

**Attachment L**

**Oregon Certification of Business Inclusion and Diversity Plan**

“Certified Firm” means a small business certified under ORS 200.055 by the Oregon Certification Office for Business Inclusion and Diversity (COBID) as a minority-owned business, woman-owned business, service-disabled veteran-owned business, or emerging small business.

Certified Firm Participation

As noted in Governor Kitzhaber’s Executive Order 12-03, “Minority-owned and Woman-owned businesses continue to be a dynamic and fast-growing sector of the Oregon economy. Oregon is committed to creating an environment that supports the ingenuity and industriousness of Oregon’s Minority Business Enterprise [MBE] and Woman Business Enterprise [WBE]. Emerging Small Business [ESB] firms are also an important sector of the state’s economy.” In 2015, HB 3303 revised ORS 200.055 to also include a certification for “. . . business[es] that a service-disabled veteran owns”.

According to ORS 200.090, Contracting agencies must aggressively pursue a policy to provide opportunities to Certified Firms. As such, Certified Firms must have an equal opportunity to participate in the performance of contracts financed with state funds. By submitting its offer, Proposer certifies that it has taken, and if there are further opportunities, will take reasonable steps to ensure that Certified Firms are provided an equal opportunity to compete for and participate in the performance of any subcontracts resulting from this procurement. Proposer has not discriminated and will not discriminate against a sub-vendor in the awarding of a subcontract because the sub-vendor is a Certified Firm.

Proposer further certifies and agrees that it has not discriminated and will not discriminate in its employment practices with regard to ethnicity, creed, age, religious affiliation, gender, disability, sexual orientation, or national origin.

Following bid due date and prior to Contract Award, the Proposer with the apparent highest scoring Proposal must provide, within five days of Notice of Intent to Award, a Certified Firm Outreach Plan using the form on the following page. The information submitted in response to this clause will not be considered in any scored evaluation.

## Oregon Certification of Business Inclusion and Diversity Plan (continued)

1. Is Proposer an Oregon Certified Firm? Yes  No   
If yes, indicate all certification type(s): DBE  MBE  WBE  SDV  ESB

Oregon State Certification Number: \_\_\_\_\_

2. Does Proposer foresee any subcontracting opportunities for this procurement? Yes  No

*If no, do not complete the rest of this form.*

3. The Proposer shall provide a narrative description of its experience in obtaining a certified firm's participation as a sub-vendor, consultant, or supplier on previous projects, and discuss any innovative or particularly successful measures that the Proposer has undertaken. The Proposer shall include a list of Certified Firms with which it has had a contractual relationship during the past 24 months immediately preceding the date this solicitation document was issued. If none, mark the following checkbox:  *No prior experience obtaining participation from Certified Firms.*

4. The Proposer shall provide examples where participation was achieved by Certified Firms, along with information regarding the subcontracting participation levels of Certified Firms for up to three projects/contracts that the Proposer is either currently performing or has completed within the past 24 months immediately preceding the date this solicitation document was issued. Participation by Certified Firms should be described as the percentage of the dollar value of subcontracts and material or supply contracts awarded as compared with the total dollar value of subcontracts and material or supply contracts let for each identified project or contract. The Proposer shall describe any technical assistance or mentoring the Proposer provided to Certified Firms subcontracting on each project. If none, mark the following checkbox:  *No prior experience obtaining participation from Certified Firms.*

**Project 1 Name** \_\_\_\_\_

Award Date \_\_\_/\_\_\_/\_\_\_ Completion Date \_\_\_/\_\_\_/\_\_\_ Contract Award Amount \$ \_\_\_\_\_

Certified Firms goal percentage, if applicable \_\_\_\_\_% Certified Firms achievement percentage \_\_\_\_\_%  
Certified Firms subcontract award amount \$ \_\_\_\_\_ Certified Firms spend achieved \$ \_\_\_\_\_

Describe any technical assistance or mentoring provided to Certified Firms subcontracting on this project.

**Project 2 Name** \_\_\_\_\_

Award Date \_\_\_/\_\_\_/\_\_\_ Completion Date \_\_\_/\_\_\_/\_\_\_ Contract Award Amount \$ \_\_\_\_\_

Certified firms goal percentage, if applicable \_\_\_\_\_% Certified firms achievement percentage \_\_\_\_\_%  
Certified firms subcontract award amount \$ \_\_\_\_\_ Certified firms spend achieved \$ \_\_\_\_\_

Describe any technical assistance or mentoring provided to Certified Firms subcontracting on this project.

## Oregon Certification of Business Inclusion and Diversity Plan (continued)

### Project 3 Name \_\_\_\_\_

Award Date \_\_\_/\_\_\_/\_\_\_ Completion Date \_\_\_/\_\_\_/\_\_\_ Contract Award Amount \$ \_\_\_\_\_

Certified firms goal percentage, if applicable \_\_\_\_\_ % Certified firms achievement percentage \_\_\_\_\_ %

Certified firms subcontract award amount \$ \_\_\_\_\_ Certified firms spend achieved \$ \_\_\_\_\_

Describe any technical assistance or mentoring provided to firms subcontracting on this project.

5. If the total cost of the awarded contract is expected to be greater than \$100,000, the Proposer shall describe the outreach and subcontracting plan it will use, if awarded the contract, to provide Oregon Certified Firms an equal opportunity to perform any subcontracts under the contract. The plan must be realistic and based on Proposer's successful past experience. If Proposer has no previous outreach experience, the Proposer shall describe the outreach plan it intends to use if awarded the contract.

The Proposer must include the following in its plan:

- i. A description of the steps that the Proposer will take to solicit participation by Certified Firms;
- ii. A description of the mentoring, technical, or other business development assistance the Proposer will provide to sub-vendors needing or requesting such services.

If awarded the contract, the Proposer must accept, as contract performance obligations, the outreach and subcontracting plan described in this section. ***If Certified Firms are unavailable for type of work to be performed, please indicate in this section.***

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_