



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Ordinance 20036

Proposed No. 2025-0277.1

Sponsors Mosqueda

1 AN ORDINANCE related to the contracting opportunities
2 program and small contractor and supplier certification and
3 criteria for participation; allowing for automatically
4 qualifying firms certified by the Washington state Office of
5 Minority and Women's Business Enterprises; allowing for
6 removing minimum business-related training requirements
7 to maintain certification; and amending Ordinance 13983,
8 Section 4, as amended, and K.C.C. 2.97.050.

9 **STATEMENT OF FACTS:**

- 10 1. The contracting opportunities program is an essential part of the
11 county's work to implement Executive Order, CON-7-28-EO, supporting
12 pro equity contracting.
- 13 2. The county's finance and business operations division administers fast-
14 track certification, which allows businesses certified with Washington
15 state Office of Minority and Women's Business Enterprises to
16 automatically participate in the county's small supplier and contractor
17 certification program.
- 18 3. In 2024, the county's fast-track certification program added 1126
19 minority- and women-owned businesses to its online directory of certified
20 small contractors and suppliers, resulting in a total of 3,644 fast-track

Ordinance 20036

21 firms at the year, and accounting for 88.8 percent of all King County firms
22 certified as small contractors and suppliers. The addition of those certified
23 firms has contributed to the increase in contract dollars awarded to
24 minority- and women-owned businesses. In 2024, \$107.1 million was
25 awarded to firms certified as small contractors and suppliers, with 55
26 percent going to minority- and women-owned businesses.

27 4. The 2024 King County Disparity Study by Colette Holt & Associations
28 on construction and construction-related services, and architecture,
29 engineering and other professional services ("A&E/P") contracting for the
30 contracting opportunities program found that the disparity results, both for
31 all industries and the broad industry groupings of construction and
32 A&E/P, demonstrate that minority- and woman-owned businesses are at or
33 very close to parity with businesses that are not minority- and woman-
34 owned businesses in the award of county contracted dollars. The ratios
35 are over 80 percent and are mostly statistically significant.

36 5. The 2024 King County Disparity Study by Colette Holt & Associations
37 recommended dropping the requirements for additional training as criteria
38 for continued certification as a small contractor and supplier for the
39 county. The study found that most of the certified small contractors and
40 suppliers interviewed were relatively experienced businesspeople who
41 asked for specific information about doing business with the county, not
42 overall business training.

43 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

Ordinance 20036

44 SECTION 1. Ordinance 13983, Section 4, as amended, and K.C.C. 2.97.050 are
45 hereby amended to read as follows:

46 To be certified for the program, a business must:

47 A.1. ~~((b))~~Be either a small contractor or supplier(~~(,)~~); or

48 2. Be certified by the Washington state Office of Minority and Women's

49 Business Enterprises;

50 B. ~~((h))~~Have a valid business license; and ~~((must))~~

51 C. ~~((s))~~Serve a commercially useful function. ~~((To maintain its certification,~~
52 ~~within one year of its certification a small contractor or supplier must have the person or~~
53 ~~persons who own and control the business complete at least fifteen hours of business-~~
54 ~~related training in a program approved by the manager. Based on the manager's~~
55 ~~assessment of the small contractor or supplier's need for additional training, the manager~~
56 ~~may require a small contractor or supplier to complete up to fifteen additional hours~~
57 ~~annually of business-related training. The manager shall evaluate and approve training~~
58 ~~programs based on one or more of the following indicators of the training program's~~
59 ~~value: the industry's historical use of the training program; the training program's~~

Ordinance 20036

- 60 ~~affiliation with established schools, if any; and accreditation by an established~~
61 ~~association.))~~

Ordinance 20036 was introduced on 11/4/2025 and passed by the Metropolitan King County Council on 2/24/2026, by the following vote:

Yes: 9 - Balducci, Barón, Dembowski, Dunn, Fain, Lewis,
Mosqueda, Perry and von Reichbauer

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Signed by:

Sarah Perry

062AC77E76FB49B...

Sarah Perry, Chair

ATTEST:

DocuSigned by:

Melani Hay

8DE1BB375AD3422...

Melani Hay, Clerk of the Council

APPROVED this ____ day of 3/9/2026, ____.

Signed by:

Girmay Zahilay

B7B9CFF6992F49A...

Girmay Zahilay, County Executive

Attachments: None

Certificate Of Completion

Envelope Id: 0BD6CA01-1707-4B66-9D5B-0FBCFAA7A113

Subject: Complete with Docusign: Ordinance 20036.docx

Source Envelope:

Document Pages: 4

Certificate Pages: 5

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed

Envelope Originator:

Cherie Camp

401 5TH AVE

SEATTLE, WA 98104

Cherie.Camp@kingcounty.gov

IP Address: 198.49.222.20

Record Tracking

Status: Original

2/25/2026 9:49:08 AM

Security Appliance Status: Connected

Storage Appliance Status: Connected

Holder: Cherie Camp

Cherie.Camp@kingcounty.gov

Pool: FedRamp

Pool: King County-Council

Location: DocuSign

Location: Docusign

Signer Events

Sarah Perry

sarah.perry@kingcounty.gov

Security Level: Email, Account Authentication
(None)

Signature

Signed by:

Sarah Perry
062AC77E76FB49B...

Signature Adoption: Pre-selected Style

Using IP Address: 146.129.133.3

Timestamp

Sent: 2/25/2026 9:50:16 AM

Viewed: 2/25/2026 10:05:27 AM

Signed: 2/25/2026 10:05:39 AM

Electronic Record and Signature Disclosure:

Accepted: 2/25/2026 10:05:27 AM

ID: dbc1538b-1078-4295-8f24-b310665f1e2a

Melani Hay

melani.hay@kingcounty.gov

Clerk of the Council

King County Council

Security Level: Email, Account Authentication
(None)

DocuSigned by:

Melani Hay
8DE1BB375AD3422...

Signature Adoption: Pre-selected Style

Using IP Address: 198.49.222.20

Sent: 2/25/2026 10:05:40 AM

Viewed: 2/25/2026 10:23:10 AM

Signed: 2/25/2026 10:23:20 AM

Electronic Record and Signature Disclosure:

Accepted: 9/30/2022 11:27:12 AM

ID: 639a6b47-a4ff-458a-8ae8-c9251b7d1a1f

Girmay Zahilay

execzahilay@kingcounty.gov

Security Level: Email, Account Authentication
(None)

Signed by:

Girmay Zahilay
B7B9CFF6992F49A...

Signature Adoption: Pre-selected Style

Using IP Address: 198.49.222.20

Sent: 2/25/2026 10:23:22 AM

Viewed: 3/9/2026 11:57:59 AM

Signed: 3/9/2026 12:21:01 PM

Electronic Record and Signature Disclosure:

Accepted: 3/9/2026 12:20:34 PM

ID: 283d1fa6-0539-4983-88fe-531fe9aad626

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Carly Pena cpena@kingcounty.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 2/25/2026 10:23:22 AM Viewed: 2/25/2026 11:16:09 AM
--	-------------------	--

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	2/25/2026 9:50:17 AM
Certified Delivered	Security Checked	3/9/2026 11:57:59 AM
Signing Complete	Security Checked	3/9/2026 12:21:01 PM
Completed	Security Checked	3/9/2026 12:21:01 PM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, King County-Department of 02 (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact King County-Department of 02:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: cipriano.dacanay@kingcounty.gov

To advise King County-Department of 02 of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at cipriano.dacanay@kingcounty.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from King County-Department of 02

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with King County-Department of 02

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify King County-Department of 02 as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by King County-Department of 02 during the course of your relationship with King County-Department of 02.