

Small and Veteran Business Plan Instructions

- Box 1: Name of Bidder
- Box 2: Project Name
- Column 1: Name of the SBE or VOB. SBE or VOB firms can be located by searching the directories at: <https://pr-webs-vendor.des.wa.gov/>.

Repeat the name of the SVBE for each Project Role that will be performed.

***NOTE* THE WORK COMMITTED TO A SMALL OR VETERAN-OWNED BUSINESS IS ONLY APPLICABLE TOWARD ONE SVB GOAL. THE SAME COMMITMENT MAY NOT BE APPLIED TOWARD BOTH GOALS.**

- Column 2: The Project Role that the SVBE will be performing as follows;

- Prime Contractor
- Subcontractor
- Manufacturer / Supplier
- Broker
 - Work sublet to a Broker must be listed separately.

List each project role to be performed by a single SVBE individually on a separate row.

- Column 3: This is the Bid Item Number(s). Multiple Bid Items may be listed on a single line.

- Column 4: Provide a description of work to be performed by the SVBE.

- A Bidder subletting a portion of a bid item shall state “**Partial**” and describe the Work that is included.
- For example; “Electrical (Partial) – Trenching”.

- Column 5: List the total dollar value of work to be performed by the SVBE firm toward the relevant goal.

Note 1: Work sublet to a Manufacturer / Supplier can count 100% toward the goal for all work for which the firm is certified.

Note 2: For Work sublet to a Broker the bidder **may only claim the fees** paid to a Broker towards meeting the goal not to exceed 5% of the cost of goods or services provided by the SVB Broker.

Note 3: For force account items, up to 50% of the Bid item amount may be committed toward the goal.

- Box 3: Box 3 is the Small Business Enterprise COA Goal Amount which is the minimum **required Small Business participation** based on the goal stated in the specifications multiplied by the Bidder’s Proposal price. The goal stated in the Contract is listed as a percentage. The COA goal amount is the SBE COA Goal percentage times the sum total of all bid items as submitted in the Bidder’s Proposal. In the event of an error in this box, the Contracting Agency will revise the amount accordingly.

- Box 4: Box 4 is the sum of the values in column 5A entered in conjunction with those firms listed as Small Businesses. **This value must equal or exceed the SBE COA Goal amount written in Box 3 or you must select Box 7 to indicate a good faith effort submission;**

- Box 5: Box 5 is the Veteran-Owned Business COA Goal Amount which is the minimum **required Veteran-Owned Business participation** based on the goal stated in the specifications multiplied by the Bidders Proposal price. The goal stated in the Contract will be listed as a percentage. The COA Goal amount is the VOB COA Goal percentage times the sum total of all bid items as submitted in the Bidder’s Proposal. In the event of an error in this box, the Contracting Agency will revise the amount accordingly.

- Box 6: Box 6 is the sum of the values in column 5B entered in conjunction with those firms listed as Veteran-Owned Businesses. **This value must equal or exceed the Veteran-Owned Business COA Goal amount written in Box 5 or you must select Box 7 to indicate a good faith effort submission;**

- Box 7: Check Box 7 if insufficient Small or Veteran-Owned Business Participation has been achieved and a good faith effort is required. Refer to the subsection titled, *Selection of Successful Bidder/Good Faith Efforts (GFE)* in the Contract.

