

October 17, 2012

Dear Future Colorado Member,

The Conference of Minority Transportation Officials (COMTO) Colorado Chapter is one of the premier transportation organizations in the state. With more than 200 members, we represent the movers and shakers in Colorado. From the small business owner to the transit agency leads, our members, both local and national, are who you want to meet.

COMTO Colorado's mission of leading change, ensuring a level playing field exists and creating opportunities for our members is critical to your success and ours. Strengthening the position of minorities in the transportation industry through contracting opportunities is why we're here. Our monthly meetings provide important information on current and upcoming projects in Colorado. We work to open the contracting door for both federal and state-regulated projects, creating opportunities for success.

Beyond the monthly meetings, COMTO Colorado hosts a variety of programs and events throughout the year designed to assist Minority-owned and Historically Underutilized Businesses (HUBs) in being represented on transportation related contracts and most of all, being successful and competitive in the transportation industry.

In the following membership packet you will learn about our:

- Goals and mission
- Committees
- Annual events
- Agency partners
- Benefits of becoming a member
- Resources for DBE certification

If you have questions, or need additional information, please contact me at dan@comtocolorado.org.

Sincerely,



Dan Pearsall
President

Conference of Minority Transportation Officials (COMTO) – Colorado Chapter

Kimball Hall, 700 E. 24th Ave., Suite 3, Denver, CO 80205

COMTO Colorado is a 501(c)3 non-profit organization

COMTO Membership - What's In It For Me?

Sign up for your membership online at https://comto.site-ym.com/general/register_member_type.asp

Benefits	Individual	Historically Underutilized Businesses (HUBs) and Non-profit Organizations Start-Up Business: 1st Year Emerging Business: 2nd Year Breakthrough Business: 3rd Year	HUBs and Non-profit Organizations Established Business – 4+ Years in Business	Corporate and Transportation Agencies
Membership		Complimentary membership for one company representative	Complimentary membership for two company representatives	Complimentary memberships for four company representatives
Conference Registration			HUBs: Complimentary conference registration for one company representative (Nonprofits: N/A)	Complimentary conference registration for two company representatives
Invite to all COMTO events	<ul style="list-style-type: none"> • Conference kickoff events • Legislative forums • Regional Braintrusts 	<ul style="list-style-type: none"> • Conference kickoff events • Legislative forums • Regional Braintrusts 	<ul style="list-style-type: none"> • Conference kickoff events • Legislative forums • Regional Braintrusts 	<ul style="list-style-type: none"> • Conference kickoff events • Legislative forums • Regional Braintrusts
Education/ Professional Development	<ul style="list-style-type: none"> • Continuing Education Unit (CEU) courses at the National Meeting & Training Conference • 20% discount on Skill Path Seminars • Access to the COMTO Career Center 	<ul style="list-style-type: none"> • Continuing Education Unit (CEU) courses at the National Meeting & Training Conference for one company representative • 20% discount on Skill Path Seminars for one company representative • Access to the COMTO Career Center 	<ul style="list-style-type: none"> • Continuing Education Unit (CEU) courses at the National Meeting & Training Conference for two company representatives • 20% discount on Skill Path Seminars for two company representatives • Access to the COMTO Career Center 	<ul style="list-style-type: none"> • Continuing Education Unit (CEU) courses at the National Meeting & Training Conference for four company representatives • 20% discount on Skill Path Seminars for four company representatives • Access to the COMTO Career Center
COMTO Publications	<ul style="list-style-type: none"> • Accelerate Newsletter • COMTO Resource Directory 	<ul style="list-style-type: none"> • Accelerate Newsletter for one company representative • COMTO Resource Directory for one company representative 	<ul style="list-style-type: none"> • Accelerate Newsletter for one company representative • COMTO Resource Directory for two company representatives 	<ul style="list-style-type: none"> • Accelerate Newsletter for one company representative • COMTO Resource Directory for four company representatives
Travel	<ul style="list-style-type: none"> • National/Alamo Rent-a-car Rental Discount • Club Quarters Discounts 	<ul style="list-style-type: none"> • National/Alamo Rent-a-car Rental discount for one company representative • Club Quarters Discounts 	<ul style="list-style-type: none"> • National/Alamo Rent-a-car Rental discount for two company representatives • Club Quarters Discounts 	<ul style="list-style-type: none"> • National/Alamo Rent-a-car Rental discount for four company representatives • Club Quarters Discounts
Online Resources	<ul style="list-style-type: none"> • Access to members only section of COMTO website • Access to online career opportunities at COMTO Career Center 	<ul style="list-style-type: none"> • Access to members only section of COMTO website for one company representative • Access to online career opportunities at COMTO Career Center 	<ul style="list-style-type: none"> • Access to members only section of COMTO website for two company representatives • Access to online career opportunities at COMTO Career Center 	<ul style="list-style-type: none"> • Access to members only section of COMTO website for four company representatives • Access to online career opportunities at COMTO Career Center

2011 CHAPTER of the YEAR

<p>Advertising/ Recognition</p>		<ul style="list-style-type: none"> • Recognition in annual report • 10% discount on ad rates for Accelerate 	<ul style="list-style-type: none"> • Two complimentary ¼-page ads in Accelerate (upon request) • Recognition in annual report • Recognition in annual sponsor opportunity booklet • ½-page company profile in Accelerate (upon request) • Opportunity to sponsor and/or present company overview at COMTO Board of Directors Meeting • 10% discount on ad rates in Accelerate 	<ul style="list-style-type: none"> • Two complimentary ¼-page ads in Accelerate (upon request) • Recognition in annual report • Recognition in annual sponsor opportunity booklet • ½-page company profile in Accelerate (upon request) • Opportunity to sponsor and/or present company overview at COMTO Board of Directors Meeting • 10% discount on ad rates in Accelerate
<p>Reimbursements</p>	<p>10% of organization's membership dues returned to recruiting COMTO local chapter</p>	<p>10% of organization's membership dues returned to recruiting COMTO local chapter</p>	<p>10% of organization's membership dues returned to recruiting COMTO local chapter</p>	<p>10% of organization's membership dues returned to recruiting COMTO local chapter</p>
<p>Dues</p>	<ul style="list-style-type: none"> • Full-time Student: \$25 • Individual, Professor or Administrator: \$100 • Elected Official: \$250 	<ul style="list-style-type: none"> • HUBs: <ul style="list-style-type: none"> ○ First year: \$250 ○ Second year: \$350 ○ Third year: \$500 • Non-profit Organizations: \$500 • Universities and Colleges: \$1,000 	<p>Fourth Year: \$1,000 Fifth year: \$1,250 Sixth year: \$1,500 Seventh year: 1,750 Eight + years: \$2,000</p>	<ul style="list-style-type: none"> • Transportation agencies (based on operating expenses): <ul style="list-style-type: none"> ○ Under \$1,000,000: \$1,500 ○ 1,001,000 to 10,000,000: \$2,500 ○ 10,001,000 to 50,000,000: \$3,500 ○ 50,001,000 to 100,000,000: \$5,000 ○ 100,001,000 to 150,000,000: \$7,500 ○ 151,000,000 to 200,000,000: \$10,000 ○ 201,000,000+: \$15,000 • Business members (based on annual gross sales or billings): <ul style="list-style-type: none"> ○ Up to \$250,000: \$1,200 ○ 250,001 to 500,000: \$2,500 ○ 500,001 to 1,000,000: \$3,500 ○ 1,000,000 to 2,500,000: \$4,500 ○ 2,500,000+: \$5,000



The Conference of Minority Transportation Officials' (COMTO) mission is to ensure a level playing field and maximum participation in the transportation industry for minority individuals, businesses and communities of color through advocacy, information sharing, training, education and professional development.

COMTO is a national nonprofit organization founded in 1971 on the campus of Howard University in Washington, D.C. COMTO was created to provide a forum for senior minority professionals in the transportation industry. Over the past thirty years, our mandate has evolved to include not only public transportation industry executives, but also professionals at every level of industry encompassing a variety of fields and disciplines. Now, as was then, members are encouraged to share information, opportunities and personal expertise.

With more than 30 chapters throughout the United States, our mission is as relevant today as we strive to provide full access to employment, career and contract opportunities for minorities within the transportation industry. A small group of professionals committed to this mission, founded the Colorado Chapter of COMTO in May 2004.

COMTO Colorado is committed to the same goals and objectives as national.

- Promoting, strengthening and expanding the roles of minorities in all aspects of transportation;

- Facilitating the link of public, private and academic institutions to support professional development among minorities in the transportation industry; and
- Sponsoring and conducting local, state, and national forums that will enable the discussion of timely issues and topical concerns of the minority community.

In addition to the national COMTO goals and objectives, COMTO Colorado established the following goals and objectives:

- Increase Disadvantaged Business Enterprise (DBE) and Minority Business Enterprise (MBE) participation in transportation projects in the State of Colorado.
- Cultivate relationships with local governing bodies to build awareness about imminent transportation projects and opportunities.
- Provide information and personal interaction to members to increase employment opportunities in the transportation industry.



COMMITTEES

BUSINESS PARTNERING COMMITTEE

Lloyd Lovell, Committee Chairperson
2 West Dry Creek
Littleton, CO 80120
(303) 791-8405 office
(303) 594-3054 cell
lfinc@aol.com

COMMUNICATIONS COMMITTEE

Karen Morales, Committee Chairperson
P.O. Box 398
Evergreen, CO 80437
(303) 670-2537 office
(303) 618-7031 cell
karen@cig-pr.com

FUNDRAISING COMMITTEE

Anne Stilson-Cope, Committee Chairperson
7822 South Wheeling Court, Suite B
Englewood, CO 80112
(303) 309-6960 office
(303) 696-1459 fax
anne@coreyeng.com

MEMBERSHIP COMMITTEE

Maxine Pryor, Committee Chairperson
2 West Dry Creek
Littleton, CO 80120
(720) 565-6687 ext. 56687 office
(720) 854-9989 cell
maxine@lfinc.com

SCHOLARSHIP COMMITTEE

George Crochet, Committee Chairperson
4872 Country Club Way
Boulder, CO 80301
(303) 530-2730 office
(303) 870-1605 cell
gcrochet3@comcast.net



COMTO COLORADO EVENTS

COMTO Colorado sponsors monthly meetings that provide information on current/upcoming contracting opportunities, federal and state compliance regulations and networking opportunities. In addition, COMTO Colorado hosts a variety of programs and events throughout the year designed to assist small and minority-owned businesses in being successful and competitive in the transportation industry.

DBE REVERSE TRADE FAIR COMTO Colorado's most successful transportation-related program is the DBE Reverse Trade Fair – a program which reverses typical trade show roles, allowing Disadvantaged Business Enterprise (DBE) firms to present their skills to prime contractors and showcase what they can offer on upcoming contracts. The DBE Reverse Trade Fair is a unique format that allows subcontractors to talk directly to primes interested in their specific product or service. It allows primes to meet with DBEs who have identified their qualifications and track record for success, visit with qualified DBEs who meet their immediate and upcoming subcontracting needs and help identify scarce subcontracting resources.

SUSTAINABLE BUSINESS TRAINING PROGRAM

In addition to networking events and fundraisers, COMTO Colorado also offers a comprehensive training program called the Sustainable Business Training Program. This program provides small-group instruction in estimating, proposal writing, human capital management, marketing and other areas in which our members have expressed a need in an effort to increase their competitiveness and contracting potential.

SCHOLARSHIP BANQUET Each year, COMTO Colorado helps pave the way for the future leaders in transportation by awarding scholarships to minority and women high school students. These are students who express an interest in pursuing college studies in a transportation-related field. Each scholarship award is offered for tuition, books, and/or room and board expenses. In order to raise funds, the chapter hosts an annual Scholarship Banquet that includes dinner, a silent and live auction, dancing, exciting guest speakers and live entertainment. COMTO Colorado's scholarship program has raised more than \$100,000 over the past six years, helping numerous students fulfill their dreams of a college education.

GOLF TOURNAMENT Every summer COMTO Colorado hosts our members' favorite event of the year – the annual COMTO Colorado Golf Tournament. This event helps raise money to benefit COMTO Colorado's scholarship program, as well as the chapter's operating costs. It is an exciting and high anticipated event that attracts hundreds of COMTO members, partners and supporters.

For the most up-to-date listing of events, please visit the COMTO website at www.COMTOColorado.org.



GOVERNMENTAL AGENCY PARTNERS

The Colorado COMTO Chapter consistently seeks to partner with organizations to identify, recruit and support individuals and businesses which are committed to facilitating the growth and success of minorities and women in transportation.

Examples of this are our valued partnerships with the Denver Regional Transportation District (RTD), Colorado Department of Transportation (CDOT), Denver International Airport (DIA) and the City and County of Denver.

CITY AND COUNTY OF DENVER - OFFICE OF ECONOMIC DEVELOPMENT The Office of Economic Development (OED) is dedicated to advancing economic prosperity for the City of Denver, its businesses, neighborhoods and residents. Working with a wide variety of community partners, OED operates to create a local environment that stimulates balanced growth through job creation, business assistance, housing options, neighborhood redevelopment and the development of a skilled workforce.

OED offers a diverse set of programs and services to assist new and expanding businesses in Denver. From small business financing to regulatory assistance, employee recruitment, Enterprise Tax Zone Credit assistance and a variety of other services, OED serves as a resource to help businesses thrive within the City and County of Denver. The office helps promote small and disadvantaged businesses by providing access to contracting opportunities within Denver. It also offers compliance assistance with city contracts, small business and disadvantaged business ownership certification, and compliance assistance for businesses located at Denver International Airport. For more information, visit www.denvergov.org/oed. For information on how to become M/WBE certified with the City and County of Denver, visit www.denvergov.org/OED or contact certificationinfo@denvergov.org.

COLORADO DEPARTMENT OF TRANSPORTATION

Colorado Department of Transportation's (CDOT) Business Center provides information for contractors, consultants, vendors and anyone interested in doing business with CDOT. Access is also provided to information on upcoming highway construction bids, results of past bids and electronic bidding files.

CDOT's DBE program is required by Congress as a condition of receiving federal funds and is also provided policy and direction by the Transportation Commission. It provides assistance to minorities, women and other socially and economically disadvantaged individuals to enter the highway construction and design industries. Visit www.coloradodot.info/business for more information on the program.

DENVER INTERNATIONAL AIRPORT Business opportunities at Denver International Airport (DIA) range from construction and facility maintenance to concession and ground transport services. The DIA Way outreach effort is a program designed to update potential partners on business development opportunities at the airport and gives guidance on how to tap into the network of existing contractors and City and County of Denver processes.

DIA recently launched a new small business office/program called the "DIA Business Hub." The DIA Business Hub will serve as a one stop information center to help businesses navigate the unique airport operating environment. It will include an emphasis on serving businesses that are local, small and certified as M/WBE, DBE, or ACDBE. For more information please contact Heather Barry at heather.barry@flydenver.com or visit the website at business.flydenver.com/bizops/diaway

REGIONAL TRANSPORTATION DISTRICT Regional Transportation District (RTD) offers a wide range of business opportunities for contractors, vendors, and suppliers in construction, professional services, maintenance/repair/operations, equipment and more. Refer to www.rtd-denver.com to learn about RTD's DBE/SBE Program, how to get certified and for information on current contract solicitations and contact information.



COMTO Colorado is the premier organization for the training, education and professional development of minority transportation professionals. With hundreds of members representing a variety of fields and disciplines within the transportation industry, COMTO Colorado's goal is to serve its members by:

- **Providing resources, information and networking opportunities to boost contracting potential**
- **Cultivating relationships with local governing bodies**
- **Providing information and access to transportation projects and contracting opportunities around the state**
- **Connecting DBE/MBE firms with prime contractors**
- **Offering business resources and training opportunities**

For the past 40 years, COMTO's advocacy of minority individuals, businesses and communities has helped level the playing field, supporting its members and strengthening their roles in all aspects of the transportation industry. Benefits of your COMTO membership include:

NETWORKING Networking opportunities have been noted as one of the most beneficial aspects of COMTO membership. With numerous events hosted throughout the year, COMTO Colorado members are encouraged to take advantage of these opportunities to connect with other transportation professionals and potential partners. COMTO Colorado's networking events include golf tournaments, trade fairs, monthly meetings, banquets and more.

INDUSTRY AWARDS Each year, COMTO Colorado recognizes member businesses who demonstrate a strong commitment and extraordinary competence in the field of transportation.

TRAINING COMTO Colorado is committed to advancing the role of minority transportation professionals and businesses. Through targeted, collaborative training programs designed to boost the contracting potential of small and disadvantaged firms, COMTO works with members to provide the tools needed for success in the transportation industry.

BUSINESS RESOURCES COMTO Colorado works directly with local transportation governing bodies such as the City and County of Denver, the Colorado Department of Transportation (CDOT), Denver International Airport (DIA) and the Regional Transportation District (RTD), as well as local prime contractors, to provide access and information to contracting opportunities. See the page **Governmental Agency Partners** for more information on COMTO's partnering agencies and sponsors.

MEMBER COMMUNICATION COMTO Colorado provides two tools designed to keep members in the know and on top of the latest industry news, contract opportunities and networking events.

The **COMTO Circulator**, a quarterly e-newsletter that streams chapter and industry news, views and opportunities; and **COMTO To-Go**, a shorter, monthly e-newsletter designed to inform members of the latest local networking events and contract opportunities. You can sign up to receive these publications on COMTO Colorado's website at www.COMTOColorado.org.

Disadvantaged Business Enterprise (DBE) certification is a federally initiated and mandated process established to ensure that only those firms meeting the prescribed standards receive the distinction as a DBE.

There is NO single all encompassing certification program for women and minority owned businesses. Certification is only required if a business desires to sell products or services to a government agency or private firm that requires certification as part of their contracting process. There are three different types of certification depending upon the type of contracting.

Federal Certification

U.S. Small Business Administration
721 19th St., Suite 400, Denver, CO 80202
(303) 844-2607 ext 226.

For more information on federal contracts, go to www.FedBizOpps.gov.

The 8(a) Program is intended to be used exclusively for business development purposes to help small business owned and controlled by socially and economically disadvantaged individuals.

To apply for most federal opportunities, you will need to register with Central Contractor Registration (CCR). CCR is the primary registrant database for the U.S. Federal Government. Go to www.ccr.gov.

Unified Certification Program

For many years, firms seeking DBE certification with CDOT and the City and County of Denver had to submit two separate applications. In 2002, CDOT and Denver entered into a Unified Certification Program (UCP). A firm wanting DBE certification with both agencies need now submit only one application to either agency and, if successful, will be recognized as an eligible DBE with both agencies.

State Office of Certification

4201 E. Arkansas Ave., Room 200, Denver, CO 80222
(303) 512-4145

The State of Colorado processes applications for:
ESB (Emerging Small Business)
DBE (Disadvantaged Business Enterprise)

City & County of Denver, Office of Economic Development Division Small Business Opportunity

201 W. Colfax Ave., Dept. 907, Denver, CO 80202
(720) 913-1999; Fax (720) 913-1809

Email: certificationinfo@denvergov.org

Website: <http://www.denvergov.org/oed/DenverOfficeofEconomicDevelopment/BusinessServices/DoBusinesswiththeCity/tabid/435878/Default.aspx>

The Division of Small Business Opportunity processes applications for multiple programs:

- **Small Business Enterprise (SBE) and Minority/Women Business Enterprise (M/WBE)** for Construction-related City & County of Denver contracts
- **Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) and Small Business Enterprise Concessions (SBEC)** for airport concession opportunities at Denver International Airport
- **Disadvantaged Business Enterprise (DBE)** for U.S. DOT federally-funded contracts in Colorado (including airport, highway and transit contracts).

Download and complete the application forms below then mail or deliver **with supporting documents** to the Division of Small Business Opportunity (DSBO) at 201 W.Colfax Ave., Dept. 907, Denver, CO 80202. For questions, call **(720) 913-1999**.

Private Certification

Certification from these agencies does not apply for government funded contracts, but may be used by private corporations.

Rocky Mountain Minority Supplier Development Council (RMMSDC)

1445 Market St., Denver, CO
(303) 623-3037
admin@rmmsdc.org
www.rmmsdc.org
MBE Certification

Women's Business Enterprise National Council (WBENC)

1120 Connecticut Ave., NW, Suite 1000
Washington, DC, 20036
(202) 872-5515
www.wbenc.org
WBE Certification