



**DENVER**  
THE MILE HIGH CITY

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## **EXAMPLES OF COMMON ERRORS COMMITTED BY PROPOSERS REGARDING MBE/WBE PARTICIPATION**

- Listing a MBE/WBE for a percentage range – i.e. 3 % to 5 %. A **specific percentage** of utilization needs to be listed, and DSBO will monitor the contract to determine that the MBE/WBE firm has been utilized to that level.
- Submittal of Letters of Intent by proposers that are not signed by **both** the MBE/WBE and the proposer, or do not contain all information requested.
- Not submitting MBE/WBE Letters of Intent for the MBE/WBE firms that you have identified in your proposal. MBE/WBE Prime Consultants must fill out a Letter of Intent for themselves also.
- Listing a scope of work or supply for a MBE/WBE for which they are **not currently certified**.
- Listing a MBE/WBE not currently certified with DSBO or whose certification has expired. **[www.milehigh.com/business/do-business](http://www.milehigh.com/business/do-business)** then select - ***“find a certified firm”***
- Providing a Letter of Intent for a MBE/WBE firm that **does not match** the percentage amount listed in the proposal submittal.

Rev. Common Errors/Proposers-10/06 dm

