




# How to Complete a Letter of Intent (LOI)


  
**DIVISION OF SMALL BUSINESS OPPORTUNITY (DSBO)**  
**LETTER OF INTENT (LOI)**

Project/Contract No.: \_\_\_\_\_ Project Name: \_\_\_\_\_

**A. The undersigned Bidder/Proposer will utilize the undersigned MWBE, SBE, EBE or DBE to perform work if awarded the contract. This Letter of Intent must be Signed by the Bidder/Proposer and MWBE, SBE, EBE or DBE. Certified self-performing Prime must complete both sections A and B. If the MWBE, SBE, EBE or DBE is a lower tier, section C must be completed and signed by the firm directly utilizing the certified firm.**

Bidder/Proposer (Name of Firm): \_\_\_\_\_ Self-Performing:  Yes  No  
 Firm's Representative: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature (Firm's Representative): \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**B. The Following Section is To Be Completed by the MWBE, SBE, EBE or DBE, at any tier. Identify the scope of the work and NAICS code(s) to be performed and/or supply item that will be provided by the MWBE, SBE, EBE or DBE.**

Name of Firm: \_\_\_\_\_  MWBE  SBE  
 EBE  DBE  
 Firm's Representative: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Scope of Work: \_\_\_\_\_  
 NAICS Code(s): \_\_\_\_\_  
 The Bidder/Proposer will utilize the aforementioned MWBE, SBE, EBE or DBE for the Work/Supply described above. The cost of the total MWBE, SBE, EBE or DBE bid amount is (List total amount for Suppliers/Brokers):  
 \$ \_\_\_\_\_

**C. Lower Tier Utilization: If the certified firm is not a direct first tier subcontractor, subconsultant, and/or supplier to the Bidder/Proposer, please indicate the name of the firm that is utilizing the certified firm:**

Name of Firm: \_\_\_\_\_  
 Firm's Representative: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the above-named Bidder/Proposer is not determined to be the successful Bidder/Proposer by the City, this **Letter of Intent** shall be null and void.

DSBO Version 3 Last Revised: April 29, 2024

Denver Economic Development & Opportunity  
 101 W. Colfax Avenue, Suite 850 | Denver, CO 80202  
[www.denvergov.org/economicdevelopment](http://www.denvergov.org/economicdevelopment)  
 720-913-1999

## INTRODUCTION and PURPOSE

The purpose of the “How to Complete a Letter of Intent (LOI)” guide is to assist bidders/proposers, primes and certified firms to accurately complete an LOI. LOI’s are required at time of bid submission on a new city project or at time when certified subcontractors, subconsultants, and/or suppliers are added to an existing contract (i.e. a new task order).

An LOI is the Bidder/Proposer or Prime’s (if applicable) commitment that they will enter into a contractual relationship with the listed certified firm or that the Bidder/Proposer or Prime’s subcontractor(s), subconsultant(s), and/or supplier(s) will do so. A separate LOI is required for each certified sub at ALL tiers. If you are an MWBE firm bidding as a Prime, you must complete and submit an LOI for self-performed work. The LOI is a formal enforceable agreement. The LOI may not be modified once executed without the approval from the Division of Small Business Opportunity (DSBO).

All required fields including signatures must be completed prior to submission to DSBO. Follow the steps below to ensure all fields are completed.

1. Enter the Project/Contract Number; include the specific Task Order/PO Number (if applicable) as well as the Project Name or project description (Task Order/PO Number name) that the certified Subcontractor will be working on.



### DIVISION OF SMALL BUSINESS OPPORTUNITY (DSBO) LETTER OF INTENT (LOI)

Project/Contract No.:  Project Name:

**A. The undersigned Bidder/Proposer will utilize the undersigned MWBE, SBE, EBE or DBE to perform work if awarded the contract. This Letter of Intent must be Signed by the Bidder/Proposer and MWBE, SBE, EBE or DBE. Certified self-performing Prime must complete both sections A and B. If the MWBE, SBE, EBE or DBE is a lower tier, section C must be completed and signed by the firm directly utilizing the certified firm.**

2. **Section A:** This section is to be completed by the Bidder/Proposer (Prime) by entering their information below. As noted, certified self-performing Bidder/Proposer must complete both sections A and B. If the Bidder/Proposer (or Prime) is a Self-Performing certified firm, indicate ‘Yes.’ All fields must be completed and a company representative with signatory authority MUST sign on the designated Signature line. If you are an MWBE certified Prime, you must check the ‘Self-Performing’ box.

**A. The undersigned Bidder/Proposer will utilize the undersigned MWBE, SBE, EBE or DBE to perform work if awarded the contract. This Letter of Intent must be Signed by the Bidder/Proposer and MWBE, SBE, EBE or DBE. Certified self-performing Prime must complete both sections A and B. If the MWBE, SBE, EBE or DBE is a lower tier, section C must be completed and signed by the firm directly utilizing the certified firm.**

Bidder/Proposer (Name of Firm):		Self-Performing:	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Firm's Representative:		Title:	
Signature (Firm's Representative):		Date:	
Address:			
City:		State:	Zip:
Phone:		Email:	

**3. Section B:** This section is to be completed by the MWBE firm identified to work on the project, or by the self-performing MWBE Prime. The certified firm will complete this section by entering their information. The MWBE firm should check the MWBE/SBE/EBE/DBE box, according to their certifications. A company representative MUST sign on the designated Signature line.

Scope of Work- Provide a description of the specific scope of work that the certified firm will perform.

NAICS Code(s)- Indicate the applicable North American Industry Classification System (NAICS) code(s) that the subcontractor is certified on. The subcontractor must be certified in the applicable scope of work for their participation to count toward the participation goal.

**B. The Following Section is To Be Completed by the MWBE, SBE, EBE or DBE, at any tier. Identify the scope of the work and NAICS code(s) to be performed and/or supply item that will be provided by the MWBE, SBE, EBE or DBE.**

Name of Firm:		<input type="checkbox"/> MWBE	<input type="checkbox"/> SBE
		<input type="checkbox"/> EBE	<input type="checkbox"/> DBE
Firm's Representative:		Title:	
Signature:		Date:	
Address:			
City:		State:	Zip:
Phone:		Email:	
Scope of Work:			
NAICS Code(s):			

**4. The Bidder/Proposer:** Enter the TOTAL subcontract value for the certified firm on this project.

The Bidder/Proposer will utilize the aforementioned MWBE, SBE, EBE or DBE for the Work/Supply described above. The cost of the total MWBE, SBE, EBE or DBE bid amount is (List total amount for Suppliers/Brokers):

\$

**5. Section C:** If the certified firm is NOT a direct subcontractor (1<sup>st</sup> Tier) under the Bidder/Proposer (Prime), this section must be completed by the firm that is utilizing the certified firm. If the certified firm is direct tier subcontractor, leave this section blank.

**C. Lower Tier Utilization: If the certified firm is not a direct first tier subcontractor, subconsultant, and/or supplier to the Bidder/Proposer, please indicate the name of the firm that is utilizing the certified firm:**

Name of Firm:	[Redacted]		
Firm's Representative:	[Redacted]	Title:	[Redacted]
Signature:	[Redacted]	Date:	[Redacted]

**Bidders/Proposers:** expected to follow up with the certified firms on the status of the bid.

**Executed Contracts:** Prime is required to attach the completed LOI as part of the B2G subcontractor request.

**Certified Firms:** **Do NOT sign a blank LOI.** Additionally, contact the bidder by the bid due date to confirm the LOI was included in the bid.

For further assistance or verification, please contact DSBO at [DSBO@denvergov.org](mailto:DSBO@denvergov.org) or [DSBO@flydenver.com](mailto:DSBO@flydenver.com) (for DEN projects only).