

SBE CONTRACT REQUIREMENTS - SBE 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 SBE Contract Requirements Enclosures. SBE Contract Requirements Enclosures are to be submitted with bid/proposal. Failure to submit all completed Enclosures within the SBE Contract Requirements may result in your proposal being deemed non-responsive. Modification of any SBE 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.

SBESBE SBE

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

[] Enclosure 1A: SBE Affidavit

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

[] Enclosure 1B: SBE Prime Affidavit

This form must be completed, notarized and signed only if the bidder/proposer is a SBE submitting a proposal/bid as a Prime Contractor. This form, if applicable, must be submitted with a current SBE certification letter(s) from RTD SBE Certification Program, the City & County SBE/MWBE Certification Program or the Colorado UCP to affirm SBE status.

[] Enclosure 2A: Schedule of SBE Participation

This form must be submitted by all bidders/proposers including SBE prime Contractors. This form must include a list of SBEs that the bidder/proposer intends to do business with if awarded the Contract. It must contain the following information: names and addresses of certified SBE firms, the scope of work they are to perform in the Contract, the applicable NAICS codes (found in their SBE Certification, from RTD SBE Certification Program, the City & County SBE/MWBE Certification Program or the 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 SBE contract. Subsequent to the award of the Contract, the prime Contractor will be responsible for revising the initial Schedule of SBE Participation any time a new SBE is added to the project. The prime Contractor must also submit a copy of the SBE certification letter to RTD SBO with any new SBE(s) added to the project. RTD will only accept and approve new SBE(s) that are currently certified with from RTD SBE Certification Program, the City & County SBE/MWBE Certification Program or the Colorado UCP, 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 SBE firms listed on this schedule of SBE 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 SBEs added to the Contract.

[] Enclosure 2B: SBE 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 SBE activities or scopes intended to be subcontracted to SBE 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 3: Letter of Intent to Perform as a SBE Subcontractor

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

[] 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, SBEs and non-SBEs 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: Small 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 SBE Goal identified in this bid/proposal or were only able to meet part of the SBE 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 SBE Goal is met or exceed by the bidder/proposer, please indicate N/A.

RTD's Diversity and Compliance Solution will track prompt payment and retainage to SBEs.

Please note that Failure to comply with the prompt payment provisions of SBE 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 SBE 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 SBE(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 SBE 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 SBE 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 SBEs and non-SBEs 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 SBE and non-SBE 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 SBE 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 - SBE AFFIDAVIT

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

RTD has specified a ____% SBE Participation goal on this project.

Category 1 Recommended percentage: ____%

Category 2 Recommended percentage: ____%

Category 3 Recommended percentage: ____%

Category 4 Recommended percentage: ____%

THIS BIDDER/PROPOSER IS COMMITTED TO MEETING _____% - SBE (Small Business Enterprise) PARTICIPATION IN THE CONTRACT

Category 1 Recommended percentage: ____%

Category 2 Recommended percentage: ____%

Category 3 Recommended percentage: ____%

Category 4 Recommended percentage: ____%

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 SBE commitments in this project in conformity with the Requirements, Terms, and Conditions of this SBE 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- SBE PRIME AFFIDAVIT

THIS PAGE MUST BE COMPLETED BY THE SMALL 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 Small Business Enterprise (SBE) and am certified as of the date that the RTD receives this bid/proposal and as defined by the Regional Transportation District in SBE 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)

ENCLOSURE 2A – SCHEDULE OF SBE PARTICIPATION

NAME OF CONTRACTOR:

RTD Contract No.

Total Proposed Contract Cost: US \$ _____

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

1. Please list all SBEs involved on the Contract including the Prime Contractor if it is a SBE. All SBEs 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 SBEs for which they are not certified to perform will not count towards the SBE participation goal. A current RTD SBE certification for each listed SBE recorded on this schedule must accompany this enclosure. Failure to provide proof of current RTD SBE certification for any or all listed SBEs will eliminate such listed SBE's participation, and work performed by such SBE will not count towards satisfaction of the SBE Goal. If additional pages are required to list all contracted SBE, photocopy this enclosure as required to make a complete list.

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

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

Contractor must submit copies of all SBE 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 method contracts as SBEs are added throughout the course of the contracts and in some instances at different phases of the contracts. SBE 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 SBE sub to RTD may result in RTD not counting SBE participation towards the SBE goal.

NAME OF CONTRACTOR

SIGNATURE OF CONTRACTOR & DATE

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

NAME OF CONTRACTOR:

RTD Contract No.

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

\$ _____

SBE OPEN ENDED PERFORMANCE PLAN (OEPP) FOR DESIGN BUILD CONTRACTS ONLY THIS SECTION WILL APPLY ONLY TO THE CONSTRUCTION PHASE ON A DESIGN-BUILD CONTRACT				
SBE 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 SBE %
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 SBE. 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 SBE percentage expected to be credited toward the SBE goal, should be based on **49CFR Part 26.55 – How is DBE Counted Toward the Goal**. Although all expected SBE subcontracted amount should be listed under the **Estimated dollar value for SBE Participation** column, only the applicable and allowed DBE participation credit percentage should be recorded under the **Anticipated SBE %** column.

Awarded bidder or proposer will be required to submit to RTD's SBO a signed SBE Enclosure 3 (Letter of Intent to use Subcontractors SBEs), for each SBE 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 SBE participation could be credited toward the SBE 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. SBE 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 SBE subcontractor to RTD's SBO may result in RTD not counting SBE participation towards the SBE goal.

Expected subcontracted SBEs must be certified under RTD's SBE Program (or any other allowed certification program as included in the IFB or RFP), and specifically under the appropriate NAICS code(s), at the time of subcontract execution, and based on the Open Ended SBE Performance Plan (OEPP). Please photocopy this enclosure as required to make a complete list.

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

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

NAME OF CONTRACTOR

SIGNATURE OF CONTRACTOR & DATE

ENCLOSURE 3 – LETTER OF INTENT TO PERFORM AS AN SBE SUBCONTRACTOR

Contract No. _____

The undersigned [•] (the **Contractor**) intends to engage the undersigned **SBE** to perform work in connection with the Project pursuant to a contract (the **SBE Contract**) between the Contractor and the SBE as [*check one*]:

_____an individual

_____a corporation

_____a partnership

_____a joint venture

The SBE status of the undersigned SBE is confirmed on the attached schedule of SBE participation and represents a company that is certified as of the date on which the SBE Contract is executed.

TYPE OF WORK AND CONTRACT ITEMS OR PART THEREOF TO BE PERFORMED	NAICS Codes	Projected Starting Date	Projected Completion Date	Agreed Price to be Paid to SBE

_____% of the Dollar value of the SBE Contract will be sublet and/or awarded to non-SBE contractors and/or non-SBE suppliers. The undersigned Proposer and the undersigned SBE will enter into the SBE Contract for the above work conditioned upon the Proposer's execution of the Contract with RTD.

NAME OF CONTRACTOR

NAME OF SBE FIRM

OWNER/REPRESENTATIVE

OWNER/REPRESENTATIVE

ADDRESS

ADDRESS

EMAIL ADDRESS

EMAIL ADDRESS

SIGNATURE

SIGNATURE

TITLE

DATE

TITLE

DATE

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 SBE 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 SBE or non-SBE); 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 SBE or Non-SBE (check one): SBE _____ Non-SBE _____

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 unprotected 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 – SMALL BUSINESS OUTREACH

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

The prime and all contracted subcontractors are requested to provide the following information pertaining to their current SBE 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 Small Business Outreach Activities:

How can RTD assist you in your current Small 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— SBE UNAVAILABILITY CERTIFICATION

I, _____, _____,
Name Title

of _____, certify that [*the Contractor*}, made the following efforts to meet the SBE 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 [SBEs]

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

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

- Solicited the following SBEs

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

- Followed up with initial contacts

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

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

Date	Organization	Phone #

As shown by the documentation provided to RTD, we feel that we have made good faith effort to attain the SBE Goals.

Signature: _____

Date: _____

ENCLOSURE 8 - INSTRUCTIONS ON SBE 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 SBE 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.gob2g.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 SBE 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.

