**WSU Bid Attachment M**

Minority and Women's Business Enterprise (MWBE) Response Form

This solicitation includes voluntary goals for MWBE participation.

* If the Respondent has been **certified** by the State of Washington Office of Minority and Women's Business Enterprises (OMWBE), please complete Part 1 below.
* If the Respondent is proposing to subcontract or joint venture with certified Minority Business Enterprises (MBE's) or Women's Business Enterprises (WBE's) please complete Part 2.
* If the Respondent proposes no MWBE participation in the bid, so indicate in Part 3.

Contact State of Washington Office of Minority & Women-owned Business Enterprise at (360) 753-9693 for information about State certification.

1. **MWBE VENDOR**: Respondent is certified by the OMWBE as:

 MBE Both Minority **and** Woman Owned

 WBE **Combination** 50% Minority / 50% Woman Owned

 OMWBE Certification No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. **MWBE SUBCONTRACT PARTICIPATION**: The voluntary goals for MWBE participation in this contract are established in the accompanying solicitation. Respondent proposes to include certified MWBE's in the contract as described below:

Certified MWBE Subcontract Participation

Name of MWBE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OMWBE Certification No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Participation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Participation: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contract Participation: \_\_\_\_\_\_%

3. **NO MWBE PARTICIPATION PROPOSED**:

 No certified MWBE participation is proposed by this Respondent.

**All Respondents sign and submit this form with bid response.**

**X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature of respondent or authorized representative**

**Federal Small Business Certification Response**

Please indicate the appropriate selection

 Small Business Small Disadvantaged Business Small Woman Owned Business

 Provide 4-digit Standard Industrial Classification (SIC) code \_\_\_\_\_\_\_\_\_\_\_\_

**State of Washington Office of Minority and Women Owned Business Certification**

GENERAL STATEMENT: In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW the State of Washington encourages participation in all of its contracts by MWBE firms certified by the Office of Minority and Women’s Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation/invitation or as a subcontractor to a Bidder/Proposer. However, unless required by federal statutes, regulations, grants or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids/proposals. No minimum level of MWBE participation shall be required as a condition for receiving an award and bids/proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

RECORD KEEPING: The Contractor shall maintain, for at least three years after completion of this contract, relevant records and information necessary to document the level of utilization of MWBEs and other businesses as subcontractors and suppliers in this contract as well as any efforts the contractor makes to increase the participation of MWBEs as listed below. The contractor shall also maintain, for at least three years after completion of this contract, a record of all quotes, bids, estimates, or proposals submitted to the Contractor by all businesses seeking to participate as subcontractors or suppliers in this contract. The State shall have the right to inspect and copy such records. If this contract involves federal funds, Contractor shall comply with all record keeping requirements set forth in any federal rules, regulations or statutes included or referenced in the contract documents.

AFFIRMATIVE EFFORTS TO INCREASE PARTICIPATION BY MWBE’s: Bidders/Proposers/Contractors are encouraged to:

1. Advertise opportunities for subcontractors or suppliers in a manner reasonably designed to provide MWBEs capable of performing the work with timely notice of such opportunities, and include a provision encouraging participation by MWBE bids/proposals directly from MWBEs.
2. Provide MWBEs that express interest with adequate and timely information about plans, specifications, and requirements of the Contract.
3. Break down total requirements into smaller tasks or quantities, where economically feasible, in order to permit maximum participation by MWBEs and other small businesses.
4. Establish delivery schedules, where the requirements of this contract permit, that encourage participation by MWBEs and other small businesses.
5. Reduce bonding requirements where practicable.
6. Utilize the services of available minority community organizations, minority contractors groups, local minority assistance offices and organizations that provide assistance in the recruitment and placement of MWBEs and other small businesses.
7. The actions described in this section should supplement efforts to provide information to all qualified firms, and nothing in this section is intended to prevent or discourage the Bidders/Proposers/Contractors from inviting proposals for participation from non-MWBE firms as well as MWBE firms.

NON-DISCRIMINATION: Contractors, Bidders and Proposers shall not create barriers to open and fair opportunities for all businesses including MWBEs to participate in all State contracts and to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction and services. In considering offers from and doing business with subcontractors and suppliers, the Contractor shall not discriminate on the basis of race, color, creed, religion, sex, age, nationality, marital status, or the presence of any mental or physical disability in an otherwise qualified disabled person.

**Federal Small, Small Disadvantaged or Small Woman Owned Business Certification**

In accordance with Public Law 95-507, Federal Contracts that contain Federal Acquisition Regulations (FAR) clause 52.219-8 (Utilization of Small Business Concerns and Small Disadvantaged Business Concerns) impose requirements regarding subcontracting with small businesses and small business subcontracting plans.

Refer to FAR 19.001 for guideline definitions. With regards to certification, the Small Business Administration (SBA) classifies small businesses on an industry-by-industry basis, utilizing a Standard Industrial Classification (SIC) code as described in the Code of Federal Regulations (CFR) Title 13, Part 121.

The offeror certifies that the information is true and understands that whoever, for the purpose of securing a contract or subcontract is accountable under Public Law 99-661 and the CFR Title 13, Part 124 & 125. If a firm misrepresents the status of any concern or person as a small business owned and controlled by a minority or woman owned business, they shall (1) be punished by imposition of a fine, imprisonment, or both; (2) be subject to administrative remedies including suspension and disbarment; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

If you need assistance in determining whether your business is considered to be small, contact the Seattle branch of the U.S. Small Business Administration at (206) 553-7310.