

DIVERSITY IN CONTRACTING

2024 ANNUAL REPORT



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The Port of Seattle exists on Indigenous land.

We acknowledge the ancestral homelands of those who walked here before us and those who still walk here, keeping in mind the integrity of this territory where Native peoples identify as the Duwamish, Suquamish, Snoqualmie, and Puyallup, as well as the tribes of the Muckleshoot, Tulalip, other Coast Salish peoples, and their descendants.

We are grateful to respectfully live and work as guests on these lands with the Coast Salish and Native people who call this home. This land acknowledgment is one small act in the ongoing process of working to be in good relationship with the land and the people of the land.

Welcome Figure at The Smith Cove Cruise Terminal by Andrea Wilbur-Sigo of the Squaxin Island Tribe

EXECUTIVE SUMMARY

On Jan. 9, 2018, the Port Commissioners adopted a Diversity in Contracting (DC) policy directive with a supporting resolution to advance equity in Port contracting. The directive established five-year utilization goals for 2019 to 2023 for both the amount of contracting dollars paid to women and minority business enterprise (WMBE) firms as well as the number of WMBE firms under contract with the Port.

2024 was considered a “gap year” for the Diversity in Contracting Program, in which the team prepared goals for the next five-years. Ensuring continuity of the program, the following goals for the gap year were established for 2024:

- Gap Year 2024 Port-wide Goals:**
- 1) Utilize 400 WMBE businesses, and
 - 2) Increase to 15% the percentage of dollars spent on WMBE contracts

2024 WMBE UTILIZATION

2024 was the sixth full year of the Diversity in Contracting Program operations in which Port divisions and departments established WMBE utilization goals. Below is data on WMBE utilization percentages and firms utilized between Jan. 1, and Dec. 31, 2024.

- » Port-wide (construction and non-construction): WMBE spend was 13.3% (\$124M) of the \$932M total Port spend, compared to its 15% goal for 2024
- » Construction spend (\$570M total spend) constituted 61% of the Port’s spend compared to 39% non-construction spend (\$362M total spend)
- » Construction WMBE utilization attainment percentage was 11.2%, equating to a \$64M dollars spend towards WMBE businesses
- » Non-construction WMBE utilization attainment percentage was 16.6%, equating to a \$60M dollars spend towards WMBE businesses
- » Firms utilized: The Port worked with 388 firms in 2024

2025 AND BEYOND

In 2025, the Port of Seattle amended the Diversity in Contracting Program to reflect the growth of the program since it was established in 2018. The new resolution (Resolution 3836) has outlined the following outcomes to be achieved within the next five years (2025-2029):

- 1) Utilize 500 WMBE businesses annually, and
- 2) Increase to 16% the percentage of dollars spent on WMBE contracts

For 2025, the Port’s goals are to partner with 500 WMBE firms, and to achieve 16% WMBE spend, with a 14% WMBE sub-goal for construction.



BACKGROUND

DIVERSITY IN CONTRACTING PROGRAM BACKGROUND

In 2016, only 5.3% of the Port's spend was with WMBE firms, and the Port partnered with just 118 firms.

On Jan. 9, 2018, the Port adopted Resolution Number 3737 which found, through past disparity studies and WMBE community concerns, that minority and women businesses were underrepresented and had been underutilized on contracts. In response, it established the Diversity in Contracting Policy Directive to promote equity and address historical disparities in women and minority business enterprise (WMBE) participation in Port contracting.

The Resolution required the Executive Director to develop a Diversity in Contracting (DC) Program that identifies affirmative efforts to offer women and minority businesses the maximum practicable opportunity to meaningfully participate on Port contracts and to achieve the Port-wide goals. This policy established:

- » Executive-level accountability that drives performance across the Port
- » Port-wide goal setting and reporting processes, requiring divisions/departments to establish annual WMBE plans that include aspirational WMBE goals and performance targets
- » Clear lines of responsibility and accountability for implementation with designated WMBE liaisons for each division
- » Enhanced compliance and tracking of key performance objectives and incorporation of WMBE goals into the Port's Long Range Plan
- » Categories of contracts where inclusion plans and other tools will be used
- » Procedures to ensure prompt payment and change order processes
- » Expanded technical assistance for WMBE firms, coordination with external partners, and support for internal training to Port staff

The directive also established utilization goals for both the amount of contracting dollars paid to WMBE firms as well as the number of WMBE firms under contract to the Port.

Policy Directive Goals for 2019-2023:

- 1. Triple the number of WMBE firms that contract with the Port from 118 in 2016 to 354 by 2023
- 2. Increase the percentage of total dollars spent on WMBE contracts from 5.3% in 2016 to 15% by 2023

From 2019 to 2023 the Port achieved:

- » Working with a high of 392 firms annually in 2023, and a five-year WMBE firm use total of 791 unique WMBE firms
- » Achieving a WMBE utilization high of 14% in 2021, and a five-year WMBE utilization total of 12.4% (\$376M) of the \$3.0B total Port spend

Increasing WMBE utilization is also part of the Port’s Century Agenda Goals which include the following:

- » Goal 3: Responsibly Invest in the Economic Growth of the Region and all its Communities
- » Goal 5: Become a Model for Equity, Diversity and Inclusion



WMBE PROGRAM BACKGROUND

The WMBE Program is the flagship program of Diversity in Contracting at the Port. It is the program that is squarely within the authority of the Port, independent of other government requirements, and most directly impacts the five-year goals to triple WMBE firm participation and increase the percentage of dollars spent on WMBE contracts.

Internal to the Port, Diversity in Contracting staff perform the following actions:

- 1. Identify a WMBE aspirational goal for construction projects, Port-wide, for the year
- 2. Work with department and division directors to develop WMBE aspirational goals for non-construction projects for their respective department/division for the year
- 3. Conduct affirmative efforts to achieve the established goals
- 4. Monitor the attainment of the goals which is a part of directors’ annual performance evaluations

The primary way the Port meets its contracting goals, and department/division meet their annual non-construction goals is through WMBE goals that are applied to individual projects above certain dollar thresholds which vary depending on the contract type.

For specific Port projects, WMBE goal-setting is done in collaboration with Port project stakeholders and the Central Procurement Office (CPO), and generally includes the following steps:

1. Establish WMBE goal

The WMBE aspirational goal is the minimum percentage of WMBE participation that prime firms must agree to make efforts to achieve when responding to the project solicitation. The WMBE contract goal-setting process begins during the pre-procurement phase, in which the Diversity in Contracting (DC) department reviews the project’s scope of work and researches the availability of WMBE firms to determine the appropriate WMBE aspirational goal for that project.

2. Secure WMBE commitment

Once a goal has been established, each contract type takes its own path to evaluate WMBE efforts for the selection of the prime contractor. During the solicitation process, DC staff negotiates with the selected prime and finalizes the dollars or percentage of a contract that will go to WMBE firms.

3. Track performance against requirement

Once the prime accepts a final WMBE commitment percentage, it becomes a requirement they are contractually bound to meet. The DC team tracks the prime’s actual spend and percentage of WMBE spend against their WMBE requirement throughout the life of the project.

WMBE commitments are most often found in inclusion plans which prime contractors are required to provide during the solicitation process for a project. It includes a detailed description of the strategies and actions they will conduct to fairly and equitably outreach, support, and contract with WMBEs. The inclusion plan enables the Port to identify the contractors and consultants who share the Port’s value of diversity in contracting and is factored into the overall evaluation of solicitations. Prime contractors are typically asked to address the following items in their inclusion plan:

- » Outreach strategy
- » Business development support
- » Strategies for meeting the contract’s WMBE aspirational goal
- » Approaches to resolving disputes

For service agreements valued at or above \$200,000 and goods and services procurements valued at or above \$150,000 that include a WMBE Goal , proposers are required to submit an inclusion plan as part of their proposal submittal.

For major construction projects awarded through a low-bid process, the contract must go to the lowest-priced bidder who also meets all responsibility requirements. As part of this review, the bidder must submit an inclusion plan outlining how they will involve WMBE businesses. If the bidder does not meet the Port’s WMBE aspirational goals at the time of bidding, the Diversity in Contracting team will review the bidder’s efforts to include WMBEs and determine if those efforts were sufficient.

Alternative public projects are awarded based on qualifications and best overall value rather than just price only. Prime contractors are evaluated on several factors, including experience and performance on past projects. In addition, the prime contractor must submit an inclusion plan with their proposal that details their commitments to using subcontractors, including WMBEs.



WMBE DATA

The Diversity in Contracting team works closely with the Port Central Procurement Office’s Planning and Analytics team to extract, verify, and interpret data to guide decision-making. The data provided in this report comes from multiple sources:

- » VendorConnect – the Port’s contracting portal for vendors and potential vendors
- » Contractor Data System – the database for the Central Procurement Office’s contracts for service agreements and construction
- » PeopleSoft – the Port’s Enterprise Resource Planning (ERP) software where all financial records are kept
- » Bank of America for Procurement Card data
- » Concur for travel and expense

The data in this report reflects the information that is found in these sources as of April 2025.

The Diversity in Contracting team and Planning and Analytics team also collaborate to extract, verify, and distribute quarterly reports to division and department leaders providing valuable information on how their groups are performing against their contract goals.



2024 DIVERSITY IN CONTRACTING

2024 WMBE UTILIZATION

This section shows data on 2024 Port-wide WMBE utilization. Further detail is provided on WMBE utilization spend: by contract type, by division, and by business owner characteristics.

2024 OVERALL UTILIZATION

Port-wide (construction and non-construction): WMBE spend in 2024 was 13.3% (\$124M) of the \$932M total Port spend, compared to its 15% goal for 2024.

- » Construction accounted for a large portion of the Port’s spend (61%) while non-construction accounted for a smaller portion (39%)
- » In non-construction, the Port achieved 16.6% WMBE use, surpassing its goal of 15%
- » In construction, the Port achieved 11.2% WMBE, falling short of its goal of 13%

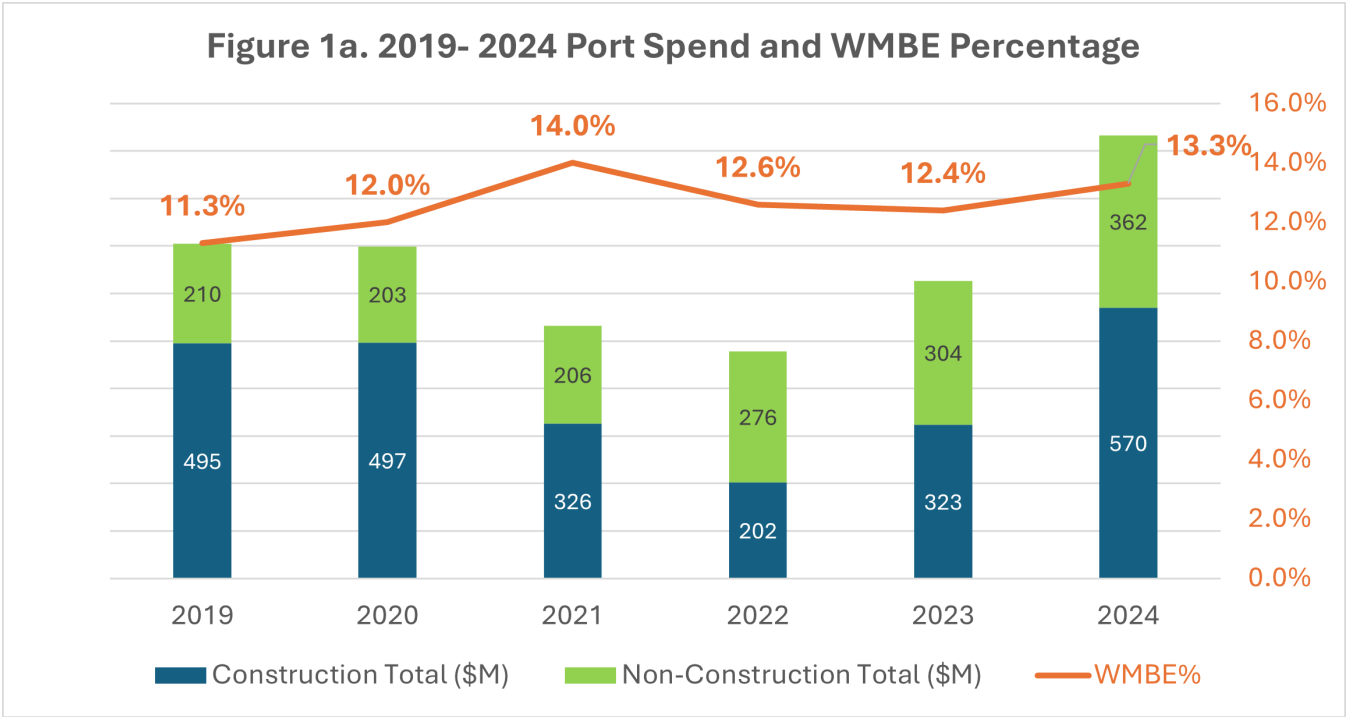
The Port also worked with 388 firms in 2024, short of achieving our “gap year” 2024 goal of working with 400 WMBE firms annually.

Table 1. 2024 Port-Wide WMBE Utilization

Category	Total Spend (Dollars)	WMBE Spend (Dollars)	WMBE %	WMBE firm #
Public Works (Construction)	570 M	64 M	11.2%	137
Non-Public Works	362 M	60 M	16.6%	260
Total	932 M	124 M	13.3%	388

2024 OVERALL UTILIZATION IN CONTEXT

Port spend varies from year to year. This section illustrates trends in both the Port spend and the WMBE use percentage from 2019 through 2024.



2024 in Context

- » Port spend has risen rapidly in the past three years, driven by increasing construction spend
- » In 2024, the Port spent a record amount on construction, non-construction, and overall
- » Port WMBE use in 2024 (13.3%) was higher than the past five-year average of 12.4%

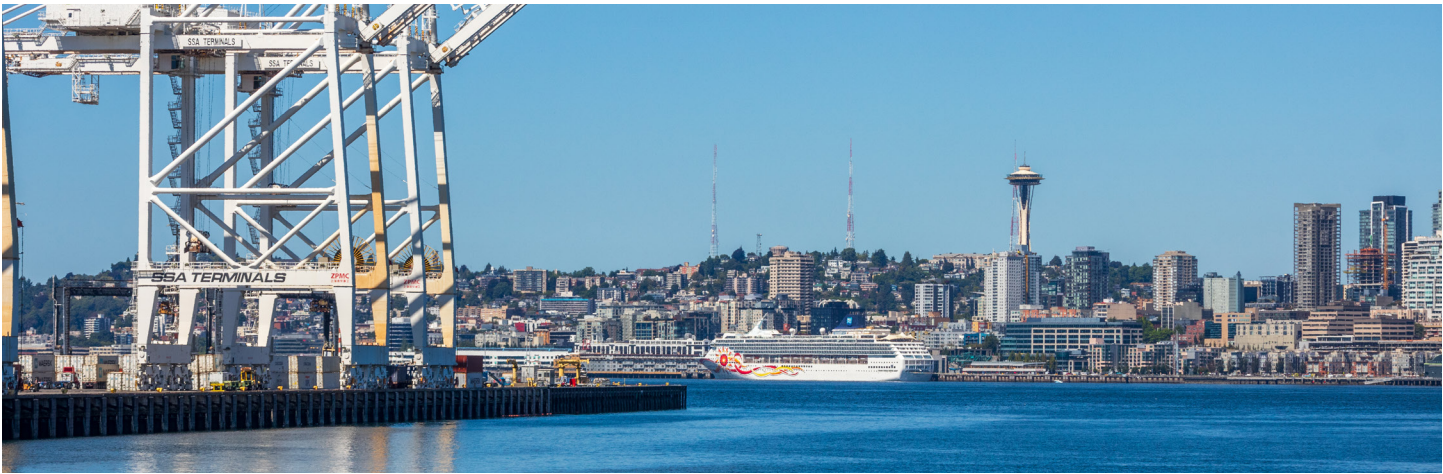
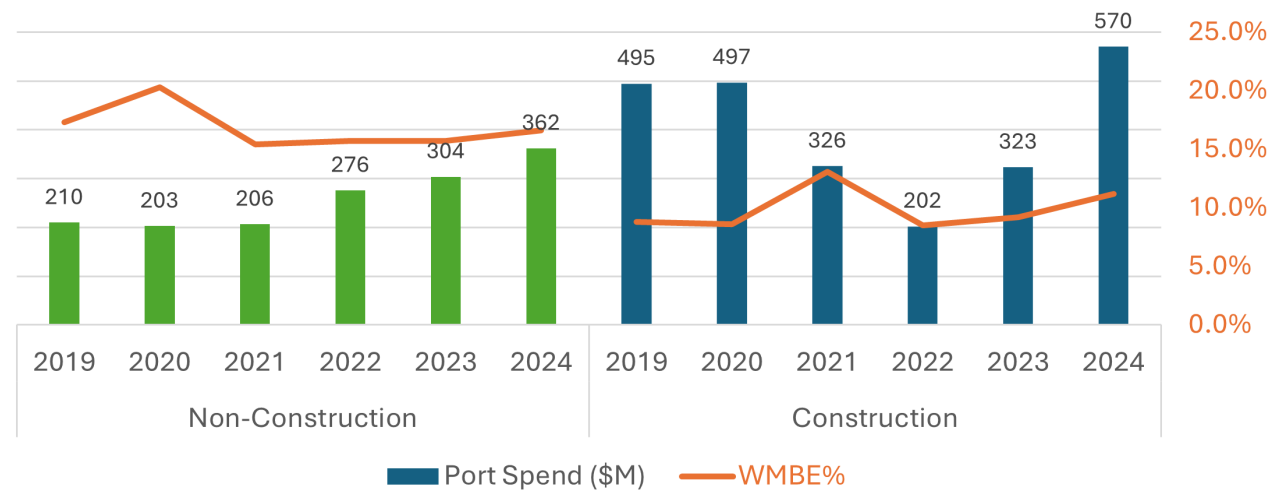


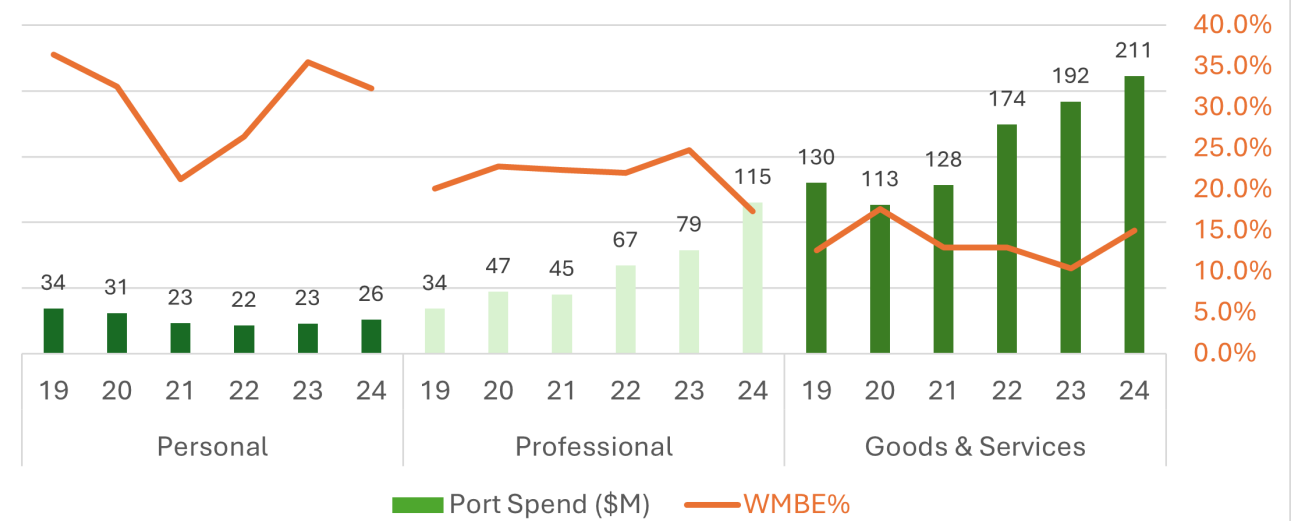
Figure 1b. 2019-2024 Port Spend and WMBE Percentage
Non-Construction and Construction



2024 in Context

- » Non-construction WMBE use percentage continues to be significantly higher than construction WMBE use throughout the years, and 2024 is not an exception
- » In non-construction, 2024 Port spend was a continuation of a slight increase in spend year-over-year
- » In construction, 2024 Port spend was a significant increase of 76% from 2023

Figure 1c. 2019-2024 Port Spend and WMBE Percentage
Non-Construction Disaggregated



2024 in Context

- » Within non-construction procurements, goods and services continues to constitute the most dollars spent
- » WMBE use percentage decreased for personal services and professional services contracts in 2024, and increased in goods and services contracts

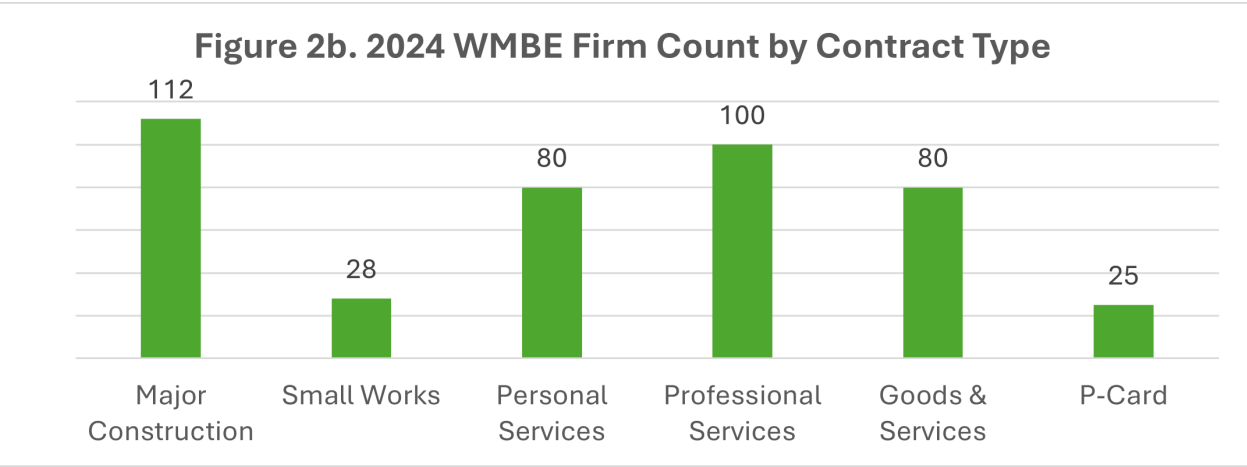
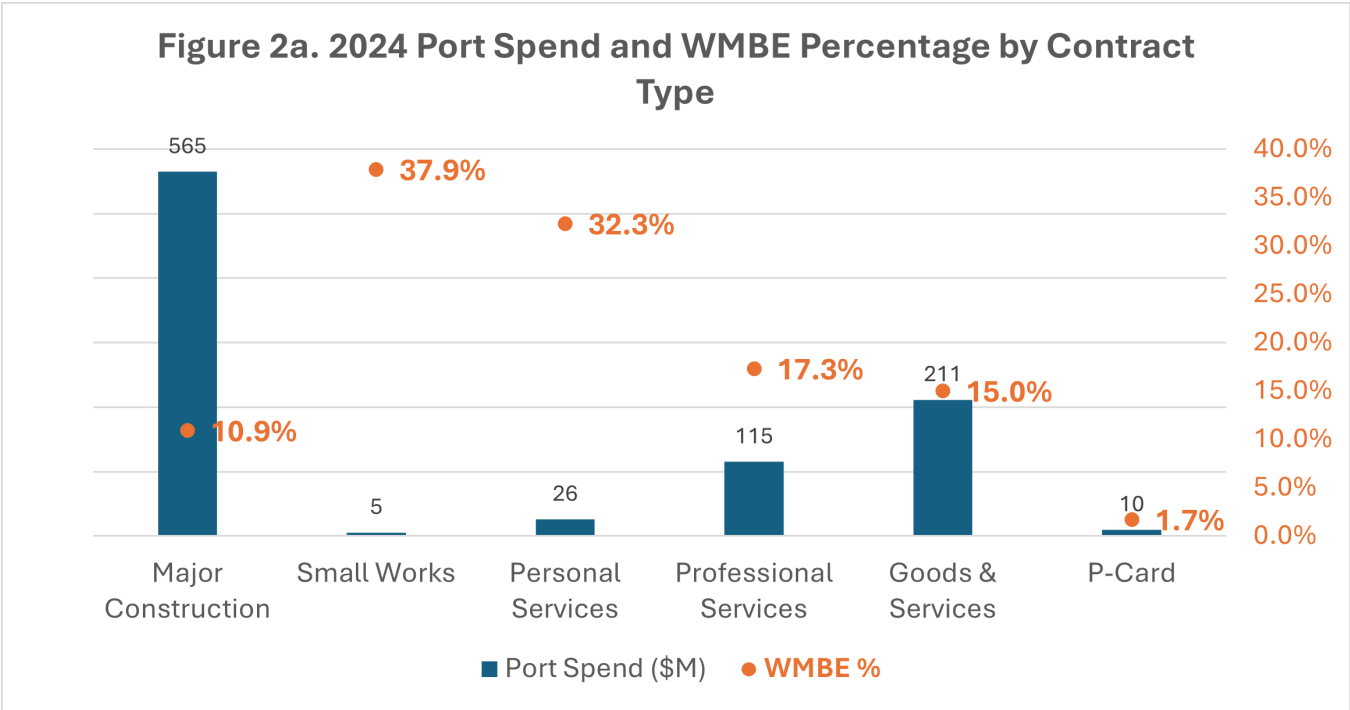


2024 UTILIZATION BY CONTRACT TYPE

This section disaggregates 2024 utilization data by contract type.

Contracting at the Port is classified by the following types of work:

- » Construction (also referred to as “public works”) which includes major construction and small works procurements
- » Service Agreements (also referred to as “consulting”) which includes professional services and personal services procurements
- » Purchasing (also referred to as “goods and services”) which includes goods and services procurements and P-card purchases



2024 in Context

- » The distribution of the Port’s spending among the contract types map closely to the distribution pattern of the previous five years – major construction constitutes the highest spend, goods and services second-highest, professional services third
- » Service agreements (personal services and professional services combined) has the most number of WMBE firms (165 firms), above construction (137 firms) and purchasing (103 firms)



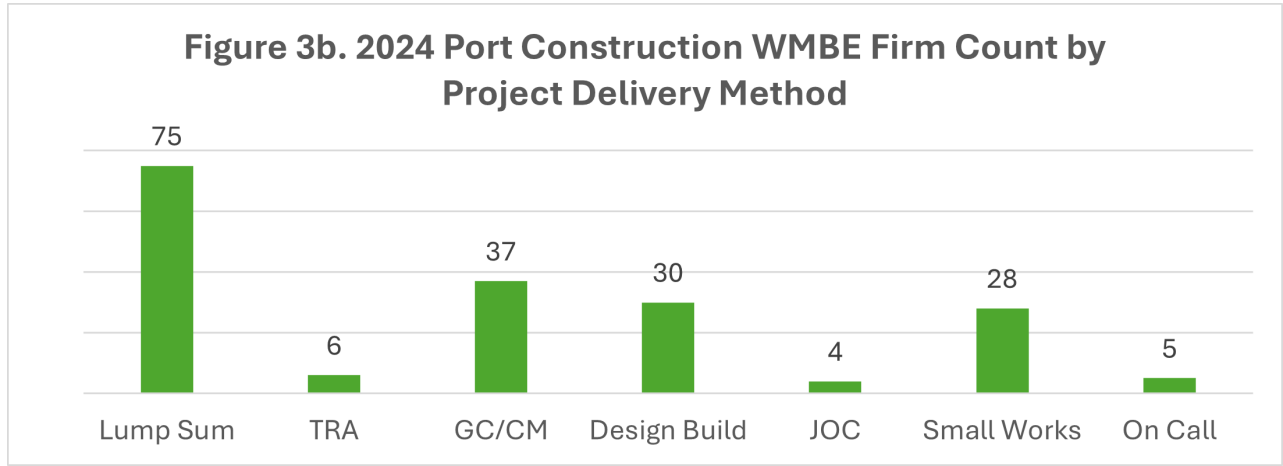
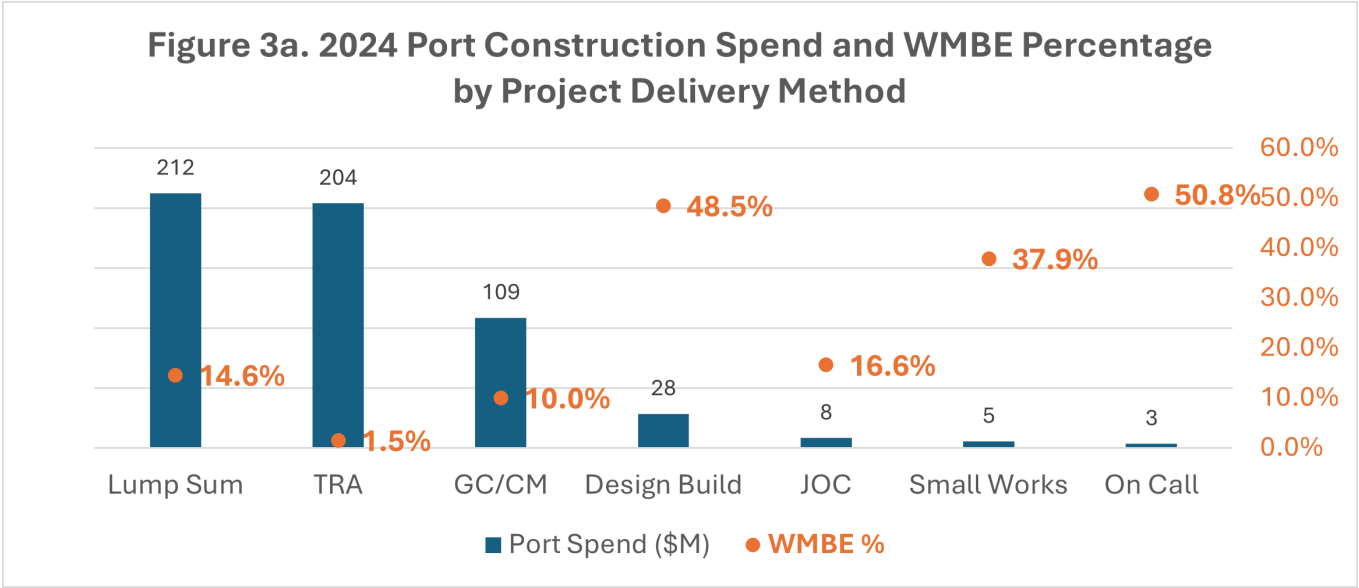
Construction Procurements

Construction includes small works (<\$300K), major construction (>\$300K), and alternative public work (job order contract, design build, general contractor/construction management) projects.

In 2024, WMBE spend was 11.2% (\$64M) of the \$570M total construction spend.

Table 2. 2024 Port-Wide Construction Procurements

	Total Spend (Dollars)	WMBE Spend (Dollars)	WMBE %	WMBE firm #
Major Construction	565 M	62 M	10.9 %	112
Small Works	5 M	2 M	37.9 %	28
Total	570 M	64 M	11.2 %	137



2024 in Context

- » Lump Sum constitutes the largest segment of Port public works spend (\$212M) as well as the largest number of WMBE firms (75 firms)
- » Tenant Reimbursement Agreements over the past five years ranked fourth for construction dollars spent. In 2024 it constituted an outsized amount of Port public spend (\$204M) but has low WMBE use (1.5%) and low WMBE firm count (6 firms)
- » On-call procurement projects, while they account for the smallest amount of Port construction dollars (\$3.4M) continue to have public works’ highest WMBE use (50%)

Service Agreements

Service agreements, also referred to as “consulting projects” is made up of professional service agreements and personal service agreements. Professional service agreements are used for architecture, engineering, landscape architecture, and land surveying services. Personal service agreements are for all consultant services that fall outside of the professional service agreements disciplines.

In 2024, WMBE spend was 20.1% (\$28M) of the \$141M total service agreement (SA) spend.

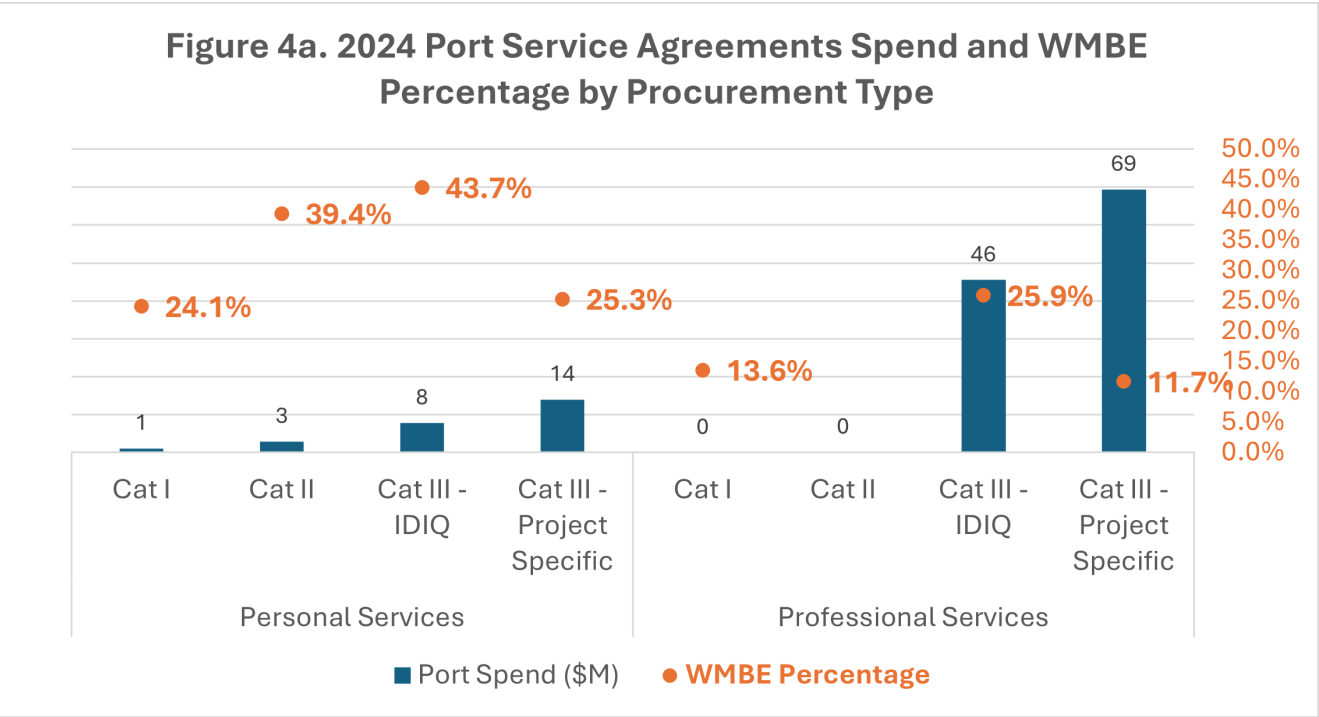
Table 3. 2024 Port-Wide Service Agreement Procurements

Contract Type	Total Spend (Dollars)	WMBE Spend (Dollars)	WMBE %	WMBE firm #
Personal SA	26 M	8 M	32.3 %	80
Professional SA	115 M	20 M	17.3 %	100
Total	141 M	28 M	20.1 %	165

In 2024, the Central Procurement Office Service Agreement team conducted a Lean process which resulted in improvements that made it easier for all to do business with the Port. These improvements include introducing an interview-only option for Cat III service agreements that did not require the submission of a proposal, better enabling consultants to prepare ahead of time for interview questions, and taking steps to shorten the negotiation process.

The following figures show service agreement procurement data categorized by the service agreement contract’s procurement category.





PURCHASING

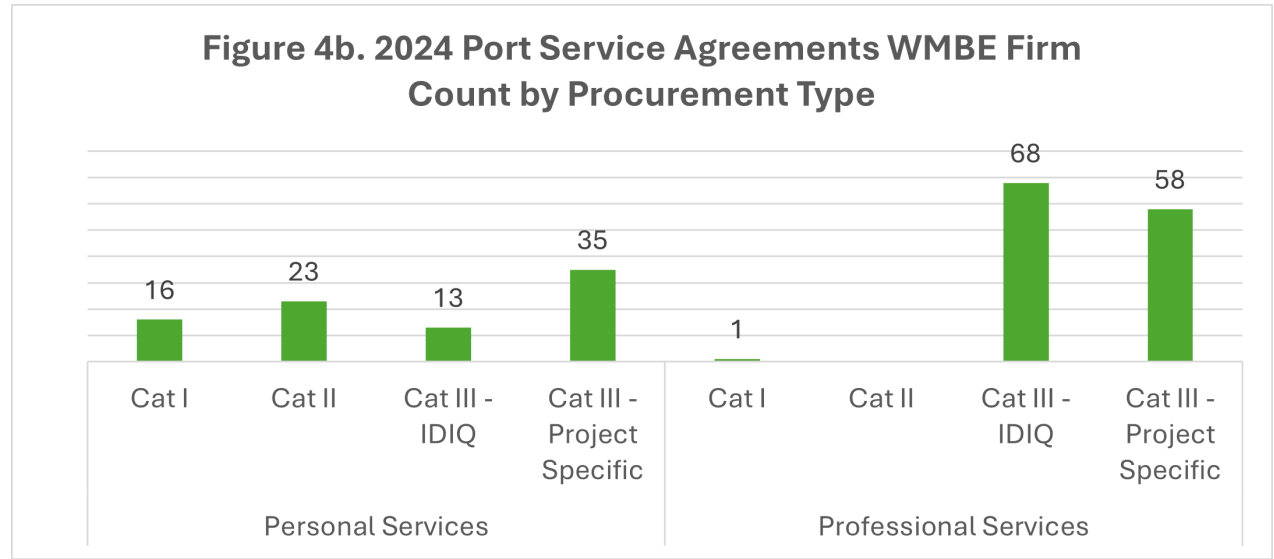
Purchasing is constituted of goods and services contracts and purchase-card spends. Goods and services contracts consist of operational needs such as janitorial services, security, and other services that do not fall under consulting services.

Purchase-card spend consists of purchases under \$4,999. These types of purchases are comprised of Amazon purchases, small work supply orders, and smaller purchases to meet one-off needs for Port departments to carry out their day-to-day work.

In 2024, WMBE spend was 14.4% (\$32M) of the \$221M total purchasing spend.

Table 4. 2024 Port-Wide Purchasing Procurements

Contract Type	Total Spend (Dollars)	WMBE Spend (Dollars)	WMBE %	WMBE firm #
Goods and Services	211 M	32 M	15.0 %	80
P-Card	10 M	0.2 M	1.7 %	25
Total	221 M	32 M	14.4 %	103



2024 UTILIZATION BY DIVISION

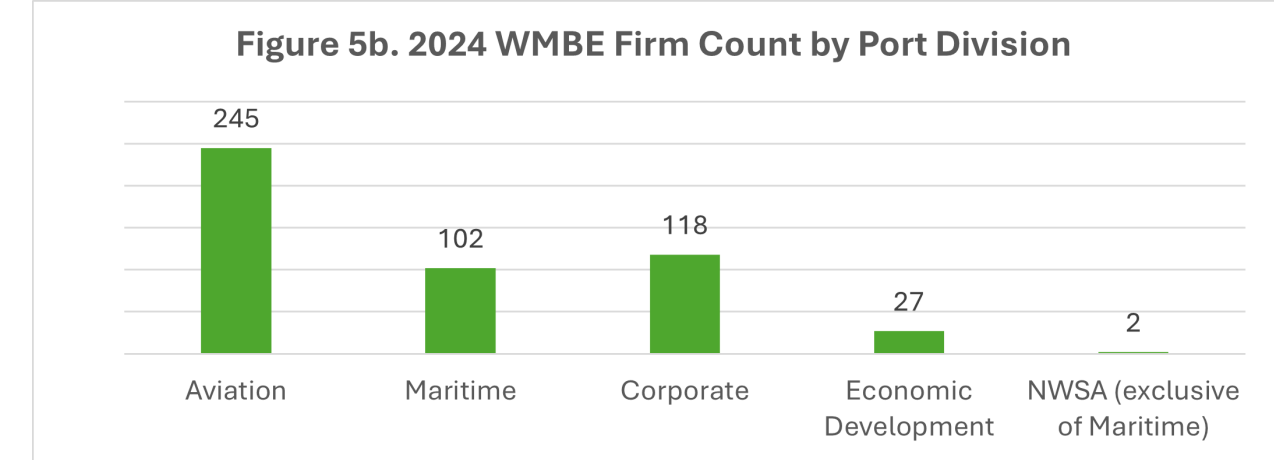
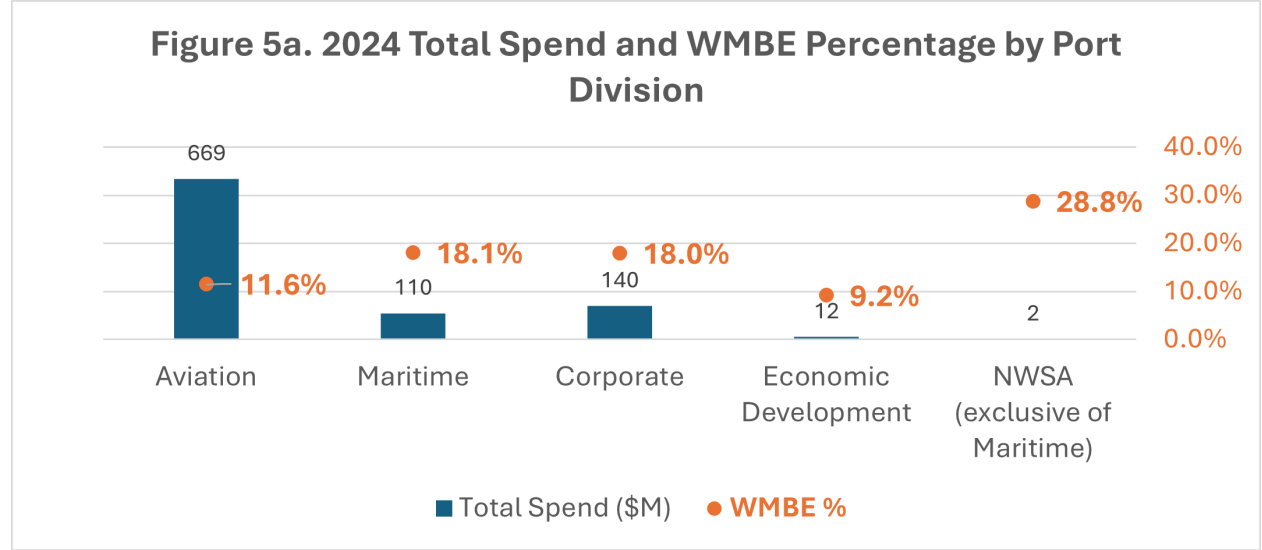
This section disaggregates 2024 WMBE data by division. Each year, Diversity in Contracting works with divisions and departments to determine their WMBE utilization goal for the year. Performance is monitored on a quarterly basis and is a part of directors' annual performance evaluations.

Each division in the Port has different business needs which impact how many and what kinds of WMBE firms they work with. That does not, however, change the fact that within their unique parameters, each division is expected to make affirmative efforts to increase WMBE utilization. Information presented includes division data for construction and non-construction total spend, construction spend, and non-construction spend.



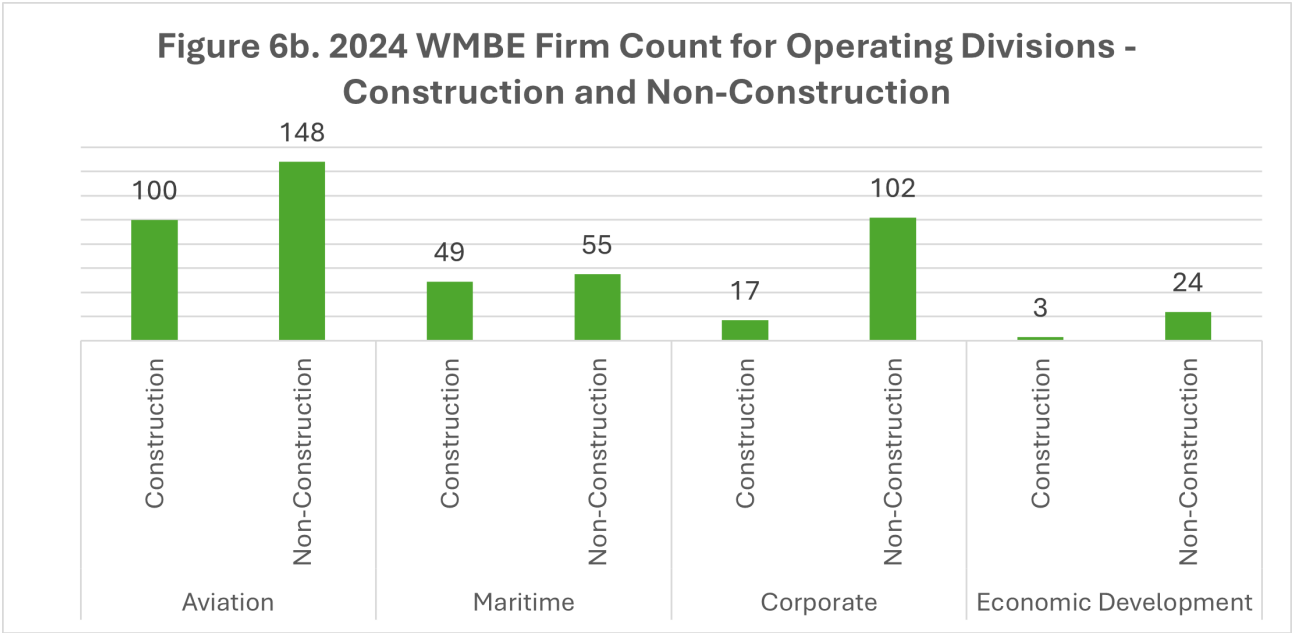
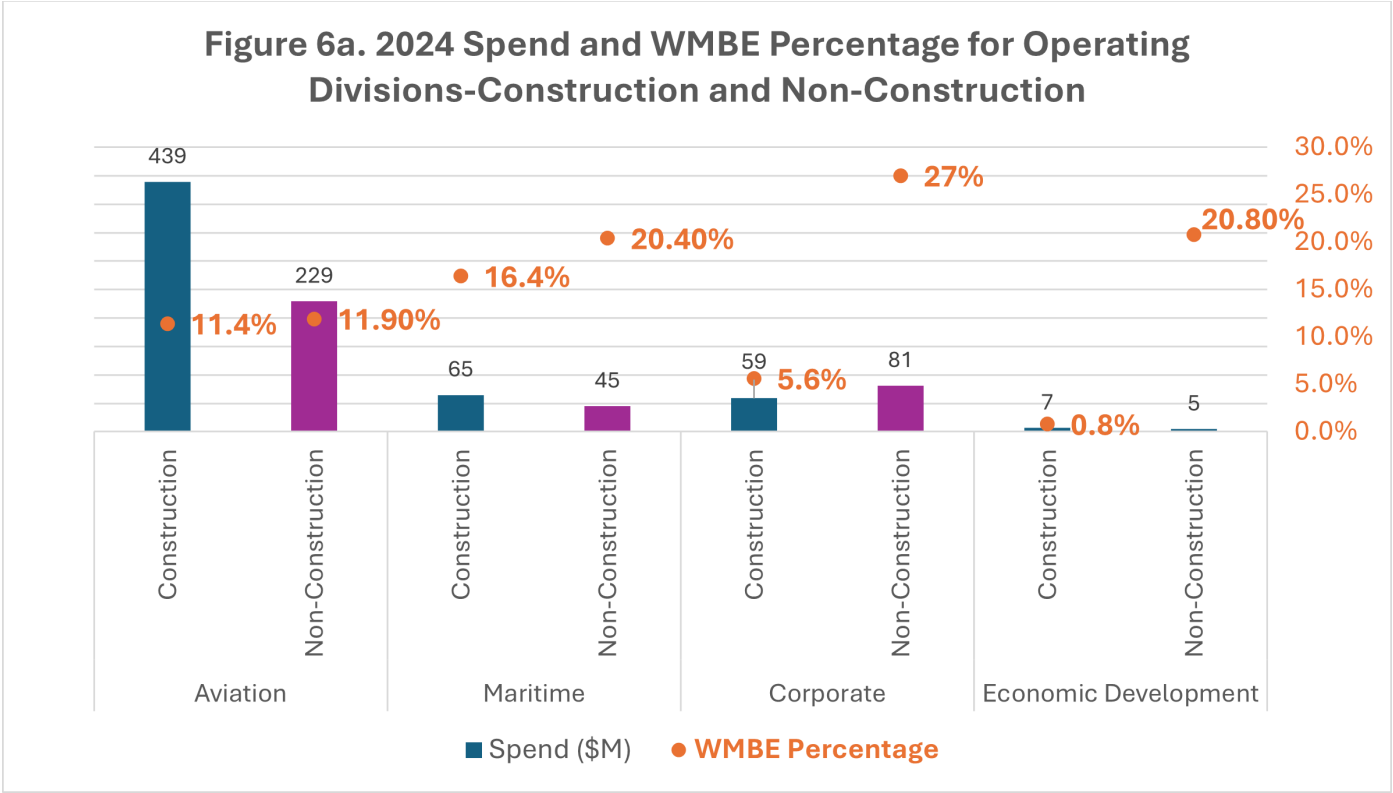
2024 in Context

- » Category III professional services constitute the largest part of professional service agreement spend (\$45.5M and \$69.4M)
- » There is room for improvement on WMBE use for project specific professional services. It has the largest dollar amount and lowest WMBE use (11.7%)



2024 data highlights

- » Aviation Division continues to spend the most dollars at the Port. Aviation spend also increased significantly from 2023 (\$455M) to 2024 (\$669M). WMBE use also increased from 2023 (10.2%) to 2024 (11.6%)
- » Maritime Division WMBE use rose from 2023 (13.6%) to 2024 (18.1%)
- » Corporate Division WMBE use decreased from 2023 (22.5%) to 2024 (18%)



- » Aviation Division Public Works spend (\$439M) continues to dominate the Public Works spend among the Divisions
- » Aviation non-Public Works Spend (\$229M) also continues to dominate the non-public works spend among divisions
- » Corporate Division non-construction spend has the highest WMBE use (27%)



Aviation

The Aviation Division is responsible for managing and developing Seattle-Tacoma International Airport (SEA) which serves as a critical hub for passengers and cargo traffic in the Pacific Northwest. The Aviation Division oversees all aspects of airport operations which includes airline and passenger experience, Airport Dining and Retail, facilities maintenance, and a variety of major construction capital improvement projects. Aviation has the largest spend out of the Port divisions, more than the other divisions combined, with large sums spent on both public works and non-public works.

Table 5. Aviation WMBE Utilization

Catagory	Total Spend (Dollars)	WMBE Spend (Dollars)	WMBE %	WMBE firm #
Public Works	439 M	50 M	11.4 %	100
Non-Public Works	229 M	27 M	11.9 %	148
Total	669 M	77 M	11.6 %	245

Maritime

The Maritime Division manages the operations, development, and maintenance of the Port’s seaport facilities, which includes cruise and cargo terminals, as well as fishing and recreational facilities.

Table 6. Maritime WMBE Utilization

Catagory	Total Spend (Dollars)	WMBE Spend (Dollars)	WMBE %	WMBE firm #
Public Works	65 M	11 M	16.4 %	49
Non-Public Works	45 M	9 M	20.4 %	55
Total	110 M	20 M	18.1 %	102

Economic Development

The Port’s Economic Development Division (EDD) plays an important role in promoting economic growth and development in our region. It is comprised of various programs and initiatives, which include Real Estate Development and Strategy, Diversity in Contracting, and Tourism Development.

Table 7. Economic Development WMBE Utilization

Catagory	Total Spend (Dollars)	WMBE Spend (Dollars)	WMBE %	WMBE firm #
Public Works	7 M	0.1 M	0.8 %	3
Non-Public Works	5 M	1 M	20.8 %	24
Total	12 M	1 M	9.2 %	27

Corporate

Port of Seattle’s Corporate Division is comprised of the departments and programs that execute the Port’s administrative functions. Some of the departments include: Finance, Human Resources, and Information Technology. Corporate Division’s spend is comprised of various consulting, goods and services contracts, and IT Infrastructure support.

Table 8. Corporate Division WMBE Utilization

Catagory	Total Spend (Dollars)	WMBE Spend (Dollars)	WMBE %	WMBE firm #
Public Works	59 M	3 M	5.6 %	17
Non-Public Works	81 M	22 M	27.0 %	102
Total	140 M	25 M	18.0 %	118

Northwest Seaport Alliance (NWSA)

The Northwest Seaport Alliance (NWSA) is a marine cargo operating partnership between the Port of Seattle and the Port of Tacoma. Although some of the projects executed are jointly managed, Port of Seattle Diversity in Contracting tracks and reports their WMBE utilization as well.

Table 9. NWSA WMBE Utilization (inclusive of projects also counted in Maritime Division)

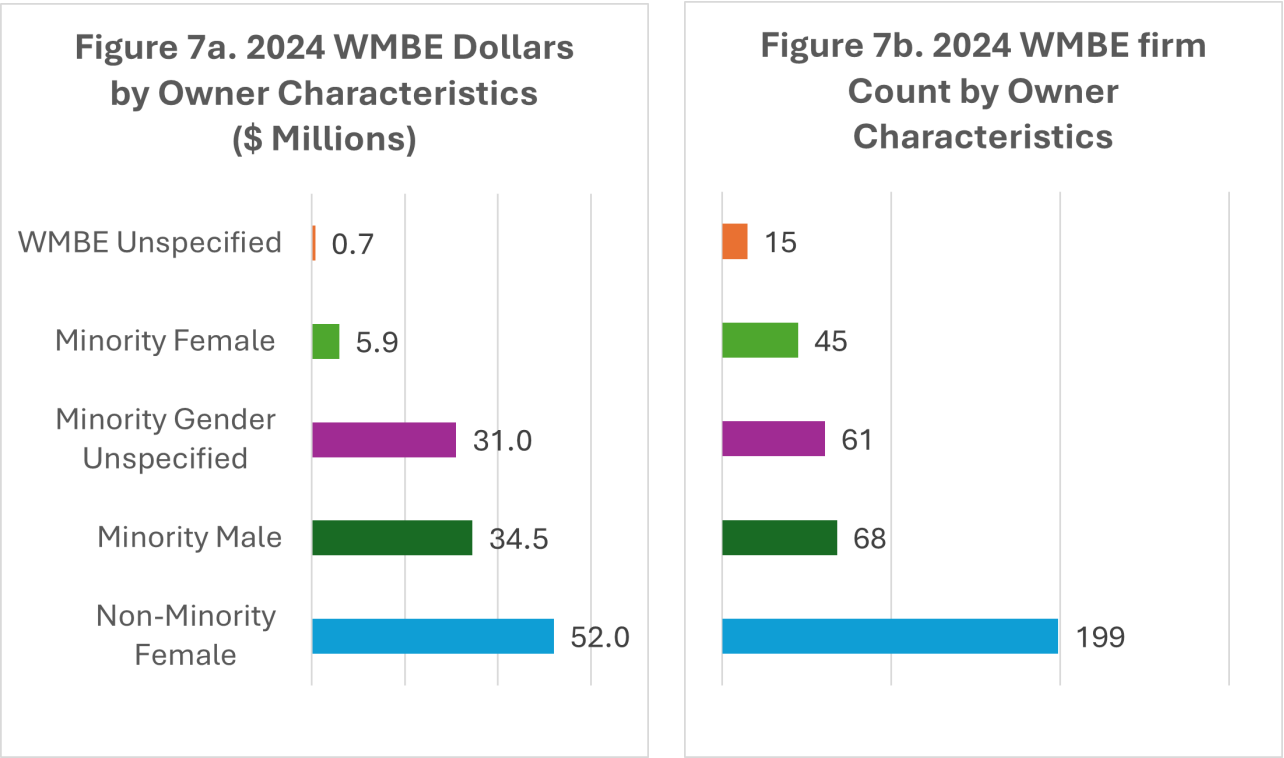
Catagory	Total Spend (Dollars)	WMBE Spend (Dollars)	WMBE %	WMBE firm #
Public Works	18 M	5 M	29.6 %	23
Non-Public Works	14 M	0.6 M	4.5 %	6
Total	32 M	6 M	18.6 %	29

2024 UTILIZATION BY BUSINESS OWNER CHARACTERISTICS

This section disaggregates 2024 data by business owner identifying characteristics. This data is important because the barriers and disparities experienced by different marginalized groups are unique and need to be understood and addressed as such.

2024 Utilization by Minority Status and Gender

This section provides data on WMBE dollars spent and WMBE firm counts by the information the Port has on WMBE business’ minority status and gender



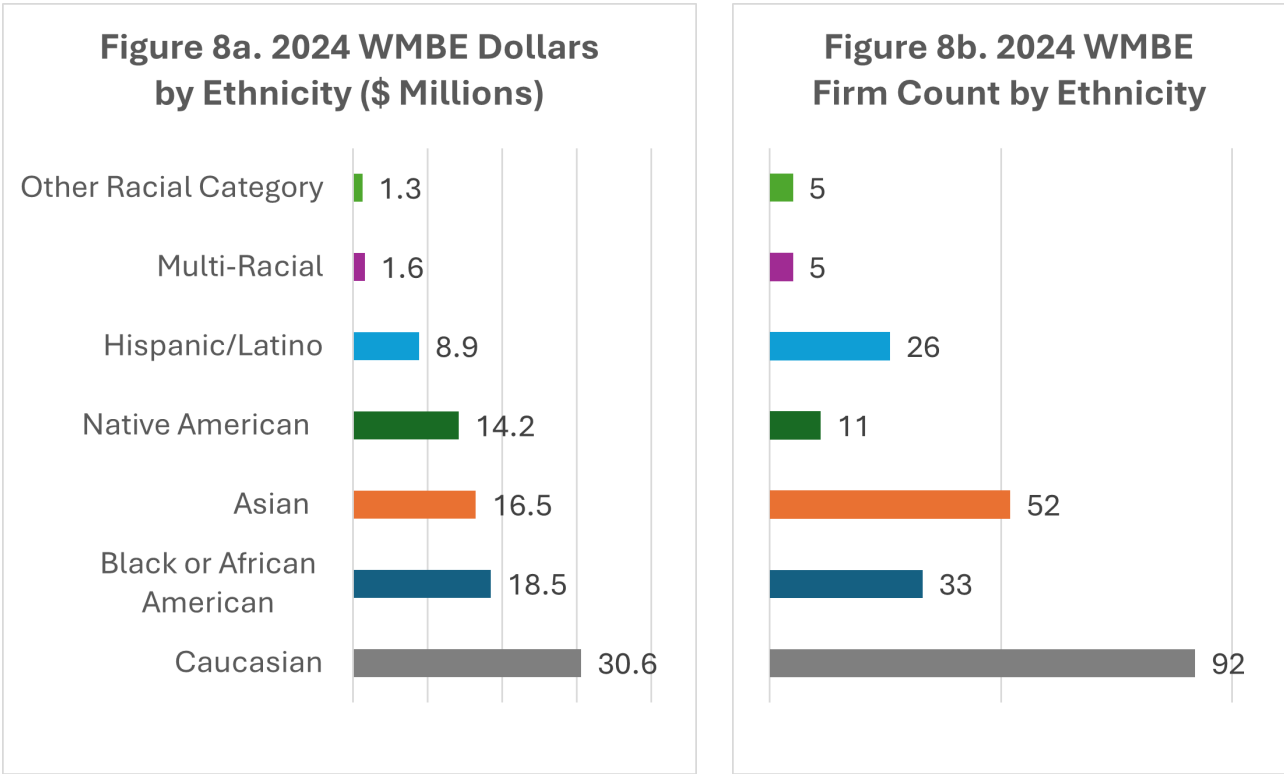
**"WMBE unspecified" represents WMBE dollars and firms for which we do not have minority status and gender information.*

2024 Data highlights

- » Non-minority female firms earned \$52M constituting 42% of 2024 WMBE spend. They also had a firm count of 199 constituting 51.3% of the WMBE firm number for 2024.
- » Of the WMBE firms for which the Port has minority status and gender information, minority female WMBE dollar amount (\$5.9M) constituted the smallest portion of the Port’s WMBE dollars spend as well as firm count.

2024 Utilization by Ethnicity

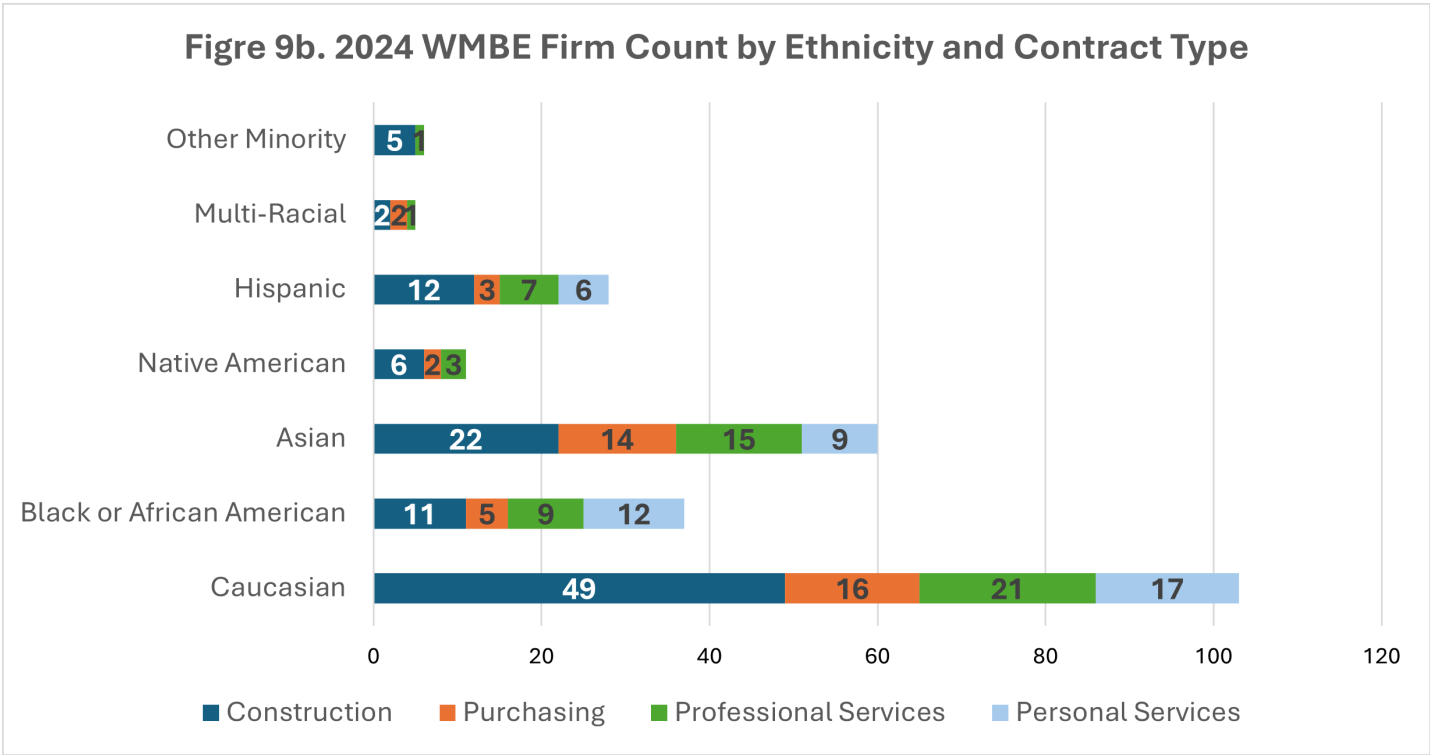
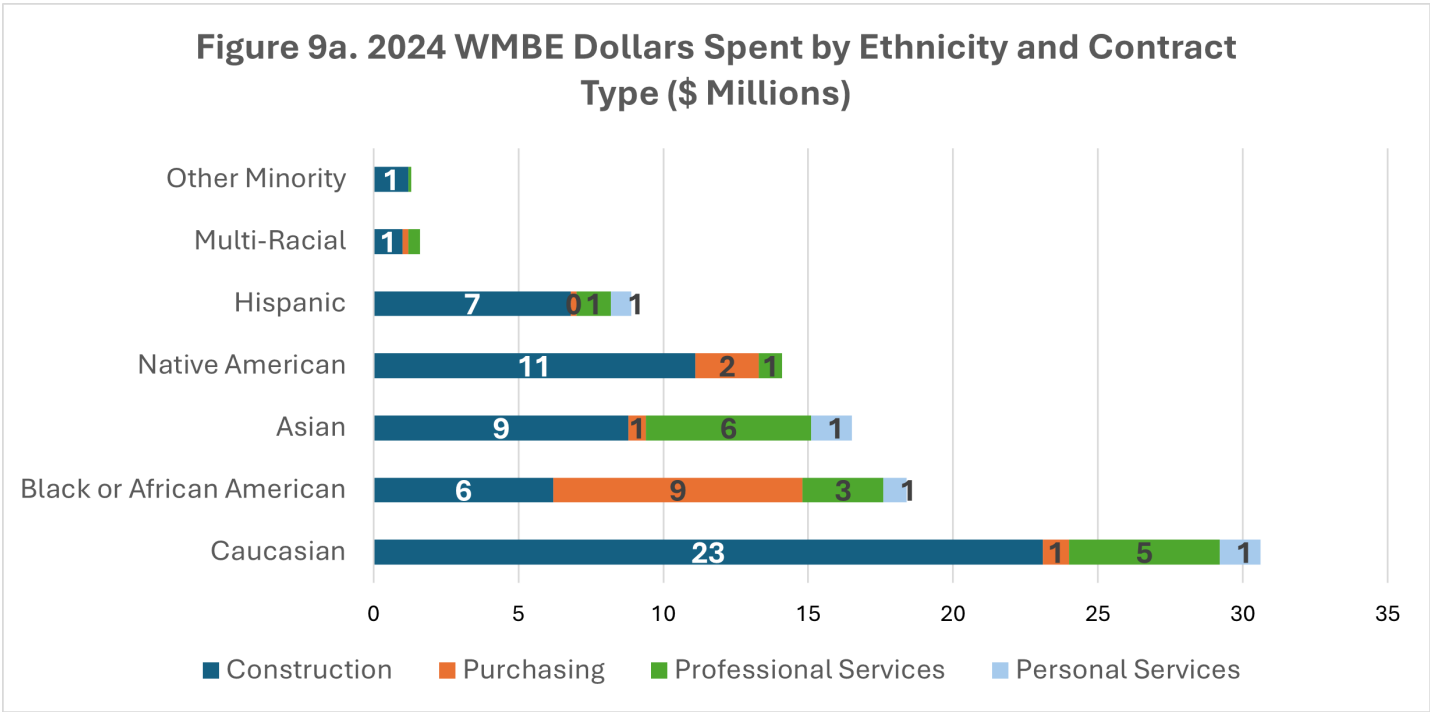
This section provides data on WMBE dollars spent and WMBE firm counts by Port data on WMBE business’ owner ethnicity.



- » Of the WMBE firms for which we have ethnicity data, Caucasian WMBE firms (firms owned by Caucasian women) received the largest percentage of dollars going to WMBEs, (\$30.6 or 24.7% of the total WMBE dollars) and constituted the largest percentage of the Port’s WMBE firm numbers (92 firms or 23.7% of the total WMBE firm count).
- » Of the WMBE firms for which we have ethnicity data, Black or African American firms received the second largest percent of WMBE dollars (\$18.5M which is 14.9% of the total WMBE dollars), similar to in 2023.
- » Of the WMBE firms for which we have ethnicity data, Asian firms constituted the second largest number of the Port’s WMBE firm partners (52 firms which is 13.4% of the total WMBE firm count), similar to in 2023.

2024 Utilization by Ethnicity and Contract Type

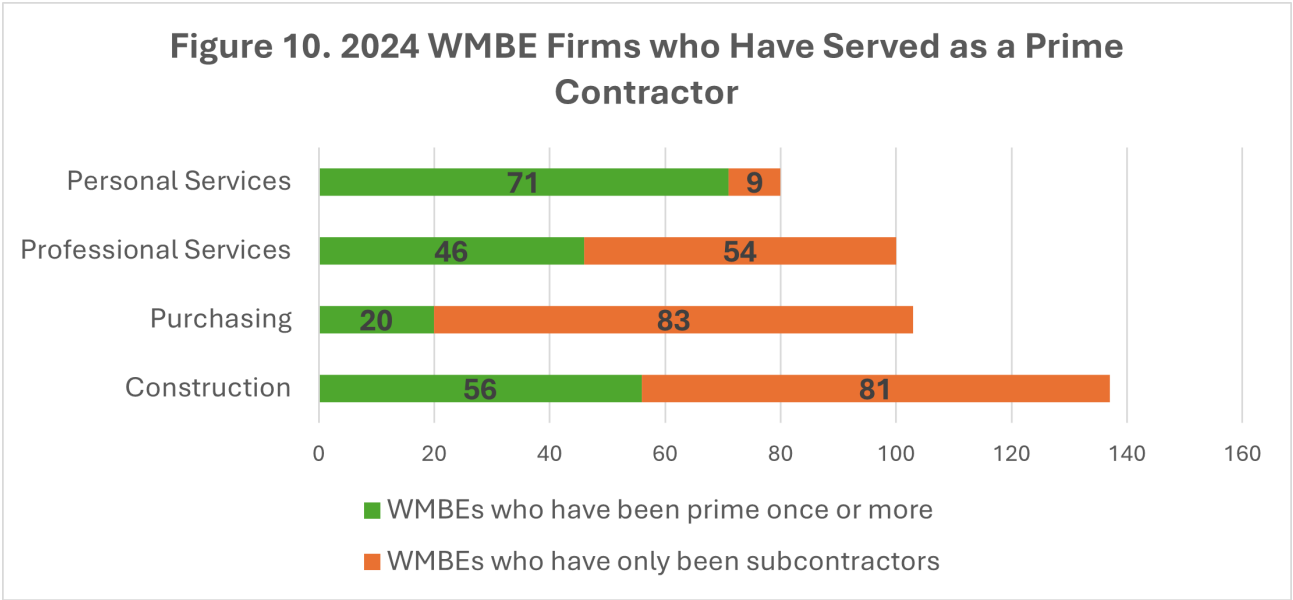
This section examines, for the WMBE firms for which we have ethnicity data, how WMBE dollars and the number of Port WMBE partners are distributed by different contract type and by different ethnicity groups.



- » On trend with the past five years, of the WMBE firms for which we have ethnicity data, Caucasian WMBE firms received the most Port construction dollars (\$23M), with Native American WMBE firms receiving second-most construction dollars (\$11M).
- » Black or African American firms received the most Port dollars going to purchasing contracts (\$9M) with Native American firms receiving second-most purchasing dollars (\$2M WMBE spend).
- » Construction constitutes a large percentage of the WMBE firm counts for each ethnicity, with the remaining firm counts spread somewhat evenly across the other three contracting types.

WMBE Utilization and Prime

The experience of contracting with the Port as a prime contractor and contracting with the Port as a subcontractor under a prime have their respective challenges and opportunities.



- » Personal services is the procurement category that has the largest number of WMBE firms (71) that have contracted with the Port as a prime.
- » For both purchasing contracts and construction contracts, the majority of the WMBE firms that worked with the Port in 2024, did so in the capacity of a subcontractor.

2025 WMBE GOALS

The Diversity in Contracting department worked with division directors to set their annual goals by reviewing their 2025 budget items and the WMBE utilization possible in each. The department identified a Port-wide 2025 WMBE aspirational goal of 16% for non-public works. It also identified a goal of working with 500 WMBE firms annually.

2025 Division Goals

Table 10. 2024 WMBE Goals by Division (Non-Public Works Spend)"

Division	2024 WMBE Attainment%	2025 WMBE Goal%	2025 Projected Overall Spend (Dollars)*
Aviation	11.9%	14%	201M
Corporate	27.0%	16%	73M
Economic Development	20.8%	10%	4M
Maritime	20.4%	14%	16M
Total	16.6%	16%	294M

* These figures are projections. Actual spend will vary.

Table 11. 2025 Corporate Department Goals

Corporate Department	2024 WMBE Attainment%	2025 WMBE Goal%	2025 Projected Overall Spend (Dollars)*
Engineering	19%	25%	19.8M
Chief Financial Office Group	23%	30%	10.9M
Environmental	12%	20%	24M
Equity	16%	21%	4.7M
Police	10%	8 %	3.8M
External Relations	20%	18%	4.4M
Legal	4%	2%	1.5M
Human Resources	21%	21%	1M
Port Construction Services	12%	26%	1.1M
Central Procurement Office	15%	15%	186K
Commission	5%	10%	344K
Executive Director	15%	5%	86K
Strategic Initiatives	20%	50%	46K
Internal Audit	5%	20%	3.6K
Labor Relations	10%	5%	17K
Total	17%	16%	73.8M

* These figures are projections. Actual spend will vary.

2024 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

The Port of Seattle receives federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the Port of Seattle has signed an assurance that it will comply with 49 Code of Federal Regulation (CFR) Part 26 “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs”.

The Department’s Disadvantaged Business Enterprise (DBE) Program is designed to remedy ongoing discrimination and the continuing effects of past discrimination in federally-assisted highway, transit, airport, and highway safety financial assistance transportation contracting markets nationwide. The primary remedial goal and objective of the DBE program is to level the playing field by providing small businesses owned and controlled by socially and economically disadvantaged individuals a fair opportunity to compete for federally funded transportation contracts.

It is the policy of the Port of Seattle to ensure that DBEs, as defined in 49 CFR Part 26, have an equal opportunity to compete for contracts, subcontracts, and agreements in the award, participation, and administration of USDOT–assisted contracts. It is also the Port of Seattle’s policy to engage in the following actions on a continuing basis:

1. Establish an overall DBE goal covering a three-year federal fiscal year period which is submitted to the Federal Aviation Administration (FAA). Goals are determined by availability of DBEs in the area and adjusted to reflect the possible DBE participation based on the most current disparity study data
2. Monitor and ensure DBE subcontractors are promptly paid for work
3. Gather and report data to the U.S. Department of Transportation (DOT)
4. Plan and participate in DBE training seminars and providing technical assistance
5. Ensure contractor compliance with good faith effort requirements to meet the DBE goal
6. Ensure nondiscrimination in the award and administration of DOT- assisted contracts
7. Create a level playing field in which DBEs can compete fairly for DOT-assisted contracts
8. Ensure that the DBE Program is narrowly tailored in accordance with applicable law
9. Ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs
- 10.Help remove barriers to the participation of DBEs in DOT-assisted contracts
- 11.Promote the use of DBEs in all types of federally-assisted contracts and procurement activities
- 12.Assist the development of firms that can compete successfully in the marketplace outside the DBE Program
- 13.Make appropriate use of the flexibility afforded to recipients of federal financial assistance in establishing and providing opportunities for DBEs

Table 12. DBE Utilization

	Total Spend (Dollars)	DBE Spend (Dollars)	DBE %	DBE firm #
Federally-Assisted Job Order Contracting	11.6 M	1.6 M	13.5 %	13
Federally-Assisted Construction and Architecture & Engineering	169.2 M	18.9 M	11.1 %	46

2025 DBE Program Goals

The focus of the DBE Program in 2025 will be the following:

- 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. Conduct “get certified” events with the Washington State Office of Minority and Women's Business Enterprises
- 5. Partner with other government entities that also receive USDOT’s Airport Improvement Program (AIP) grants on DBE matters
- 6. Collaborate with US DOT Small Business Transportation Resource Center (SBTRC)



2024 COMMUNITY ENGAGEMENT AND TRAINING

Diversity in Contracting’s WMBE and DBE programs are complemented and supported by robust community engagement and training efforts, in which the primary goal is to improve and expand technical assistance (including WMBE certification, business development, training, and mentoring programs for WMBE firms) to enhance bidding expertise. Community engagement and training is comprised primarily of 1) training and networking events, 2) communications targeted to the WMBE community, and 3) engagement and partnership with the WMBE community, advocacy organizations, and other public agencies.

Training and Events

PortGen is the umbrella term applied to all in-person and online events hosted by the Port to connect WMBE businesses with business development training, Port contracts, or networking opportunities. Informational PortGen events focus on providing WMBE firms with what they need to know about an area at the Port, or with specific upcoming projects (referred to as “Project First Looks”) so that they can determine whether they want to pursue it, and if so, begin teaming with other firms well ahead of the contract advertisement.

The 2024 informational PortGen events included:

- » January PortGen First Look featuring two construction contracts
- » February PortGen First Look featuring two construction contracts
- » April PortGen First Look featuring three construction contracts
- » November PortGen First Look featuring four construction contracts

Other PortGen events, while they may include an informational component, are geared towards enabling WMBE firms to create and maintain relationships with primes and other subcontractors with whom they can collaborate on projects at the Port and beyond. Networking with decision makers at the Port, Prime contractors looking for subcontractors to partner with on upcoming projects, the Port’s business development partners, and other small businesses is invaluable for businesses in the WMBE community.

The 2024 networking-focused PortGen events included:

- » Aviation Maintenance Day
- » Aviation Industry Day
- » Maritime Industry Day
- » Diversity in Contracting End-of-Year Celebration

In 2024, Diversity in Contracting community engagement and training activities achieved the following PortGen outcomes:

- » 17-195 Attendees per Event
- » 425 Unique Firm Attendees
- » 200 Unique WMBE Firm Attendees

Complementing annual or one-time PortGen events are the Advanced PortGen workshops, a series of workshops that the Port hosted in Fall 2024 to empower WMBE firms with what they need to obtain their first government contract.

Topics covered include: subcontracting & contracting vehicles, project labor agreements, prevailing wage compliance, indirect cost rates, bonding, and insurance . Each topic was covered through a pre-recorded video which was accompanied by a live question and session hour with a technical expert.

In 2024, the Advanced PortGen outcomes include:

- » 95 Video views from WA firms
- » 57 Unique Attendees at the Chat with Expert online events
- » 34 Unique Businesses that identified as Minority-, Woman- or Veteran-Owned

The Business Accelerator mentorship program is the most advanced PortGen offering. 2024 was the fourth year that the Port conducted the Business Accelerator Program, designed to enable WMBE firms with previous government contracting experience to level up, scale their business, and get more work. Chosen from a pool of applicants, selected WMBE businesses experienced weekly business development classes and weekly one-on-one sessions with a mentor selected just for them.

- » 85 applications received
- » 10 WMBE businesses graduated



Communications

In 2024, Diversity in Contracting also continued distributing weekly e-mail digests to nearly 7,000 contacts so that firms could stay current on the latest Port contracting opportunity postings and training and networking events. Communications have been successful with a 36% email open rate and a 5% click rate which aligns with industry standards.

The team also published newsletters and nine blogs spotlighting WMBE businesses, posted advertisements, and maintained an active social media presence.

Community Engagement

The Port continued to support and partner with community organizations and other government agencies to foster WMBE growth and expand the WMBE pool of businesses for our agencies to utilize. These events include attending community advocacy group meetings, trade group meetings, and the Regional Contracting Forum. These events drive new registrations to the Port’s contracting portal. In 2024, there were 60 new WMBE firm VendorConnect registrations.

Below are a few of the events that Diversity in Contracting participated at and collaborated with other agencies and organizations:

- » Project First Look with Hoffman Construction
- » Alliance Northwest
- » Conference of Minority Transportation Officials (COMTO) networking event
- » Planes Trains and Automobiles
- » Regional Contracting Forum

Community engagement also includes providing direct assistance to WMBE firms to connect them with useful contacts and information. The team provided direct assistance to at least 85 WMBE firms.

2025 AND BEYOND

In 2025, the Port of Seattle amended the Diversity in Contracting Program to reflect the growth of the program since it was established in 2018. The new resolution (Resolution 3836) has outlined the following outcomes to be achieved within the next five years (2025-2029):

- 1) Utilize 500 WMBE businesses annually, and
- 2) Increase to 16% the percentage of dollars spent on WMBE contracts

For 2025, the Port's goals are to partner with 500 WMBE firms, and to achieve 16% WMBE spend, with a 14% WMBE sub-goal for construction.



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of Seattle®

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