Women's Business Enterprise (MSVWBE)
Participation

General Statement

Voluntary goals for minority, small, veteran and women business enterprises are included in this Contract. The Contractor is encouraged to utilize MSVWBEs in accordance with these Specifications, RCW 39.19 and Executive Order 13-01 (issued by the Governor of Washington on May 10, 2013).

No preference will be included in the evaluation of the Contractor's Proposal or Bid; no minimum level of MSVWBE participation is required as a condition of award or completion of the Contract; and a Proposal or Bid will not be rejected or considered non-responsive on that basis.

The goals are voluntary and outreach efforts to provide MSVWBEs maximum practicable opportunities are encouraged.

Non-Discrimination

Contractors shall not create barriers to open and fair opportunities for all businesses, including MSVWBEs, to participate in the Work on this Contract. This includes the opportunity to compete for subcontracts as sources of supplies, equipment, construction or services.

The Contractor shall make Voluntary MSVWBE Participation a part of all subcontracts and agreements entered into as a result of this Contract.

Voluntary MSVWBE Participation Goals

Goals for voluntary MSVWBE participation have been established as a percentage of Contractor's total Bid amount.

The Contracting Agency has established the following voluntary goals:

Minority	10%
Small	5%
Veteran	5%
Women	6%

Amounts paid to an MSVWBE will be credited to every voluntary goal in which they are eligible. In other words participation may be credited for participation in more than one category. If the Contractor is a MSVWBE their Work will be credited to the voluntary goals in which they are eligible.

Definitions

Minority Business Enterprise (MBE) – A minority owned business meeting the requirements of RCW 39.19 and WAC 326-20 and certified by the Washington State Office of Minority & Women's Business Enterprises.

Small Business – A business meeting the Washington State requirements for a "Small business", "Minibusines" or "Microbusiness as defined in RCW 39.26.010 and included on the WSDOT Office of Equal Opportunity list of Small Businesses at <http://www.wsdot.wa.gov/equalopportunity/bddirectory.htm>

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43

Veteran Business – A veteran owned business meeting the requirements of RCW 43.60A.010 and included on the WSDOT Office of Equal Opportunity list of Small Businesses at <http://www.wsdot.wa.gov/equalopportunity/bddirectory.htm>

Women Business Enterprise (WBE) – A women owned business meeting the requirements or RCW 39.19 and WAC 326-20 certified by the Washington State Office of Minority & Women’s Business Enterprises.

MSVWBE Inclusion Plan

A MSVWBE Inclusion Plan shall be submitted to the Engineer prior to the start of Work on the project. The plan is submitted for the Contracting Agency’s information. Approval of the plan is not required; an incomplete plan will be returned for correction and resubmittal. The plan shall include the information identified in the guidelines at <http://www.wsdot.wa.gov/EqualOpportunity/PoliciesRegs/mwbe.htm>.

MSVWBE Reporting

A Monthly Report of Amounts Paid to MSVWBEs shall be submitted to the Engineer each month between Execution of the Contract and Physical Completion of the Contract using the application available at <https://remoteapps.wsdot.wa.gov/mapsdata/tools/dbeparticipation>. The monthly report is due 20 calendar days following the end of the month whether payments were made or work occurred.

The monthly report shall include payments to all eligible businesses regardless of their listing on the MSVWBE Inclusion Plan. If the Contractor is a MSVWBE the amounts paid by the Contracting Agency for Work performed by the Contractor shall also be reported.

After Execution of the Contract, the Contractor shall send an e-mail to DBEPAdmin@wsdot.wa.gov containing the following information: the first and last name, e-mail address, title and phone number of the person that will be submitting the above documents for their company. The e-mail shall include the WSDOT Contract number they will be reporting on. After receipt of this information by WSDOT, the Contractor will receive an e-mail response containing their username and password for the application and a link to the application. Reporting instructions are available in the application.

MSVWBE Payment

All costs for implementation of the requirements for Voluntary MSVWBE Participation shall be included in the associated items of Contract Work.