

December 6, 2024

Julie Hurley Tryon
Rocky Mountain Signing Company, Inc.
10335 S. Progress Way
Parker, CO 80134

SUBJECT: Minority/Women Business Enterprise (MWBE) Certification Approval

Dear Julie Hurley Tryon,

The City and County of Denver's Division of Small Business Opportunity (DSBO) is pleased to inform you that Rocky Mountain Signing Company, Inc. is now certified as a **Minority/Women Business Enterprise (MWBE)**, pursuant to the Denver Revised Municipal Code (D.R.M.C) Division 1 and 3, Article III, V, VII of Chapter 28. Your firm, and the types of work you have been certified to perform, will be listed in the City and County of Denver's Certified Directory at <https://denver.mwdbe.com/>.

Rocky Mountain Signing Company, Inc. is eligible to participate as a Minority/Women Business Enterprise (MWBE) on City funded projects and contracts, and/or certain privately funded projects on City owned property in the following NAICS codes:

NAICS 561990: FLAGGING (I.E., TRAFFIC CONTROL) SERVICES

It is your responsibility to make sure the NAICS codes you are certified in are kept up to date. If you wish to become certified in an additional type of work, you must submit an Expansion Application available on the Small Business Certification and Contract Management System (<https://denver.mwdbe.com/>).

Important Information For Maintaining Your Certification

You must submit, every year on the anniversary date of your certification, an annual No Change Application with the required documentation including your firm's most recent tax return. DSBO sends four reminders beginning 120 days prior to your anniversary date, however if you do not receive these notices, it is still your responsibility to submit the No Change Application in a timely manner. To ensure you receive these, and all notices and reminders DSBO sends, make sure your contact information in your Vendor Profile is kept current and add denver@mwdbe.com to your safe sender list.

Your firm's next annual Application is due: December 31, 2025.

Your firm's Renewal Application is due: December 31, 2026. Firms must submit a Renewal Application every three years. As part of the renewal process, you will be required to submit an updated Personal Net Worth Statement and complete another site visit.

If you are also DBE certified through DSBO, you do not need to complete a separate No Change Application for your DBE certification.

Finally, you must inform DSBO, in writing, of any changes in circumstances which may affect your certification including disadvantaged status, ownership, management and contract and work performed. You can send this information via email to certificationinfo@denvergov.org.

FAILURE TO SUBMIT THE YEARLY NO CHANGE APPLICATION AND REQUIRED DOCUMENTATION, OR TO REPORT ANY CHANGES MAY RESULT IN SUSPENSION AND/OR REVOCATION OF YOUR CERTIFICATION AND REMOVAL OF YOUR FIRM FROM THE ONLINE DIRECTORY.

It is the intent of the certification program to maximize opportunities available to your firm by leveling the playing field. If you have any questions or need assistance, please contact the certification team at (720) 913-1714 or email at certificationinfo@denvergov.org

Sincerely,

Brittany Croen

Brittany Eroen
Interim Chief Officer, Division of Small Business Opportunity
Denver Economic Development & Opportunity
P: 720-913-1908| Brittany.Eroen@denvergov.org

cc: Atinut Chulajata, Certification Analyst, Division of Small Business Opportunity
Elly Bacon, Director of Certification, Division of Small Business Opportunity