

Welcome & Introductions

**Port of Seattle Diversity In Contracting
&
Office of Minority and Women's Business Enterprises
Summer Certification Workshop
"Get Certified"
06/28/2023**



Lisa Phair, Port of Seattle Disadvantaged Business Enterprise Manager
phair.l@portseattle.org

Curtis Bennett, OMWBE Director for Certification, Audit & Support Services
curtisb@omwbe.wa.gov

The objective of this workshop is to educate small minority businesses about the importance of becoming a certified firm and provide assistance with the certification application process.

- Increase DBE/WMBE/ACDBE Certifications within the Port of Seattle
- Engage and Educate small minority businesses about Federal & State certifications

Welcome

Introductions

Lisa Phair POS Diversity In Contracting Overview & Upcoming Opportunities

Curtis Bennett-Office of Minority & Women's Business Enterprises

Overview of today's Agenda

Office of Minority Women Business Enterprise (OMWBE 101)

Break 10 minutes

Office of Minority Women Business Enterprise (OMWBE 201) will go over the application process and answer questions

Questions

Adjourn

Diversity in Contracting



Lisa Phair
DBE Program Manager
Phair.L@portseattle.org



Diversity In Contracting Program Overview

Women and Minority Business Enterprise (WMBE) Program

Contract Goal Type: Aspirational WMBE

Prime Requirements:

Inclusion Plans

Affirmative Efforts

Contract Compliance

Contract Types:

Architecture and Engineering

Construction

Good and Services

Dollar Value: Above \$199K or
when subcontracting is available

Certification: Self Identified or Certified

Disadvantaged Business Enterprise (DBE) Program

Contract Goal Type: Mandatory DBE

Prime Requirements:

Good Faith Efforts

Contract Compliance

Contract Types:

Architecture and Engineering

Construction

Dollar Value: Over \$1 Million Airport/Airfield Focused

Certification: Certified DBE at time of bid

In January 2018, the Port of Seattle Commission passed the Diversity in Contracting Policy Directive (Resolution 3737) with the purpose of increasing the participation of women and minority business enterprises (WMBE) in the Port's contracting for public works, consulting services, supplies, material, equipment, and other services. This directive works to identify affirmative efforts to afford WMBE enterprises the opportunity to meaningfully participate in Port of Seattle contracts. To support this effort, the Port of Seattle has established the following:

- Executive level accountability
- Port-wide goal setting and reporting processes, requiring annual goals and performance targets
- Enhanced compliance and tracking of key performance objectives, and more

Goals and Five-Year Benchmarks

- Triple the number of WMBE firms doing business with the Port
- Increase to 15% the amount the Port spends on WMBE contracts

DBE Program

- What is the Program?
 - Federal program applicable to projects with federal funding
 - Purpose: Ensure DBEs have equal opportunity to compete for contracts, subcontracts, and agreements in the award and administration of contracts.
 - Other agencies with DBE programs
 - WSDOT
 - Sound Transit
- What is a DBE?
 - For-profit small business (<\$30.4M)
 - At least 51% owned by socially and economically disadvantaged individual(s) (personal networth <\$1.32M)
- Who provides certification?
 - Contact the Office of Minority and Women Business Enterprises (OMWBE) to get certified

Diversity in Contracting

Port of Seattle Diversity in Contracting

Purpose

Advance equity and address contracting disparities by increasing the utilization of Women Minority Business Enterprises and other disadvantaged firms

5-year WMBE Benchmarks

- ☐ Triple the number of WMBE firms doing business with the Port
- ☐ Increase to 15% the amount of spend on WMBE contracts within 5 years

The DBE Program is part of Diversity in Contracting but is distinct from WMBE Program



DBE Attainment

- 2022 DBE Attainment
 - **Over \$3.4M** paid to DBE firms in 2022
 - **11.76%** of DBE projects spend for work performed on FAA-funded Port projects
- 2023 DBE Goals
 1. Increase DBE Participation on FAA-funded Port projects
 2. Conduct informational sessions for upcoming DBE projects including Job Order Contract and Small Works projects
 3. Collaborate with state and local transportation agencies to increase technical assistance training for DBEs
 4. “Get certified” events with OMWBE

How to do Business



Register in Vendor Connect:

The Port's Procurement & Contracts information database. VendorConnect allows firms interested in doing business with us to access a one-stop resource portal for our contracting opportunities. External users have the ability to:

- Reach Port buyers and Procurement Specialist
- Receive emails about Port events and business opportunities
- View the contracting event calendar
- Market their business to Port staff and external businesses, including primes seeking subcontractors to partner with on upcoming contracts.

Visit us at <https://www.portseattle.org/business/bid-opportunities>

Visit us at <https://www.portseattle.org/business/bid-opportunities>

How can you get involved?

Step 1 - Register on Vendor Connect

- ✓ Planholders identify subcontractors
- ✓ Subcontractors reach out to planholders
- ✓ Attend pre-bid meeting
- ✓ Review future contract opportunities

The screenshot displays the Port of Seattle VendorConnect website. The header includes the Port of Seattle logo, navigation links (HOME, SEA AIRPORT, MARITIME, BUSINESS, COMMUNITY, ABOUT), and a search bar. The main heading is "View Current Bid Opportunities (VendorConnect)". A yellow banner below the heading reads "Port Contractor/Consultant Vaccine Requirement" with a "More Information" link. A red circle highlights the "View/Register for Current Bid Opps VendorConnect" button in the right sidebar. A red arrow points from this button to a "Guide to Registering on VendorConnect" document. The guide explains that VendorConnect is the Port of Seattle's procurement and contract information database and lists several benefits: access to a one-stop resource, reaching Port buyers, receiving emails about events, searching vendors, learning purchasing strategies, and marketing business. It also includes a "Follow the steps below to register on VendorConnect!" section and a "Welcome to the Port of Seattle VendorConnect" message.

Guide to Registering on VendorConnect

VendorConnect is the Port of Seattle's procurement and contract information database. With VendorConnect you can:

- Access a one-stop resource for construction projects, consulting services, and goods and services
- Reach Port buyers and procurement specialists
- Receive emails about Port events and business opportunities
- Search vendors and view the event calendar
- Learn current and future purchasing strategies
- Market your business to Port staff and external businesses, including primes seeking businesses to partner with on upcoming contracts

Follow the steps below to register on VendorConnect!

Welcome to the Port of Seattle VendorConnect

Port of Seattle VendorConnect provides procurement and contract information for construction, consulting, and goods and services. This is also the one stop location for registering to be on the following rosters: small works (construction less than \$300,000), consulting services, and goods and services.

**It's a 2-way
Communication Road!**

Welcome to the Port of Seattle VendorConnect

Due to the everchanging COVID-19 situation and the healthcare professional and state guidance provided, all public gatherings, such as pre-bid meetings and bid openings will be held virtually. This information will be provided in more detail as it applies to the particular requirement and interested vendors should monitor VendorConnect closely for changes.

Port of Seattle VendorConnect provides procurement and contract information for construction, consulting, and goods and services. This is also the one stop location for registering to be on the following rosters: small works (construction less than \$300,000), consulting services, and goods and services.

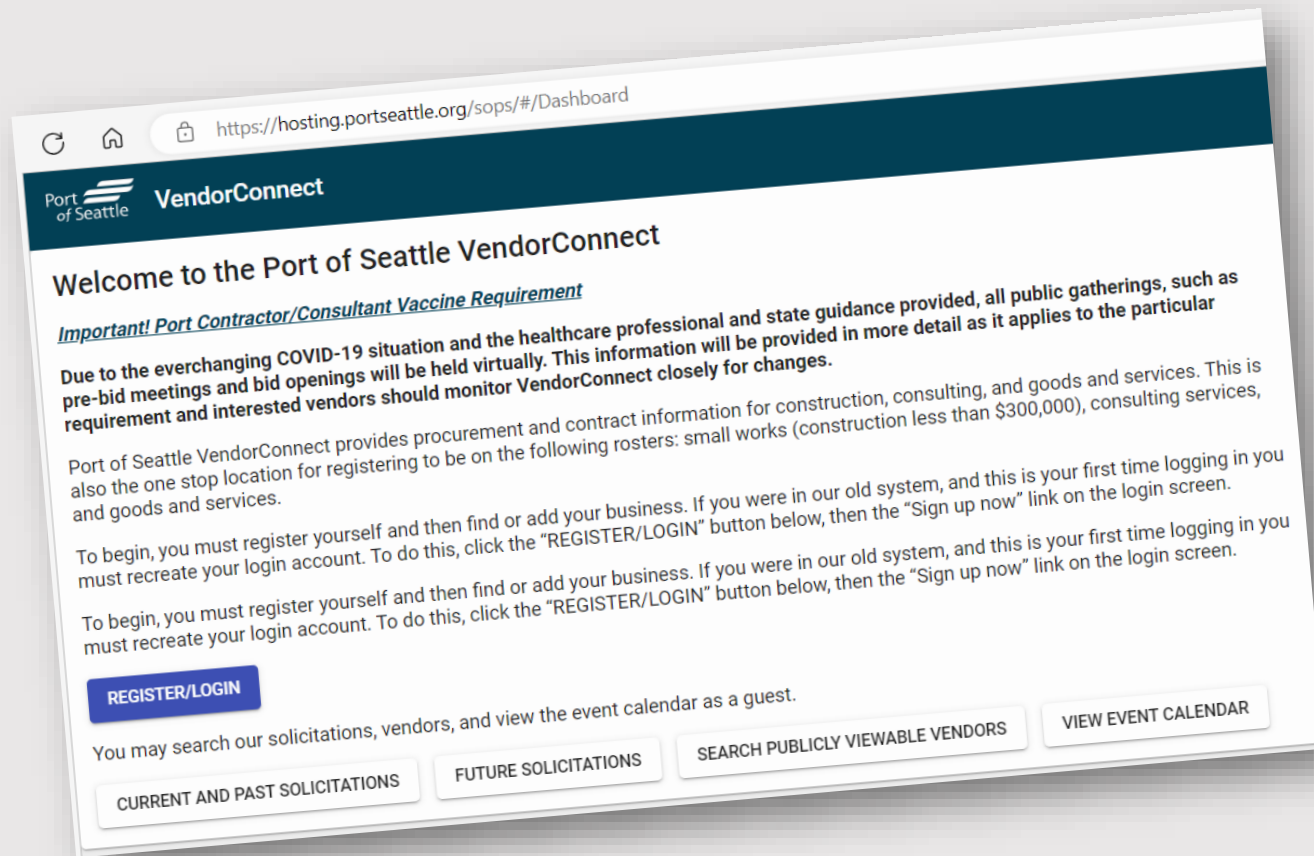
To begin, you must register yourself and then find or add your business. If you were in our old system, and this is your first time logging in you must recreate your login account. To do this, click the "REGISTER/LOGIN" button below, then the "Sign up now" link on the login screen.

[REGISTER/LOGIN](#)

You may search our solicitations, vendors, and view the event calendar as a guest.

[CURRENT AND PAST SOLICITATIONS](#)[FUTURE SOLICITATIONS](#)[SEARCH PUBLICLY VIEWABLE VENDORS](#)[VIEW EVENT CALENDAR](#)

Step 2 - Register on the Small Works Roster



What you need to register:

1. Valid email address
2. Federal Tax ID # or EIN #
3. UBI #
4. NAICS code

Then, select the Small Works Roster in order to be notified of future construction bid opportunities in the NAICS codes you registered under.

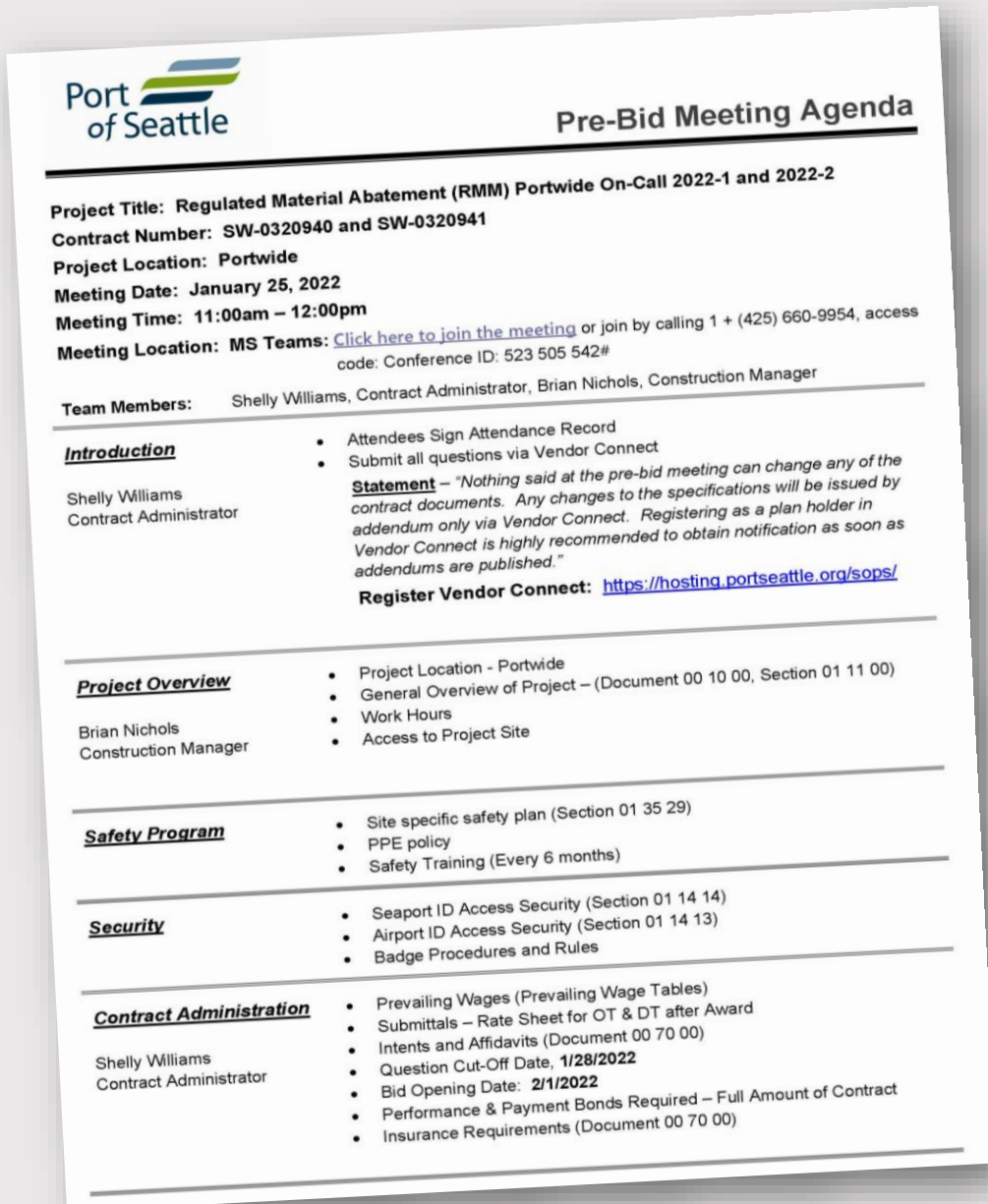
The Port will activate your account within one to two business days.

Step 3 – Attend a Pre-Bid Meeting

What you will learn:

- General Overview of Project
- Construction & Environmental Requirements
- Tenant Requirements
- Safety and Security Requirements
- WMBE Affirmative Efforts
- Procurement Schedule
- Apprenticeship Programs

Questions & Answer Session



Significant Future Procurements

- | | |
|--|--------------------|
| •2024 Reconstruct Taxilane W at CC B- | 6% DBE Goal |
| •2024 Apartment Sound Insulation- | 5% DBE Goal |
| •2025 Reconstruct Apron CC & Rehabilitate Taxilanes- | 5% DBE Goal |
| •2025 Apartment Insulation- | 5% DBE Goal |

Register and view upcoming opportunities on VendorConnect



CERTIFICATION 101

ABOUT US



Sharon Harvey

Assistant Director of Certification, Audit, and Support Services

Curtis Bennett

Certification Unit Supervisor



An abstract graphic on the left side of the page, consisting of several overlapping, flowing, wavy shapes in shades of light blue and white, creating a sense of movement and depth.

OMWBE Purpose

To be a vital and trusted resource for businesses owned by minorities, women and other under-represented communities to gain access, visibility, and contracting opportunities in procurement.

We work to promote equity in how Washington State spends its resources in the private sector by eliminating barriers to equitable participation in public spending and contracting.

CORE Services

Certification

- Certify minority and women owned businesses.
- Maintain a directory so state agencies, primes, and educational institutions can find firms to work with.
- State: 2,589
- Federal: 1,598

Supplier Diversity

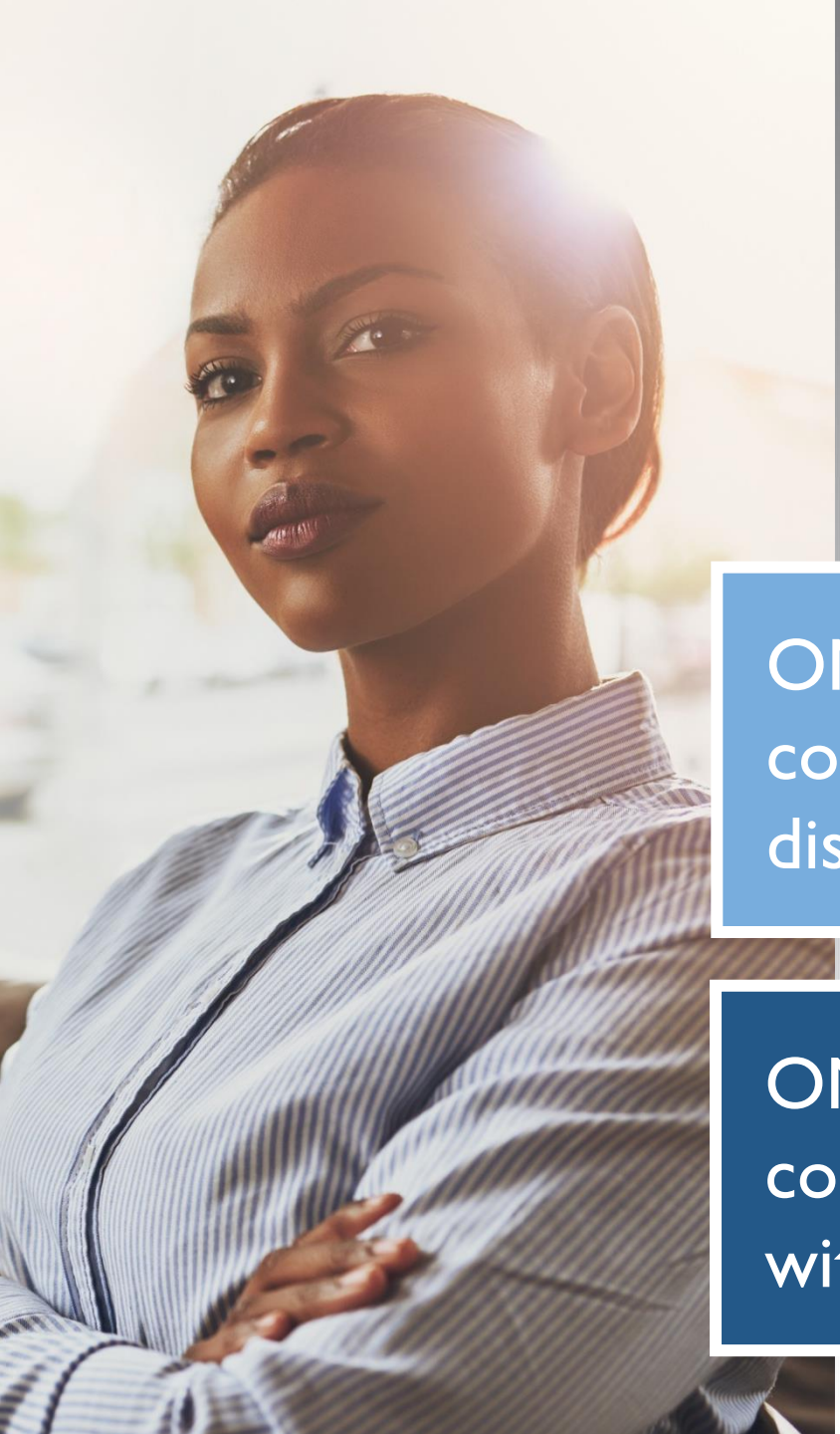
- Report the annual spend with certified firms. Posted on our website.
- Meet with 63 state agencies, 8 higher educational institutions, and 22 prime contractors on their inclusions plans and best practices.

Linked Deposit Loan Program

- Access to capital program for state certified firms.
- Reduced interest rates on qualifying loans by up to 2%.
- \$175 million available and 13 participating lenders.

Governor's Subcabinet on Business

- Seeks statewide, big-picture solutions that are long-term and sustainable.
- Support and educate on how to improve contracting with certified firms and how to tailor efforts to be inclusive.



WHAT IS Certification?



OMWBE certifies small businesses that are owned & controlled by minorities, women, and other disadvantaged individuals.

OMWBE certifies businesses in order to increase contracting opportunities for the certified businesses with state and local contracts.



Why Get Certified?

Your firm anticipates working with state agencies, local governments, school districts, and public universities.

Federally-funded transportation projects have mandatory goals for participation of certified firms.

State agencies and colleges have supplier diversity goals.

Some private companies also use OMWBE's certified firms to fulfill their supplier diversity goals.



CERTIFICATION

Eligibility



- ✓ **Group Membership**
 - ✓ **Ownership**
 - ✓ **Business Size**
 - ✓ **Control**



CERTIFICATION

Eligibility



BUSINESS

- Business is for-profit
- Gross receipts under \$28.48 million (3 yr. average)
- Licensed to do business in Washington State

OWNER OF BUSINESS

- Woman or minority owned
- At least 51% ownership
- Show financial investment of capital or expertise
- Need to have knowledge/experience in the field seeking certification in
- Both legal and control over the business
- Independently perform the services
- Personal Net Worth of owner is under \$1.32 million

CERTIFICATION Types



FEDERAL CERTIFICATION

- ✓ Disadvantaged Business Enterprise (DBE)
- ✓ Airport Concession Disadvantaged Business Enterprise (ACDBE)
- ✓ Small Business Enterprise (SBE)

STATE CERTIFICATION

- ✓ Minority Business Enterprise (MBE)
- ✓ Minority Woman Business Enterprise (MWBE)
- ✓ Woman Business Enterprise (WBE)
- ✓ Combination Business Enterprise (CBE)
- ✓ Socially and Economically Disadvantaged Business Enterprise (SEDBE)



TYPES OF Documents



Affidavit of Certification

Personal and Business Taxes (3 Years)

Personal Net Worth Statement

Business Formation and Operating Documents

Resume(s)

Proof of Initial Investment

List of Equipment

Application Process Time

**UP TO
60 DAYS FOR
STATE
CERTIFICATION**

**UP TO
90 DAYS FOR
FEDERAL
CERTIFICATION**

*Federal Certification Requires and
Onsite Visit

Benefits

- **Increase visibility to contract managers at state agencies and institutions of higher education**
- **Listed on OMWBE's public directory**
- **Small Business Assistance support services to navigate certification**
- **Use OMWBE logo on their business website**
- **Linked Deposit Program**
- **GROW YOUR BUSINESS!**



APPLICATION FEES



- ✓ **DBE or ACDBE Application**
 - \$25 for all structure types
- ✓ **State Certification (MBE, MWBE, WBE, CBE, or SEDBE)**
 - \$50 for a Sole Proprietor
 - \$75 for a Partnership
 - \$100 for an LLC
 - \$100 for a Corporation
- ✓ **If applying for DBE or ACDBE and state certification at the same time, the total fee is \$25 for both**



CERTIFICATION Application



Where do I start my certification application?

CREATE AN ACCOUNT ON THE CERTIFICATION PORTAL

- Visit omwbe.diversitycompliance.com
- “Apply For / Renew Certification” | “Create Account”

ONLINE APPLICATION

- Choose State or Federal. Start a federal application if you want both state and federal certifications.

COMPLETE ONLINE APPLICATION AND UPLOAD DOCUMENTS



Q & A

Thank You!



Certification Application Questions

Email: TechnicalAssistance@omwbe.wa.gov

Phone: (360) 644-9753

Office of Minority & Women's Business Enterprises

1110 Capitol Way S #150, Olympia, WA 98501

Phone: (360) 664-9750 | omwbe.wa.gov

