

DBE CONTRACT REQUIREMENTS - DBE ENCLOSURE CHECKLIST

This checklist will help you verify that all the required enclosures are complete and submitted as required. Submit this checklist as the front page of your DBE Contract Requirements Enclosures. DBE Contract Requirements Enclosures are to be submitted with the bid/proposal. Failure to submit all completed Enclosures within the DBE Contract Requirements may result in your proposal being deemed Non-Responsive. Modification of any DBE Contract Requirements Enclosures prior to the official award of the Contract will result in your proposal being deemed Non-Responsive. Inconsistencies within the following Enclosures: Enclosure 1A, Enclosure 1B, Enclosure 2A and Enclosure 3A may also result in your proposal being deemed Non-Responsive. All Enclosures must be submitted with the bid/proposal. If you have any questions concerning the completion of any of the Enclosures, please contact RTD's SBO main office at (303) 299-2111, unless otherwise specified in the bid/proposal that all questions must be submitted through RTD designated Procurement Officer.

The following Enclosures (Enclosure 1A through Enclosure 7) must be submitted with your bid or proposal as a matter of responsiveness.

[] Enclosure 1A: DBE Affidavit

This form must be completed, signed and notarized by all Prime Contractors, whether DBE or not, to acknowledge the percentage of DBE utilization and DBE Goal commitment in this project.

[] Enclosure 1B: DBE Prime Affidavit

This form must be completed, notarized and signed only if the bidder/proposer is a DBE submitting a proposal/bid as a Prime Contractor. This form, if applicable, must be submitted with a current DBE certification letter(s) from the Colorado UCP to affirm DBE status.

[] Enclosure 2A: Schedule of DBE Participation

This form must be submitted by all bidders/proposers including DBE prime Contractors. This form must include a list of DBEs that the bidder/proposer intends to do business with if awarded the Contract. It must contain the following information: names and addresses of certified DBE firms, the scope of work they are to perform in the Contract, the applicable NAICS codes (found in their DBE certification with Colorado UCP) that coincides with the scope of work they will be performing in the Contract, their projected start and finish date for work in this project as well as the dollar value of each proposed certified DBE contract. Subsequent to the award of the Contract, the prime Contractor will be responsible for revising the initial Schedule of DBE Participation any time a new DBE is added to the project. The prime Contractor must also submit a copy of the DBE certification letter to RTD SBO with any new DBE(s) added to the project. RTD will only accept and approve new DBE(s) that are currently certified with the City and County of Denver or CDOT (Colorado UCP) under the NAICS code that coincides with the scope of work that they will execute in this project. The DBE firms listed on this schedule of DBE Participation cannot be terminated, substituted nor does RTD allow reduction of work without the final approval of RTD SBO. This form must be signed by the proposer/bidder. Subsequent to the award of the Contract, the prime Contractor must submit this form with each additional new DBEs added to the Contract.

[] Enclosure 2B: DBE Open Ended Performance Plan (OEPP)

This form must be completed by bidder/proposer only on Design/Build contracts. The OEPP will

apply only to the "construction phase" of a design/build contract. Bidder/Proposers are required to include the expected total contract amount, for the "construction phase", and fill the table listing all DBE activities or scopes intended to be subcontracted to DBE firms. Next to each listed scope, bidders/proposers are required to specify the time frame when each scope is expected to be performed; NAICS code(s) applicable for each scope/task, estimated dollar value and anticipated percentage of the total "construction phase" value each task represents.

[] Enclosure 3A: Letter of Intent to Perform as a DBE Subcontractor

This form must be submitted by all bidders/proposers. It must contain the following information: names and addresses of each individual certified DBE firm listed on the DBE Schedule of Participation, the scope of work the DBE is expected to perform in the Contract, the applicable NAICS codes (found in their DBE certification with Colorado UCP) that coincides with the scope of work the DBE will be performing in the Contract, the DBE's projected start and finish date for work in this project and the dollar value for the proposed certified DBE contract. This form must be signed by both the proposer/bidder and the DBE subcontractor. Subsequent to the award of the Contract, the prime Contractor must submit this form with each additional new DBEs added to the Contract.

[] Enclosure 3B: DBE Regular Dealer/Distributor Affirmation Form (FTA Form)

This form must be completed by DBE suppliers that are intended to be used for material or supplies. Each listed supplier in Enclosure 2 (Schedule of DBE Participation) must include a signed affirmation form. DBE suppliers intended to be considered "regular dealers" or "distributors" are required to fully complete the form and provide specific details on stocked materials they are intended to provide for the Contract. Bidder/proposer is required to submit completed affirmation forms, along with all other DBE Enclosures at the time bid or proposal is submitted.

[] Enclosure 4: Bidders List Information (List of Subcontractors Seeking to Work)

This form is for statistical purposes only. All bidders/proposers along with all their proposed subcontractors, DBEs and non-DBEs must complete this form.

[] Enclosure 5: Employer Certification of Workforce

This form defines the make-up of the company's workforce broken down by job categories, race and gender. This must be completed by every bidder/proposer as well as their subcontractors.

[] Enclosure 6: Disadvantaged Business Outreach

This form provides current outreach program information for contracted prime and subcontractors.

[] Enclosure 7: Unavailability Certification

Bidders/proposers that did not meet the specified DBE Goal identified in this bid/proposal or were only able to meet part of the DBE Goal in this bid/proposal are required to complete this form. In addition to this form, bidders/proposers are required to document and submit adequate and sufficient good faith efforts as required under 49 CFR Part 26.53. If the DBE Goal is met or exceeded by the bidder/proposer, please indicate N/A.

RTD's Diversity and Compliance Solution will track prompt payment and retainage to DBEs and non-DBEs. Please note that Failure to comply with the prompt payment provisions of DBE subcontractors and non- DBE subcontractors may give RTD just cause to impose one or more

of the following penalties, until the required payment(s) to the Contractor's subcontractor(s) is satisfied, unless RTD has given prior written approval to the Contractor for the delay or postponement of payment(s): (1) withhold payments to the Contractor; (2) assess sanctions against the Contractor; (3) assess the DBE and non-DBE subcontractor's indirect or consequential damages against the Contractor; (4) disqualify the Contractor from future bidding on RTD contracts *as non-responsible*; (5) enforce the payment bond against the Contractor; (6) pay the DBE and non-DBE subcontractor(s) directly and deduct this amount from any retainage owed to the Contractor; (7) *provide notice of default to the Contractor, stating the potential for termination or suspension of the Contract, in whole or in part*;

(8) issue a stop-work order until the DBE subcontractor(s) is paid, which order shall constitute an unauthorized delay under the Contract that could result in liquidated damages against the Contractor. Unless approved by RTD, the Contractor's failure to comply with this Section is a material breach of the contract;

[] Enclosure 8 - Instructions on DBE Participation and Payment Reporting Requirements through RTD's Diversity and Compliance Solution (B2GNow)

Contracting reporting requirements related to payments and release of retainage to subcontractors DBEs and Non-DBEs will be accomplished through RTD's Diversity and Compliance Solution – B2GNow. After the award of the Contract, and by the 5th of every month, Contractor/s is required to report its payments to its DBE and non-DBE subcontractors, through RTD's Diversity and Compliance Solution (B2GNow). All payments should be entered by the 5th of the month, regardless of the tier of participation in the Contract and throughout the entire duration of the contract. The Contractor shall also ensure that its DBE subcontractors at every tier confirm or deny payments from the Contractor, using RTD's Diversity and Compliance Solution (B2GNow). You may access B2Gnow through this link <https://rtd-denver.gob2g.com/>. **This will not be required to be submitted with your bid/proposal.**

ENCLOSURE 1A- DBE AFFIDAVIT

THIS PAGE MUST BE COMPLETED BY ALL PRIME PROPOSERS/BIDDERS TO INDICATE THEIR PERCENTAGE OF DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION COMMITMENT.

RTD has specified a _____% DBE Participation goal on this project.

THIS BIDDER/PROPOSER IS COMMITTED TO MEETING _____% - DBE (Disadvantaged Business Enterprise) PARTICIPATION IN THE CONTRACT.

Per 49 CFR Part 26 bidders/proposers must make adequate good faith efforts to meet this goal in order to be deemed as a responsive and responsible bidder. Award of the Contract will be conditioned on meeting the requirements of this section.

The undersigned Contractor hereby agrees and understands that they must comply with their DBE commitments in this project in conformity with the Requirements, Terms, and Conditions of these DBE Contract Requirements.

Business Name: _____

Contact Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING STATEMENTS ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED, ON BEHALF OF _____ TO MAKE THIS AFFIDAVIT.

(Name of Business Entity)

(Date) (Affiant Print Name) (Title)

(Affiant's Signature)

State of _____:

City and County of _____:

On this _____ day of _____, _____, before me, the undersigned officer, personally appeared _____, known to me to be the person described in the foregoing Affidavit, and acknowledged that he (she) executed the same in the capacity therein stated and for the purposes therein contained.

In witness thereof, I hereunto set my hand and official seal.

My Commission Expires: _____

(Notary Public) (SEAL)

ENCLOSURE 1B- DBE PRIME AFFIDAVIT

THIS PAGE MUST BE COMPLETED BY THE DISADVANTAGED BUSINESS ENTERPRISE PRIME CONTRACTOR (PROPOSER/BIDDER)

I HEREBY DECLARE AND AFFIRM that I am the _____
(Title)

And duly authorized representative of (the firm of) _____
(Name of Corporation or Joint Venture)

whose address is _____

(Telephone No.)

I hereby declare and affirm that I am a Disadvantaged Business Enterprise (DBE) and am certified as of the date that the RTD receives this bid/proposal and as defined by the Regional Transportation District in DBE Contract Requirements for

_____ and that I will provide information
and/or the
(Contract number and name)

certification to document this fact with this enclosure.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING STATEMENTS ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED, ON BEHALF OF THE ABOVE FIRM, TO MAKE THIS AFFIDAVIT.

(Date) (Affiant Print Name) (Title)

(Affiant's Signature)

State of _____:

City and County of _____:

On this _____ day of _____, _____, before me, the

Undersigned officer, personally appeared _____, known to me to be the person described in the foregoing Affidavit, and acknowledged that he (she) executed the same in the capacity therein stated and for the purposes therein contained.

In witness thereof, I hereunto set my hand and official seal.

My Commission Expires: _____

(Notary Public) (SEAL)

May I

Enclosure 2A – Schedule of DBE Participation

Name of Contractor: _____

RTD Contract No: _____

Total Proposed Contract Cost: US \$ _____

DBE FIRM NAME	ADDRESS	TYPE OF WORK (ELECTRICAL, PAVING, i.e.) AND CONTRACT ITEMS OR PART THEREOF TO BE PERFORMED	NAICS code(s)	PROJECTED START & COMPLETION DATES FOR DBE	AGREED PRICE TO BE PAID TO DBE /ANTICIPATED

1. Please list all DBEs involved on the Contract including the Prime Contractor if it is a DBE. All DBEs listed on this enclosure must be properly certified under the NAICS code(s) that coincides with the scope of work they will execute in this project. Work performed by DBEs for which they are not certified to perform will not count towards the DBE participation and/commitments. A current DBE certification for each listed DBE recorded on this schedule from the Colorado UCP (City and County of Denver or CDOT) must accompany this enclosure. Failure to provide proof of current DBE certification for any or all listed DBEs will eliminate such listed DBE's participation, and work performed by such DBE will not count towards satisfaction of the DBE participation and/commitments. If additional pages are required to list all contracted DBEs, photocopy this enclosure as required to make a complete list.

2. Contracts with DBEs for materials or supplies will be counted toward the DBE Goal as follows:

- (i) Materials or supplies obtained from a DBE manufacturer will be counted at 100% toward the DBE Goal;
- (ii) Materials or supplies obtained from a DBE regular dealer will be counted at 60% toward the DBE Goals. Please refer to 49 CFR §26.55 for specifics with respect to how DBE participation is counted toward DBE Goal; and
- (iii) Materials or supplies obtained from a DBE Distributor will be counted at 40% of the cost of materials or supplies (including transportation costs), toward the DBE Goal.
- (iv) Materials or supplies obtained from a DBE broker firm only fees/commission will be counted toward the DBE Goal.

Contractor must submit copies of all DBE subcontracts, purchase orders or change orders within 30

Days of execution of the notice to proceed. There may be exceptions to Design Build contracts, multi-year contracts and other alternative delivery method contracts as DBEs are added throughout the course of the contracts and in some instances at different phases of the contract. DBE subs should not commence any work on this project without an executed subcontract agreement or purchase order. Failure to submit a copy of the subcontract agreement with a DBE sub to RTD may result in RTD not counting DBE participation towards the DBE Goal.

NAME OF CONTRACTOR

SIGNATURE OF CONTRACTOR & DATE

ENCLOSURE 2B – DBE OPEN-ENDED PERFORMANCE PLAN (OEPP)
FOR DESIGN-BUILD CONTRACTS ONLY

NAME OF CONTRACTOR:

RTD Contract No.

Total Proposed Contract Cost (**CONSTRUCTION PHASE ONLY**): US \$ _____

DBE OPEN ENDED PERFORMANCE PLAN (OEPP) FOR DESIGN BUILD CONTRACTS ONLY THIS SECTION WILL APPLY ONLY TO THE CONSTRUCTION PHASE ON A DESIGN-BUILD CONTRACT				
DBE PLAN WORK ACTIVITIES OR SCOPES (i.e. ELECTRICAL, PAVING, CONCRETE, ETC.)	TIME FRAME BASED ON YEAR AND QUARTER WHEN SCOPE WILL INITIATE (i.e. 2025-Q-1)	NAICS CODE(S)	ESTIMATED DOLLAR VALUE FOR DBE PARTICIPATION	ANTICIPATED DBE %
SUM				

1. Please list all work activities or scopes expected to be subcontracted to DBEs, for the **construction phase** of this contract, including the Prime Contractor if it is a DBE. All listed tasks should include the year and the quarter of the year (i.e. Q-1 for work expected to initiate between January and March of any given year) of when each task is expected to initiate. Also, identified NAICS code(s) applicable for each listed task and the estimated dollar value dedicated for each of the listed tasks. The anticipated DBE percentage expected to be credited toward the DBE goal, should be based on **49CFR Part26.55 – How is DBE Counted Toward the Goal**. Although all expected DBE subcontracted amount should be listed under the **Estimated dollar value for DBE Participation** column, only the applicable and allowed DBE participation credit percentage should be recorded under the **Anticipated DBE %** column.

Awarded bidder or proposer will be required to submit to RTD’s SBO a signed DBE Enclosure 3 (Letter of Intent to use Subcontractors DBEs), for each DBE participant, prior to the execution of each subcontract agreement. RTD’s SBO will confirm whether selected firms are properly certified as a DBE and under the appropriate NAICS code(s). Also, RTD’s SBO will confirm how much DBE participation could be credited toward the DBE goal.

Upon execution of each subcontract agreement, Prime Contractor will be required to submit a copy of the executed subcontract agreement to RTD’s SBO, within 30 days of subcontract execution date. DBE subcontractors should not commence any work on this project without an executed subcontract agreement or purchase order. Failure to submit a copy of the subcontract agreement with a DBE subcontractor to RTD’s SBO may result in RTD not counting DBE participation towards the DBE goal.

Expected subcontracted DBEs must be certified under the Colorado UCP (City and County of Denver or CDOT), and specifically under the appropriate NAICS code(s), at the time of subcontract execution, and based on the Open Ended DBE Performance Plan (OEPP). Please photocopy this enclosure as required to make a complete list.

2. Expected tasks to be subcontracted to DBEs for materials or supplies will be counted toward the DBE Goal as follows:

- (i) Materials or supplies obtained from a DBE manufacturer will be counted at 100% toward the DBE Goal;
- (ii) Materials or supplies obtained from a DBE regular dealer will be counted at 60% toward the DBE Goal;
- (iii) Materials or supplies obtained from a DBE Distributor will be counted at 40% of the cost of materials or supplies (including transportation costs), toward the DBE Goal, and
- (iv) Materials or supplies obtained from a DBE broker firm only fees/commission will be counted toward the DBE Goal.

NAME OF CONTRACTOR

SIGNATURE OF CONTRACTOR & DATE

Enclosure 3B – DBE Regular Dealer/Distributor Affirmation Form

OMB Control #2105-0586 (Exp. 5/31/2027)



U.S. Department of
Transportation

DBE Regular Dealer/Distributor Affirmation Form

Bidder Name:

Contract Name/Number:

Sections 26.53(c)(1) of Title 49 Code of Federal Regulations requires recipients to make a preliminary counting determination for each DBE listed as a regular dealer or distributor to assess its eligibility for 60 or 40 percent credit, respectively, of the cost of materials and supplies based on its demonstrated capacity and intent to perform as a regular dealer or distributor, as defined in section 26.55(e)(2)(iv)(A), (B), (C), and (3) under the contract at issue. The regulation requires the recipient's preliminary determination to be made based on the DBE's written responses to relevant questions and its affirmation that its subsequent performance of a commercially useful function will be consistent with the preliminary counting of such participation. The U.S. Department of Transportation is providing this form as a tool for recipients, prime contractors, regular dealers, and distributors to use to carry out their respective responsibilities under this regulation. The form may be used by each DBE supplier whose participation is submitted by a bidder for regular dealer or distributor credit on a federally-assisted contract with a DBE participation goal. The form may also be used by prime contractors in connection with DBE regular dealer or distributor participation submitted after a contract has been awarded provided such participation is subject to the recipient's prior evaluation and approval. If this form is used, it should be accompanied by the bidder's commitment, contract, or purchase order showing the materials the DBE regular dealer or distributor is supplying. Use of this tool is not mandatory. If a recipient chooses a different method for complying with Section 26.53(c)(1), it must include that method in its DBE Program Plan.

DBE Name:

Total Subcontract/Purchase Order Amount:

Authorized DBE Representative (Name and Title):

NAICS Code(s) Related to the Items to be Sold/Leased:

1. Will all items sold or leased be provided from the on-hand inventory at your establishment? ☐ YES ☐ NO

(If "YES," you have indicated that your performance will satisfy the regular dealer requirements and may be counted at 60%. STOP here. Read and sign the affirmation below. If "NO" Continue.)

- a) Are you selling bulk items (e.g., petroleum products, steel, concrete, concrete products, sand, gravel, asphalt, etc.) or items not typically stocked due to their unique characteristics (aka specialty items)? ☐ YES ☐ NO (If "YES," Go to Question 2. If "NO" Continue.)

- b) Will at least 51% of the items you are selling be provided from the inventory maintained at your establishment, and will the minor quantities of items delivered from and by other sources be of the general character as those provided from your inventory?

☐ YES ☐ NO* (If "YES," you have indicated that your performance will satisfy the regular dealer requirements and may be counted at 60%. STOP here. Read and sign the affirmation below.

*If 1., 1.a), and 1. b) above are "NO," your performance on the whole will not satisfy the regular dealer requirements; therefore, only the value of items to be sold or leased from inventory can be counted at 60%. (Go to Question 3. to determine if the items delivered from and by other sources are eligible for Distributor credit.)

2. Will you deliver all bulk or specialty items using distribution equipment you own (or under a long-term lease) and operate? ☐ YES ☐ NO¹

(If "YES," you have indicated that your performance will satisfy the requirements for a regular dealer of bulk items and may be counted at 60%. STOP here. Read and sign the affirmation below.)

¹ If "NO," your performance will not satisfy the requirements for a regular dealer of bulk items; the value of items to be sold or leased cannot be counted at 60%. (Go to Question 3.)

3. Will the written terms of your purchase order or bill of lading from a third party transfer responsibility, including risk for loss or damage, to your company at the point of origin (e.g. a manufacturer's facility)? ☐ YES² ☐ NO³

- a) Will you be using sources other than the manufacturer (or other seller) to deliver or arrange delivery of the items sold or leased? ☐ YES² ☐ NO³

² If your responses to 3 and 3.a) are "YES," you have indicated that your performance will satisfy the requirements of a distributor; therefore, the value of items sold or leased may be counted at 40%.

³ If you responded "NO" to either 3 or 3.a), counting of your participation is limited to the reasonable cost of fees or commissions charged, including transportation charges for the delivery of materials or supplies; the cost of materials or supplies may not be counted.

I affirm that the information that I provided above is true and correct and that my company's subsequent performance of a commercially useful function will be consistent with the above responses. I further affirm that my company will independently negotiate price, order specified quantities, and pay for the items listed in the bidder's commitment. This includes my company's responsibility for the quality of such items in terms of necessary repairs, exchanges, or processing of any warranty claims for damaged or defective materials.

Printed Name and Signature of DBE Owner/Authorized Representative:

The bidder acknowledges its responsibility for verifying the information provided by the DBE named above and ensuring that the counting of the DBE's participation is accurate. Any shortfall caused by errors in counting are the responsibility of the bidder.

Printed Name and Signature of Bidder's Authorized Representative:

For access to the fillable version of the DBE Regular Dealer/Distributor Affirmation Form please go to the U.S. Department of Transportation's Office of Civil Rights website or visit the link below:

<https://www.transportation.gov/mission/civil-rights/dbe-regular-dealer-distributor-affirmation>

**ENCLOSURE 4 – BIDDERS LIST INFORMATION (INFORMATION REGARDING SUBCONTRACTORS
SEEKING TO WORK)**

RTD is required to create and maintain bidder statistics for all firms bidding on prime contracts and bidding or quoting Subcontracts on USDOT-assisted projects per 49 CFR Part 26.11.

Instructions: The bidder/proposer is required to make copies of this form and have all bidders for subcontracting opportunities complete and return the form, along with their bid or quote. The form is required for all bidders or firms submitting bids or quotes, regardless of whether they are certified as DBE or not. Information required to be submitted includes Type of Scope work; NAICS code related to the type of work; firm's name; address; firm's certification status (whether DBE or non-DBE); race and gender information of majority owner; age of firm (how long firm have been in business); annual gross receipt. **Bidder/proposer is required to submit copy of all completed forms to RTD's SBO, along with other DBE Enclosures.**

RTD RFP/IFB Project Name: _____ RFP/IFB Number _____

Bid or Quote Description: _____ NAICS Code _____

Firm's Name: _____ Age of Firm _____

Firm's Address (Office Reporting): _____ Zip Code _____

Status as a DBE or Non-DBE (check one): DBE _____ Non-DBE _____

Majority Owner's Race _____ Gender _____

Annual Gross Receipts of the Firm: (check one of the brackets below):

U.S. \$0 to U.S. \$500,000 _____ U.S. \$500,000 to U.S. \$1,000,000 _____ U.S. \$1 Million to U.S. \$5 Million _____

U.S. \$5 Million to U.S. \$10 Million _____ U.S. \$10 Million to U.S. \$30.73 Million _____ Above U.S. \$30.73 Million _____

Name: _____ Signature: _____

Title: _____ Date: _____

Enclosure 5 – EMPLOYER CERTIFICATION OF WORKFORCE

Job Categories	Total Employees in Establishment			M = Male								F = Female			
	Total Employees Including Minorities	Total Male Employees Including Minorities	Total Female Employees Including Minorities	Black Americans		Hispanic Americans		Native Americans		Asian-Pacific Americans		Subcontinent Asian Americans		Other	
				M	F	M	F	M	F	M	F	M	F	M	F
Officials & Managers															
Professionals															
Technicians															
Sales															
Office & Clerical/Admin Support															
Craft Workers (skilled)															
Operatives (semi-skilled)															
Service & Maintenance															
Service Workers															
TOTAL															

DESCRIPTION OF JOB CATEGORIES

Officials and Managers – Occupations requiring administrative personnel who set board policies, exercise full responsibility for execution of these policies, and individual departments or special phases of the operations.

Professionals – Occupations requiring either college education or experience of such kind and amount as to provide a comparable background.

Technicians – Occupations requiring a combination of specific scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training.

Sales – Occupations engaging wholly or primarily in selling.

Office and clerical – Includes all clerical-type work, regardless of level of difficulty, where the activities are predominately non-manual though some manual work directly involved with altering or transporting the products is included.

Craft Worker (skilled) – Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercises considerable independent judgment and usually requires an extensive period of training.

Operatives (semi-skilled) – Workers who operate machines or processing equipment or perform other factory-related duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

Laborers (unskilled) – Workers in manual occupations which generally require no special training perform rudimentary duties that may be learned in a few days and require the application of little or no independent judgment.

Service Workers – Workers in both protective and non-protective service occupations.

RACE/ETHNIC IDENTIFICATION

White (not Hispanic origin) – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East

Black Americans (not Hispanic origin) – All persons having origins in any of the Black racial groups of Africa

Hispanic Americans – All persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race

Asian-Pacific Americans – All persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong

Subcontinent Asian Americans – All persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka

Native American – All persons having origins in any of the original peoples of North America, including American Indians, Eskimos, Aleuts, or Native Hawaiians

ENCLOSURE 6 – DISADVANTAGED BUSINESS OUTREACH

As part of RTD's ongoing outreach activities to the Denver-metro Disadvantaged Business community, it is RTD's goal to identify and to establish a relationship with the Disadvantaged Business outreach programs sponsored by the prime and subcontractors RTD partners with.

The prime and all contracted subcontractors are requested to provide the following information pertaining to their current DBE outreach efforts – additional sheets may be used if necessary:

RTD Contract Name and Number:

Contract No. (the ***Contract***).

Proposer:

Subcontractor – if applicable:

Disadvantaged Business Outreach Contact (if none, list contact for the Contract):

Phone: _____ Fax: _____

Email: _____

Website: _____

Currently Sponsored Disadvantaged Business Outreach Activities:

How can RTD assist you in your current Disadvantaged Business outreach efforts?

Would you be interested becoming involved in current and future RTD-sponsored outreach activities and committees: [] Yes [] No

If so, how? _____

ENCLOSURE 7— DBE UNAVAILABILITY CERTIFICATION

I, _____, _____,
Name Title

of _____, certify that [*the Contractor*], made the following efforts to meet the DBE Goals on Regional Transportation District Contract No. for the Project:

[Please attach any additional efforts that do not fit on this form]

- A Contractor representative attended the pre-bid meeting. Yes _____ No _____
- Newspaper Advertisement Log: (attach copies of ads)

Newspaper/Publication	Type of Publication Minority/General/Trade	Dates of Advertisement

- Selected portions of the work to be performed by [DBEs]

Work Categories	Type of Bid (Subcontractor or Supplier)	Contractor's Estimated Budget	Additional Comments

- Made efforts to assist interested DBEs in obtaining bonding, lines of credit, insurance or any necessary equipment, supplies, materials, etc.
- [*List any specific offers made by Contractor*]

May I

- Solicited the following DBEs

Date Contacted	Name of DBE Firm	Contact Person	Phone #	Work Category

- Followed up with initial contacts

Date	Name of DBE	Phone #	Bidding (Yes or No)	Additional Comments

- Contacted the following other agencies, organizations in recruitment of DBE including RTD:

Date	Organization	Phone #

As shown by the documentation provided to RTD, Contractor certifies that it has made good faith effort to attain the DBE Goals.

Signature: _____

Date: _____

ENCLOSURE 8 - INSTRUCTIONS ON DBE PARTICIPATION AND PAYMENT REPORTING REQUIREMENTS THROUGH RTD'S DIVERSITY AND COMPLIANCE SOLUTION (B2GNow)

The use of RTD's Diversity and Compliance System B2GNow will be mandatory, as the system will assist in tracking DBE participation and payments requirements, specifically regarding the Prompt Payment Provisions.

The Contractor must complete a mandatory Contract Compliance Reporting training class. This training will be held via a recorded webinar. To access the system, visit <https://rtd-denver.qob2g.com/>. If you have never logged on or do not know your username and password, click the Account Lookup link on the right side of the Login button.

On the left-hand side, please click on Help & Support>>>Video Library >>>>and select – Vendor Trainings. Vendors (Primes) can also sign up for the training class without logging in. See below for a print screen that includes the title of the two classes your team needs to complete.

RTD SBO encourages Contactor/Primes to make sure all DBE and non-DBE are aware of and complete their training sessions. However, RTD's Small Business Opportunity Office (SBO) will directly notify to all vendors or subcontractors about the B2GNow.

