

Division of Small Business Opportunity (DSBO)



DENVER
ECONOMIC DEVELOPMENT
& OPPORTUNITY



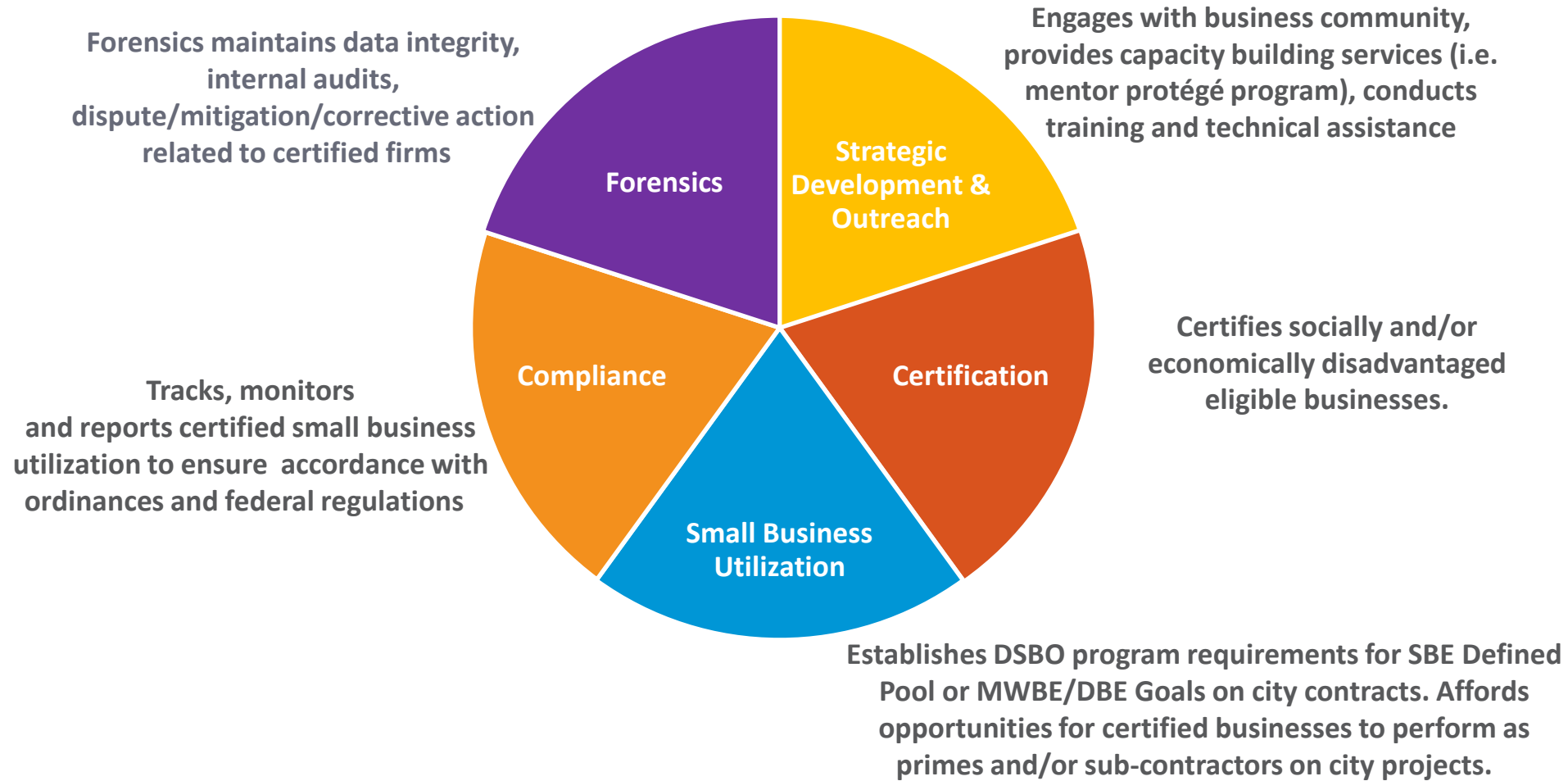
Division Overview

MISSION

Be the bridge that promotes and improves the participation and engagement of small businesses through the creation and implementation of programs, thereby achieving an equitable Denver economy



Pillars of DSBO



COMMITMENT TO MWBE UTILIZATION

- DSBO has established an MWBE participation goal of 5%.
- Participation goals must be met with MWBE firms certified with the City and County of Denver in the scopes of work you intend for them to perform as set forth in Section 28-127, DRMC or through the demonstration of a good faith effort under Section 28-128, DRMC.
- You can find a directory of MWBE certified firms at www.denvergov.org/dsbo. That website is also listed within the RFP.

MWBE REQUIREMENTS

MWBE PARTICIPATION GOAL
5%

Proposers must complete and include with their proposal:

- ✓ **Commitment to MWBE Participation Form**; identifying the percentage of MWBE utilization the Proposer is committed to, and
- ✓ **MWBE EDI Plan**

Both documents are due on the proposal due date, as part of the proposal.

***FAILURE TO SUBMIT A REQUIRED FORM MAY DEEM YOU NONRESPONSIVE**

MWBE EQUITY, DIVERSITY, AND INCLUSION PLAN

The draft MWBE Equity, Diversity, and Inclusion Plan is a **required submittal** as part of the response to the RFP and it will be **scored**. DSBO's approval of the MWBE Equity, Diversity, and Inclusion Plan will be required prior to receiving an executed contract.

MWBE EDI plan, previously referred to as Utilization Plan means a required plan, prepared by or on behalf of the proposer as required by DSBO and set forth in the applicable procurement documents that describes the proposer's written approach and strategy to the overall administration of their MWBE Program (including the expectations of the lower tier MWBE contractors).

The MWBE EDI Plan and the engagement of such firms should be innovative, comprehensive, open, and transparent approach that makes a significant impact through the promotion of equity, diversity, and inclusion to improve opportunities.

MWBE Equity, Diversity, and Inclusion Plan

MWBE COORDINATOR

Identify an MWBE Coordinator that will have direct and independent access to the project manager and/or chief operating officer. Elaborate on experience the MWBE Coordinator has related to managing established subcontracting/subconsulting requirements.

TECHNICAL ASSISTANCE & SUPPORT SERVICES

Describe the assistance and/or guidance that Offeror is and will provide to MWBE businesses that helps move this next generation of small businesses forward.

COMMUNICATION & VENDOR MANAGEMENT

Describe the communication strategies and assistance Offeror is and will use with MWBE businesses to align their work with the contract requirements.

OFFEROR'S CULTURE

Describe the communication strategies and assistance Offeror is and will use with MWBE businesses to align their work with the contract requirements

MWBE UTILIZATION STRATEGIES

Describe the strategies and tactics Offeror is and will use to increase the participation of new and existing MWBE businesses in contracting opportunities.

PROCUREMENT PROCESS

Describe Offeror's procurement process, policies and procedures. Provide details on the principles used throughout the process to remove barriers in an effort to promote equity and how you ensure that these efforts flow down to all tiers of subcontractors and subconsultants.

PAST PERFORMANCE

Provide examples where the Offeror has been successful in promoting equity, diversity, and inclusion both internally and externally.

FUTURE INITIATIVES

Provide a roadmap of the work Offeror intends to do over the next 5 years to promote equity, diversity, and inclusion both internally and externally.

NEW DSBO ORDINANCE REAUTHORIZATION

- **Contractor Prompt Pay (Section 28-135, DRMC):**
 - For contracts \$1M+,
 - MWBE subcontractors shall be paid within 35 days
 - Not paid when paid

- **Termination, Substitution, and Reduction in Scope (Section 28-136, DRMC):**
 - A contractor/ consultant must have good cause to terminate, substitute or reduce scope of an MWBE.

NETWORKING/ENGAGEMENT

Contractors/Consultants and certified firms are strongly encouraged to begin networking/engaging now to identify partnerships for the duration of the project.

- **Tips for Contractors/Consultants**

- Visit [Small Business Certification and Contract Management System](#) to locate certified firms.

- **Tips for Certified Firms**

- Utilize the plan holders list and registration list to identify what Contractors/Consultants to develop potential partnership.
- Begin making introductions and sending capability statement.
- Make sure certifications are **current** and **NAICS Codes are applicable** to the work you perform.

DSBO CONTACT INFORMATION

Alisha Elliott, Compliance Project Manager
Division of Small Business Opportunity
Alisha.Elliott@denvergov.org

- For more information about DSBO and to find certified firms, please visit:
<https://www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/do-business-with-denver.html>
- Small Business Procurement Requirements Training:
<https://denvergov.org/media/denvergov/dedo/dsbo-training/story.html>

An aerial photograph of the Denver skyline at sunset. The sun is low on the horizon, casting a warm, golden glow over the city. Several tall skyscrapers are visible, including the 19th Street Tower. The mountains are visible in the background under a hazy sky.

**Questions?
Thank You!**

Division of Small Business Opportunity
DSBO@denvergov.org
www.denvergov.org/dsbo



DENVER
ECONOMIC DEVELOPMENT
& OPPORTUNITY