

**Small Works Roster
Direct Contracting
Business Utilization Plan**

Agency	Energy Northwest		
Effective Date	December 12, 2024	End Date	August 31, 2025

Purpose

Energy Northwest is reserving the option to utilize Direct Contracting as practical in the Small Works Roster process for contracts \$150,000 or less. As required under RCW 39.04.152(4)(b)(iv), Energy Northwest is preparing the following small, minority, women, and veteran-owned business utilization plan.

Policy and Intent

It is Energy Northwest’s policy to not favor contractors by repeatedly awarding contracts without documented attempts to negotiate with others.

Energy Northwest’s business utilization plan is intended to help increase the likelihood of small works roster awards going to a broad range of small businesses.

This business utilization 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 Energy Northwest’s Procurement Specialist as they solicit and negotiate using direct contracting.

Transparency

This business utilization plan will be reviewed and updated as needed on an annual basis by September 1st of each year. Energy Northwest’s business utilization plan will be available to the public to review on Energy Northwest’s external website.

Goal

Energy Northwest’s goal is to award to small and diverse businesses half of all the small works projects each year to contractors interested in performing work and located in the applicable geographical area. During the course of the first year utilizing Direct Contracting, needed processes and procedures will be created and established for future use.

Utilization Achieved

After the first year utilizing the Direct Contracting method, Energy Northwest will provide data on any resulting awards.

Evaluation

After the first year utilizing the Direct Contracting method, Energy Northwest will provide an evaluation plan to reflect on the positives and deltas for continuous learning and development in this process.

Related Policies

- 1. Executive Board Resolution No. 2173
- 2. Direct Contracting Method Whitepaper
- 3. Supply Chain Services Instruction 4.1

Reviewed By:

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Christopher L. La Plante
Contracts Supervisor
Date: 12/17/2024

Manager: _____ Signed by:
David R. Jordan
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David R. Jordan
Supply Chain Services Manager
Date: 12/17/2024

Certificate Of Completion

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Accepted: 12/17/2024 7:31:31 AM

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Company Name: Energy Northwest

In Person Signer Events

Signature

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Editor Delivery Events

Status

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Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

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Envelope Summary Events

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Timestamps

Envelope Summary Events	Status	Timestamps
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Envelope Updated	Security Checked	12/17/2024 6:28:13 AM
Envelope Updated	Security Checked	12/17/2024 6:28:13 AM
Certified Delivered	Security Checked	12/17/2024 7:31:31 AM
Signing Complete	Security Checked	12/17/2024 7:31:56 AM
Completed	Security Checked	12/17/2024 7:31:56 AM

Payment Events	Status	Timestamps
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