



**EXHIBIT A-1 – DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS
FOR
APPLICANTS WHO PLAN TO UTILIZE SUBCONTRACTORS TO PERFORM THE CONTRACT, IF AWARDED**

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| Competitive Solicitation: | Communities Building Resilient Youth |
| Applicant/Bidder: | _____ Type/print full legal name of Applicant |

DEPARTMENT OF HEALTH & SMALL/DIVERSE BUSINESSES

As set forth in the Competitive Solicitation Department of Health, in accordance with Washington law and to the maximum extent practicable, encourages and supports small and diverse businesses to compete for and participate in state procurements as contractors and as subcontractors to awarded bidders. See, e.g., [RCW 39.19](#) (OMWBE certified businesses); [RCW 43.60A.200](#) (WDVA certified veteran-owned businesses); and [RCW 39.26.005](#) (Washington small businesses).

For the purposes of this form, Washington State-certified diverse businesses are defined as follows:

- Minority Business Enterprise (MBE), Women’s Business Enterprise (WBE), or combination of the two. Certified by the Office of Minority and Women’s Business Enterprises (OMWBE): <http://omwbe.wa.gov/>
- Veteran-owned Business. Certified by the Department of Veteran’s Affairs (DVA): <http://dva.wa.gov/>
- Small Business (includes Mini and Micro businesses). Certified through the Washington Electronic Business Solution (WEBS): <https://fortress.wa.gov/ga/webs/home.html>

In support of the state’s economic goals and to support a diverse supplier pool, Department of Health has established the following voluntary numerical goals for Department of Health Competitive Solicitations for Contracts:

- Ten percent (10%) Minority-Owned Businesses;
- Six percent (6%) Woman-Owned Businesses;
- Five percent (5%) Veteran-Owned Businesses; and
- Twenty-five percent (25%) Washington Small Businesses, five percent (5%) of which are microbusinesses or mini businesses as defined in RCW 39.26.010(16) and (17).

Achievement of these goals is encouraged whether directly or through subcontractors.

INFORMATION & INSTRUCTIONS FOR COMPLETING *EXHIBIT A-1 DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS*

1. Bidders who, if awarded a Contract, intend to use subcontractors, must complete ***Exhibit A-1 – Diverse Business Inclusion Plan – Subcontractors*** in the form set forth herein. Awarded bidders who do not submit a Diverse Business Inclusion Plan will be precluded from utilizing subcontractors to perform the Contract.
 - **Note: *Exhibit A-1– Diverse Business Inclusion Plan – Subcontractors*** is NOT required if bidder, if awarded, and does NOT intend to use subcontractors for this Contract.
2. As part of the ***Diverse Business Inclusion Plan – Subcontractors***, bidder is encouraged to include an anticipated list of small/diverse subcontractors who may assist bidder in fulfilling bidder’s contractual obligations, if bidder is awarded a Contract pursuant to this Competitive Solicitation. This list should identify any subcontractors who are small/diverse businesses as defined above.
 - **Note:** The businesses included in the ***Diverse Business Inclusion Plan – Subcontractors*** are listed as examples of the businesses that bidder may use as subcontractors and does NOT obligate bidder to utilize those specific businesses in performing the Contract, if awarded. If awarded, the bidder’s ***Diverse Business Inclusion Plan – Subcontractor*** will be incorporated into the terms and conditions of the resulting Contract and bidder will report performance and progress to DEPARTMENT OF HEALTH as set forth in the Contract and in annual contract management meetings.
3. Bidders must describe their efforts in engaging and reducing any barriers to participation by small/diverse businesses, including outreach, education/mentorship, and process changes designed to increase small/diverse business participation.
4. If the proposed subcontractors are self-identified diverse businesses, bidder will encourage and support efforts for their certification with the appropriate Washington state agencies.
5. The small/diverse business goals set forth herein are voluntary. Bidders will not be considered non-responsive if the ***Diverse Business Inclusion Plan – Subcontractors*** has a zero small/diverse business participation amount. DEPARTMENT OF HEALTH, however, encourages bidders to be proactive in engaging small/diverse business participation. No preference will be included in the evaluation of bids based on the ***Diverse Business Inclusion Plan – Subcontractors***. No minimum level of small/diverse business participation is required as a condition for receiving a Contract award.
6. DEPARTMENT OF HEALTH will review the ***Diverse Business Inclusion Plan – Subcontractors*** for a genuine effort and the maximum opportunity to contribute toward DEPARTMENT OF HEALTH’ aspirational goals. Awarded bidders who utilize subcontractors will meet with DEPARTMENT OF HEALTH annually regarding their small/diverse business aspirational inclusion goals and outreach efforts set forth in their ***Diverse Business Inclusion Plan – Subcontractors***.

BIDDER'S DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS

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| <p>BIDDER'S ANTICIPATED DIVERSE BUSINESS PARTICIPATION (GOALS) List bidder's anticipated small/diverse business category participation goals for subcontractor participation, if bidder is awarded a Contract. Bidders may list any goal amount. These goals are aspirational goals for bidder's use of small/diverse business subcontractors, if awarded a Contract pursuant to this Competitive Solicitation.</p> | | |
| Small/Diverse Business category | DOH has established the following voluntary numerical goals for Competitive Solicitations: | Anticipated Percent of Contract Amount (Goals) |
| Minority-Owned Business | 10% | |
| Woman-Owned Business | 6% | |
| Veteran-Owned Business | 5% | |
| Washington Small Business | 25% | |
| <p>BIDDER'S DIVERSE BUSINESS SUBCONTRACTING LIST Provide the firm information of the relevant small/diverse business subcontractors that bidder anticipates utilizing, if awarded a Contract pursuant to this Competitive Solicitation. Please identify the names of the firms as they are listed in Washington's Electronic Business Solution (WEBS) and provide the firm's applicable certification numbers (for Minority, Woman, and Veteran-Owned firms).</p> | | |
| STATE CERTIFICATION CATEGORY | LIST OF FIRMS | |
| Minority-Owned Businesses | | |
| Woman-Owned Businesses | | |
| Veteran-Owned Businesses | | |
| Washington Small Businesses | | |
| <p>DESCRIBE BIDDER'S PLAN TO MEET OR EXCEED BIDDER'S VOLUNTARY DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS GOALS, INCLUDING OUTREACH. Response:</p> | | |
| <p>IDENTIFY BIDDER'S PRIMARY CONTACT FOR BIDDER'S DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS GOALS. Response:</p> | | |
| <p>Bidder commits to a make a genuine effort to achieve the proposed subcontract amounts with small/diverse business subcontractors as stated above. Bidder will develop a comprehensive outreach strategy that will engage small/diverse businesses registered with the State of Washington in WEBS.</p> | | |
| _____ | _____ | |
| Bidder's Authorized Representative | Dated Signed | |

***ONLY IF THE BIDDER PLANS ON UTILIZING SUBCONTRACTORS**

Exhibit A-1 Diverse Business Inclusion Plan – Subcontractors form must be completed, signed and returned in its entirety with the grant application packet.



To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov.