



City of Seattle

Consultant Inclusion Plan

(SMC CH. 20.42)

RFP Number & Title: _____

Proposer - Consultant Name: _____

Use additional sheets to provide detail and specificity as appropriate.

The Proposer shall respond to questions below. As part of the selection, the City will score and evaluate the response, which must show clear evidence of voluntary commitments that reflect responsible, sincere good faith efforts resulting in successful inclusion of WMBE firms. The City may clarify or request additional information during evaluation of the Plan. The City may finalize the Plan with the highest ranked Proposer, and the agreed-upon Plan shall become part of the contract.

The City defines WMBE firms as those that self-identify to be 51% women and/or minority owned. Such firms are asked to register in the City’s directory before submitting their RFPs. <http://www2.ci.seattle.wa.us/vendorregistration/default.asp>.

Proposers are expected to select their subconsultants using any strategy that can best support this Inclusion Plan goal.

Scoring shall award points that reflect the likelihood of a successful, good faith and responsible effort.

- A more robust Plan would show clear commitments for utilization of WMBE firms and reflect responsible, sincere good faith effort relative to other proposals.
- A more robust Plan would show diverse employment opportunities and policies.
- The addition of a mentoring or training program may be considered an additional strength that shows responsible, good faith efforts towards WMBE inclusion.
- A more robust Plan would describe successful past performance as evidence of the likelihood of achieving the proposed participation.
- An RFP or RFQ that is seeking work which will be phased, such as an Architectural or an Engineering Design project, would be scored with strong consideration towards the processes and strategies they intend to use to achieve continued WMBE utilization, as well as past performance.

Subcontracting

Subcontracting is defined as direct performance through subcontracting within the proposed project team to fulfill the contract work.

Of the total contract work, what is the percentage of WMBE participation proposed for subcontracting on your team? This percentage will become a contract commitment.

Architect and Engineer (A&E) Projects Only	
Specify the percentage participation of woman owned subcontracting, out of the total work identified in the RFP. This percentage will become part of the contract.	%
Specify the percentage of minority owned subcontracting participation, out of the total work identified in the RFP.	%

Name the WMBE team members you intend to use, given the work described in the RFP. Describe the work you expect the WMBE firms to perform. Identify the dollars or percentage of total contract value intended for each WMBE firm. The City may request letters of commitment that show agreements between your company and the subconsultants before the City accepts the Plan and executes a City contract. The utilization goals provided on page 1 become a material part of the contract. Should the contract scope require changes to the WMBE firms or WMBE utilization, the City expects the Consultant to discuss such changes and pursue continued commitments for WMBE utilization consistent with the changes in contract scope.

Name of WMBE Company	Specify whether a self-identified Women or Minority Business	Describe Task	Describe percentage of the City contract for subcontract to this WMBE

Past Performance:

In detail, describe your past success and past performance at WMBE subcontracting or teaming participation on contracts and/or other evidence of the likelihood of the proposed subcontracting, including pre-award commitments or agreements with your named WMBE firms, specific strategies you intend to use in the solicitation and award of subcontractors that can achieve WMBE participation at the percentages you have indicated, or similar evidence.

Strategies:

Describe the strategies and selection processes you intend to use to achieve meaningful WMBE utilization in this contract. Describe your strategies, the scopes of work that have greatest WMBE opportunities and how you would balance those scopes that have less WMBE opportunity.

Mentoring Program:

If any of the WMBE subcontractors listed above are participating in a mentoring or capacity building program with your company, please identify which and describe your program.

Diverse Employment

Please specify the following information for your local office and/or other offices that are performing direct services to this contract.

1. What is your current employment profile?
Total number of employees:
Number and percentage of minorities and/or women:
2. Describe your employment and hiring policies that promote affirmative efforts in recruitment for employee diversity.
3. How many new employees may be required?
Total number of new employees:
Number and percentage of minorities and/or women:
4. If you are planning new employment, provide a paragraph that describes the functions for which you are recruiting that relate to performance of this contract, how you would recruit, and your past performance for such recruitment that demonstrates Proposer has made successful plans to solicit women and minorities.
5. If you have an intern program designed to recruit woman and minorities, please describe.

Signature of Authorized Representative

Printed Name of Authorized Representative

Title

Date