Small Works Roster
Direct Contracting
Sample Business Utilization Plan

Agency			
Effective Date		End Date	
Plan Administrator			

Purpose

[AGENCY] is reserving the option to use Direct Contracting as practicable in the Small Works Roster process. As required under RCW 39.04.152(4)(b)(iv), [AGENCY] is preparing the following *small, minority, women, and veteran-owned business utilization plan*.

Intent and Policy

It is the agency's policy to not favor contractors by repeatedly awarding contracts without documented attempts to negotiate with others.

This plan is intended to help increase the likelihood of small works roster awards going to a broad range of small businesses.

This plan is to be referred to with each procurement for small works with a $150,000 estimate or less and will be referred to by [AGENCY] staff as they solicit and negotiate using Direct Contracting.

Transparency

This plan will be assessed and posted annually [Q2] by the ***plan administrator***. The achieved utilization will be publicly reported [where and when].

Goal

The agency's goal is to award small and diverse businesses half [50%] of all the small works projects awarded the *Utilization Plan's Effective Period* in the following way.

Projects Anticipated	Target Small Business Awards
10	5

Project Type	Categories	Small Business Id
Building/Facilities	Renovations	X
Building/Facilities	Parking Lot Rehab	
Building/Facilities	Security Upgrades	
Parks, Grounds, Landscaping	Irrigation Replacements	X
Parks, Grounds, Landscaping	Lighting Upgrades LED	
Roads	Sidewalk repairs	X
Roads	Crosswalk Enhancements	
Roads	Pedestrian Improvements	
Civil	Water pipe replacements	

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Civil	Side sewer repairs	X
Civil	Slope stabilizations	X

Utilization Achieved

The [agency] achieved [50%] utilization of small business as follows:

Project Name	Project Type	Category	Small Business
Permit Counter Reno	Building/Facilities	Renovation	X
South Hall Parking Lot Restriping	Building/Facilities	Parking Lots	X
Main Street Channelization	Roads	Street Channelization	
Sidewalk Repairs 1st to 3rd	Roads	Sidewalks	X
Star Park Playground Replacement	Parks	Playgrounds	
19th Ave Side Sewer Repairs	Civil	Side Sewer	

For details on each award, please see our small works award data publicly available [INSERT].

Plan Evaluation and Improvements ["+" = positive/useful, "-"= needs improvement]

- ☐ Projects Identification/Planning:
  - Rating: +
  - Discussion: even though achieved projects were not the same as initially planned the project types and categories were used.

- ☐ Businesses Identification:
  - Rating: -
  - Discussion: not all bidder pools were reviewed ahead of each solicitation.

- ☐ Business Engagement:
  - Rating: +
  - Discussion: *notice of upcoming solicitations* were sent ahead of invitations which resulted in small business representation with each solicitation.

- ☐ Process Review:
  - Rating: -
  - Discussion: struggling with negotiations, process is taking too long.

Overall Evaluation: *Not suggesting any significant changes other than identifying new projects and small business opportunities for the next year. Recommend continued training or similar on negotiation process.*

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Related Policies

1. Small Works Resolution
2. Direct Contracting Policy and Procedure
3. Rotation Policy
4. Negotiation Procedure

Reviewed By:

- ☐ Manager X: _____ [initials], [Name], [Title], [Date]
- ☐ Director X: _____ [initials], [Name], [Title], [Date]
- ☐ Other: _____ [initials], [Name], [Title], [Date]

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