



Title:	City of Seattle Responsible Contractor Policy	No:
Division:	Purchasing and Contracting	Effective date: April 1, 2024

1. Policy Statement

The City of Seattle (the “City”) will use best practices in its efforts to award to contractors that adhere to fair business practices and that demonstrate they meet the responsibility requirements of goods and services, consultant and public works contracting.

Each City department shall comply with this policy and actively encourage contracting decisions that reflect the policy principles. Purchasing and Contracting (“PC”), a division of Finance and Administrative Services (“FAS”), shall actively promote and encourage contracting compliance, within applicable bidding thresholds, to the adopted policies and guidelines detailed below.

2. Responsibility Elements

The City may consider but is not limited to the following information before reaching a responsibility determination.

- A. Technical ability, capacity, availability of the contractor to perform required scope of work.
- B. Financial capacity to support performance of the required scope of work. Financial capacity may be supported and achieved through participation in Disadvantaged Business Enterprise (DBE), Office of Minority and Women’s Business Enterprise (OMWBE), or other small business development and support programs.
- C. Previous and existing compliance with law, including demonstrated compliance with local, state, and federal labor standards.
- D. Record of business integrity, customer service and relevant experience.
- E. Eligibility to receive federally funded contracts.
- F. Ability to meet applicable licensing requirements.

Relevant responsibility requirements will be included in the solicitation documents.

3. Contractor Verification

In addition to and in alignment with the elements above, prior to award, the City verifies the following information, as applicable, to confirm contractor responsibility prior to award.

- A. For public works contracts, the bidder or proposer complies with all responsibility criteria required under RCW 39.04.350.
- B. For architectural and engineering professional services contracts, the submitter has a state excise tax registration number required under RCW Title 82.
- C. Compensation of the workforce at or above the prevailing or living wage.
- D. Positive history of wage compliance as reported by the Washington State Department Labor and Industries.
- E. Prioritization of worker safety.
- F. Respect of the right of employees to bargain collectively.
- G. Opportunity for, and support and mentoring of the growth of, certified small businesses and DBE firms.
- H. Policy that expresses the contractor’s commitment to equity and inclusion and provides diversity, equity and inclusion training, or similar training, for all employees.
- I. Equal employment opportunity and harassment free workplace policies and training for all employees that includes how to report all forms of harassment.

J. Support of environmental and environmental and energy efficiency initiatives and policies.

4. Compliance

Failure to comply with this policy may result in corrective action.

5. Social Equity Factors

Evaluation of contractor responsibility may incorporate other City policies and guidelines of social equity, as appropriate to each contract. Relevant requirements will be included in the solicitation documents. Factors include, but are not limited to:

- A. Micro-, Small-, Women- and minority-owned business (WMBE) opportunity and participation;
- B. Priority Hire opportunity and participation;
- C. Opportunities for workforce development;
- D. Environmental justice (disproportionate environmental and health impacts on different population groups).

6. Responsibilities

A. City Department Directors shall:

- 1. Ensure staff comply with this policy and relevant City ordinances, orders and rules.

B. FAS Purchasing and Contracting shall:

- 1. Build awareness of this policy through information dissemination, integration into internal procedures and guidelines and incorporation into routine employee trainings for each City department;
- 2. As needed, integrate responsible contractor boilerplate language into solicitation templates, and maintain and update such language to incorporate evolving standards;
- 3. Coordinate ongoing review of this policy.

7. References

It is the intent of this policy to complement City code and State laws. When such code or law is updated to accommodate a more rigorous standard, the policy shall be considered to likewise require such additional provision. The City has the following ordinances and policies including but not limited to:

- A. [SMC 20.60.101](#): Responsibility definition.
- B. [SMC 20.42](#): Equality in Contracting
- C. [Sustainable Procurement Policy](#)

8. Signature

The Division Director has reviewed and approved this policy.


Presley Palmer (Nov 8, 2024 13:02 PST)

Division Director, Purchasing and Contracting

11/08/2024

Date

9. Revision history

11/8/2024 – Links updated