

## CONTRACTOR SUBMITTED DIVERSITY PLAN

**(a) Diversity Plan** - A submittal by the Contractor that:

- Is required as a Contract obligation;
- Is submitted before beginning On-Site Work;
- Describes past, present, and Project nondiscrimination practices;
- Identifies past and planned workforce diversity;
- Identifies any historical DBE or MWESB Joint Ventures;
- Identifies past and planned use of DBE, MBE, WBE, or ESB subcontractors and materials suppliers;
- Identifies past and planned DBE, MBE, WBE, or ESB Mentoring;
- Is not required at the time of Bid Opening as part of the bid submittal; and,
- Is not required as a condition of Contract award.

**(i) Workforce Diversity** - As part of the Diversity Plan, submit a bar chart and narrative of the Contractor's past and planned workforce diversity efforts.

In the bar chart, make the vertical axis the number of employees. Make the horizontal axis with 6 discreet points, one for each July 1 of the last five years and one as a projection for the current project. Use the July 1 of the year that comes closest to the maximum employment projected for the current Project:

- Show a bar on the chart with the number of total employees at each of the six discreet points.
- Show a bar on the chart with the number of minority employees at each of the six discreet points.
- Show a bar on the chart with the number of women employees at each of the six discreet points.
- Show a bar on the chart with the number of apprentices or trainees at each of the six discreet points.

In the narrative:

- Describe opportunities provided to develop Workforce Diversity.
- Describe how OJT and apprentices are utilized.
- Describe recruiting activities related to finding women and minorities.
- Describe company policy aimed at retaining women and minorities.

**(ii) Subcontractor, Consultant, and Supplier Utilization** - As part of the Diversity Plan, submit a bar chart and narrative of the Contractor's experience in encouraging Diversity through the use of subcontractors and suppliers on previous projects.

In the bar chart, make the vertical axis the total utilization of subcontractors, consultants and suppliers in percent. Make the horizontal axis with 6 discreet points, one for each

July 1 of the last five years and one as a projection for the current project. Use the July 1 that comes closest to the maximum employment projected for the current Project:

- Show a bar on the chart with all subcontracting, consultant, and supplier usage as 100%, at each of the six discreet points.
- Show a bar on the chart with percent DBE firms used as subcontractors, consultants, and suppliers (if all subcontractors were DBE firms, for example, then the bar length would also equal 100%) at each of the six discreet points.
- Show a bar on the chart with percent ESB firms used as subcontractors, consultants, and suppliers at each of the six discreet points.
- Show a bar on the chart with percent WBE and MBE firms used as subcontractors, consultants, and suppliers at each of the six discreet points.

In the narrative:

- Describe the outreach program or plan for obtaining DBE, MBE, WBE and ESB firms used in the last five years.
- List of the pertinent organizational or other channels used for outreach used in the last five years.
- List of DBE, MBE, WBE and ESB firms used in the last five years.

**(iii) Project Subcontracting, Consultant, and Supplier Plan** - As part of the Diversity Plan, include in the narrative a detailed schedule of events and specific steps that shall be taken to maximize broad based participation in this Project. The Contractor shall describe any plans to provide mentoring, technical development, or business development services to subcontractors and suppliers needing or requesting such services. Possible elements of the Project specific plan include:

- Special outreach efforts regarding announcement of subcontracting or supply opportunities to a diverse community of broad based potential partner organizations. List the pertinent organizational or other channels used for announcement or outreach.
- Commitment to provide administrative, financial, technical or other support to subcontractors or suppliers.
- Opportunities identified in the Project where one or more subcontractor or supplier may develop small prime contracting skills under mentorship of the Contractor.
- Any equipment sharing programs to reduce costs for non DBE subcontractors or non DBE suppliers.

**(b) Resources Available** - The following are resources the Contractor may use to find additional minority and women employees or subcontractors, consultants and suppliers. The use of alternate and additional resources by Contractors is encouraged.

<p><b>African American Chamber of Commerce of Oregon and Southwest Washington (AACCO)</b>  PO BOX 2979  Clackamas, OR 97015-2979  Phone: 800-909-2882  Website:  <a href="http://www.blackchamber.info/default.cfm">http://www.blackchamber.info/default.cfm</a></p>	<p><b>Associated General Contractors (AGC) Oregon-Columbia Chapter</b>  9450 S.W. Commerce Circle, Suite 200  Wilsonville, OR 97070  Phone: 503-682-3363  Website: <a href="http://www.agc-oregon.org">http://www.agc-oregon.org</a></p>
<p><b>Hispanic Metropolitan Chamber</b>  333 SW 5th Avenue, Suite 100  Portland, OR 97204  Phone: 503-222-0280  Website: <a href="http://www.hmccoregon.com">http://www.hmccoregon.com</a></p>	<p><b>National Association of Minority Contractors of Oregon (NAMCO)</b>  10350 N Vancouver Avenue, Suite 102  Portland, OR 97217  Phone: 503-735-9455  Website: <a href="http://namc-oregon.org">http://namc-oregon.org</a></p>
<p><b>Oregon Association Of Minority Entrepreneurs (OAME)</b>  4134 N. Vancouver Avenue  Portland, OR 97217  Phone: 503-249-7744  Website: <a href="http://oame.org">http://oame.org</a></p>	<p><b>Oregon Native American Chamber of Commerce (ONACC)</b>  PO BOX 82068  Portland, OR 97282-0068  Phone: 503-894-4525  Website: <a href="http://www.onacc.org/index.html">http://www.onacc.org/index.html</a></p>
<p><b>Oregon Tradeswomen Inc.</b>  3934 NE Martin Luther King Jr. Blvd. #101  Portland, OR 97212  Phone: 503-335-8200  Website: <a href="http://www.tradeswomen.net/">http://www.tradeswomen.net/</a></p>	<p><b>State of Oregon, Employment Department</b>  875 Union St. NE  Salem, OR 97311  Phone: 800-237-3710  Website: <a href="http://www.oregon.gov/EMPLOY/">http://www.oregon.gov/EMPLOY/</a></p>
<p><b>State of Oregon, Office of Minority, Women and Emerging Small Business</b>  350 Winter Street NE, Room 21  Salem, OR 97301  Phone: 503-947-7976  Website:<a href="http://www.oregon.gov/gov/MWESB/">http://www.oregon.gov/gov/MWESB/</a></p>	

