



Examples of Common Errors Regarding Participation (Professional Service)

Letter of Intent Common Errors

- **Do Not list** a dollar range or percentage range of participation for a DSBO certified firm on the DSBO participation page in the bid documents. **Be Specific.** (Example: \$2560.00, not “approximately \$3,000.00” **OR** 11.8% not “10 to 12 %”).
- **Do Not submit** Letters of Intent late, incomplete or not signed by the proposer and the certified firm.
 - Listing a scope of work or supply for a DSBO certified firm for which they are not currently certified.
- **For Projects with an M/WBE or SBE goal, Do Not list** a firm, who is not currently certified with Division of Small Business Opportunity (DSBO) or whose certification has expired. An On-line Directory of DSBO certified firms is available at:
<http://www.milehigh.com/business/do-business>
- **Do Not list** a certified firm for a scope of work or supply that is not identified in the DSBO Directory.
- **For Projects with a DBE goal, Do Not list** a DBE firm, who is not currently certified under the State of Colorado’s, Unified Certification Program (UCP) or whose certification has expired. An On-line Directory of DBE certified firm is available at:
http://www.dot.state.co.us/App_UCP/Index.cfm
- **Do Not list** a certified firm for a scope of work or supply that is not identified in the UCP Directory.
 - **Do Not Provide** a Letter of Intent for a DSBO certified firm that does not match the percentage amount listed in the proposal documents submitted.