

Outreach Plan

Construction

**ALL Bidders must complete and submit this form with their bid.
Bids that do not include this form will be declared non-responsive.**

_____		_____
Contract Name		PW #
_____	_____	_____
Company Name	Contact Person	Title
_____	_____	
Contact Phone	Contact Email	

CERTIFICATION OF INFORMATION

The undersigned certifies that the above named Contractor made Affirmative Efforts as described in SMC 20.42. The information and data contained herein are correct and complete and demonstrate the Contractor's efforts. The Contractor understands that if it fails to demonstrate affirmative efforts, it will not be awarded the Contract.

_____	_____	_____
Printed Name of Authorized Person	Signature of Authorized Person	Date

SMC 20.42 - EQUALITY IN CONTRACTING

Contractors entering into agreements with the City of Seattle are required under SMC 20.42 to make Affirmative Efforts to actively solicit the employment of women and minority group members and to contact and contract with Women and Minority businesses (W/MBEs) on any available subcontract and supply opportunity. In addition to OMWBE certified WMBEs, the City also recognizes self-identified WMBEs.

SMC 20.42 requires contractors to furnish evidence of compliance with this chapter as part of any bid and to submit any additional records necessary to document: 1) Affirmative Efforts to employ women and minority group members; 2) Affirmative Efforts to subcontract with W/MBEs on City Contracts; and 3) the Contractor's non-discrimination in the provision of goods and services.

Compliance with all the requirements under this chapter shall be a condition of eligibility for contracting with the City and a condition of the Contract upon execution of the Contract. Your firm will be evaluated based on the description of efforts you provide below. Please complete all sections of this form. If you need assistance with this form or with the requirements of SMC 20.42, please contact:

Purchasing & Contracting Services Division
700 Fifth Ave., Suite 4112, Post Office Box 94687, Seattle, Washington 98124-4687
Tel: (206) 684-0430 TDD: (206) 615-0476 Fax: (206) 684-4511
Website: www.seattle.gov/contracting

W/MBE firms can be found on the Office of Minority and Women Business Enterprises website <http://www.omwbe.wa.gov> and by contacting the Contracting Development and Competitiveness Center <http://www.urbanleague.org/cdcc.html>. W/MBE firms can also request certification assistance from these two organizations or self identify by registering with the City at <http://www2.seattle.gov/vendorregistration/default.asp>. Be prepared to provide evidence (faxes, letters, and emails) of affirmative efforts upon request.

0-01.4 OUTREACH PLAN

AFFIRMATIVE EFFORTS

The following are some examples of affirmative efforts. Please describe the efforts your firm has made. If your firm has performed efforts not listed below, you may describe these efforts in the space provided. Be prepared to provide evidence of your efforts upon request.

Examples of Affirmative Efforts	Description of Efforts
Arranged work components to provide opportunities for subcontractors and suppliers – e.g. sequencing, bundling, or unbundling work elements.	
Sought assistance in identifying potential W/MBE subcontractors from W/MBE resource organizations. If so, list agencies in Description of Efforts at right.	
Offered prompt pay agreements to enable subcontractors and suppliers to meet cash flow demands – e.g. payment within two weeks of approval of subcontractor’s pay request.	
Established a mentorship program to assist W/MBE subcontractor and supplier development.	
Offered flexible or alternative bonding, insurance, and retainage requirements to subcontractors or suppliers.	
Hosted or attended pre-bid or pre-solicitation meetings addressing potential interest/involvement of W/MBEs.	
If W/MBE(s) solicited did not bid, followed up to determine reasons why the W/MBE(s) did not submit a bid.	
If Subcontractor bid and bid was not accepted, communicated with bidder to explain reason (i.e. price, schedule, etc.).	
Other affirmative efforts:	
Other affirmative efforts:	
Other affirmative efforts:	

0-01.4 OUTREACH PLAN

W/MBE CONTACT LOG

Identify three W/MBE businesses contacted per scope of work (including supply). If there are not three W/MBE firms that perform a given scope of work, contact all W/MBE firms in that category. The City recognizes certified and self identified W/MBE firms. Attach extra sheets if necessary.

Name of W/MBE Business	Scope of Work	Date Contacted	Person Contacted	Contact Method (Phone, Fax, Email)	Bid Response				Reason Not Selected (i.e. price, bidder was unable to meet scope or schedule requirements, etc.)
					Will bid (Y/N)	Bid Received (Y/N)	Bid Amount	Will Contract With (Y/N)	

VOLUNTARY SUBCONTRACTING & SUPPLY GOALS

State your voluntary goals for contracting with women and minority subcontractors and suppliers on this project:

Estimated dollars to ALL subcontractors and suppliers
\$ _____

Estimated dollars to MBEs
\$ _____

Estimated dollars to WBEs
\$ _____

If the total value of selected W/MBE bids is less than your goal, explain how you will meet your goal:
