

September 23, 2020

Danaya Benedetto
CHC Training, LLC
1775 W 55TH AVE
DENVER, CO 80221-1745

SUBJECT: Small Business Enterprise (SBE) Certification Approval

Dear Danaya Benedetto,

Congratulations, the City and County of Denver's Division of Small Business Opportunity (DSBO) is pleased to inform you that CHC Training, LLC is certified as a **Small Business Enterprise (SBE)**. This notification is pursuant to Division 1 and 3, Article III, V, VII of Chapter 28, the Denver Revised Municipal Code (D.R.M.C. or the Code). CHC Training, LLC will be listed in the City and County of Denver's Certification Directory.

Your firm is certified with the following certification dates:

September 23, 2020 to October 31, 2022

Your firm's certification renewal date is:

October 31, 2021

Listed below is each NAICS code for which CHC Training, LLC is certified:

NAICS CODES:

NAICS 611430: PROFESSIONAL DEVELOPMENT TRAINING

NAICS 611699: CPR (CARDIOPULMONARY RESUSCITATION) TRAINING AND CERTIFICATION

Important Information: Keep Your Certification In Good Standing

During the certification period, if any changes occur in the firm's legal structure, ownership, management, control, or work performed, you must notify the division immediately. Additionally, your business enterprise is required to maintain an accurate mailing address, email address and telephone number information with DSBO. **Failure to report any of these changes may result in removal of your business enterprise from the Certification Directory, and possible revocation of certification of your business enterprise.**

Please be aware that your firm's **Small Business Enterprise (SBE)** certification is **valid for three (3) years**, but you are required to submit a no change affidavit and business taxes **annually** to verify eligibility. Every three (3) years you will need to submit a recertification application and have another on-site review. Please mark your calendar and begin the renewal process no less than ninety (90) days prior to your renewal date. Your application and all accompanying documents should be uploaded to the Small Business Certification and Contract Management System (<https://denver.mwdbe.com/>). The process may take up to 90 days. You will be notified prior to the expiration date that eligibility must be re-evaluated. However, if you do not receive notification from this office, it is your responsibility to keep your certification current. **Failure to submit required documentation annually and triennially, your certification will be marked expired, removed as an active certification, and possible revocation of certification.**

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Doing Business with the City and County of Denver

CHC Training, LLC is eligible participate as a **Small Business Enterprise (SBE)** on City and County of Denver city (locally) funded projects and/or certain privately funded projects on city-owned property for contracts with a **Small Business Enterprise (SBE)** program requirement.

It is imperative that you verify each NAICS code for which your business is certified to ensure the NAICS codes you requested and are eligible for were included for your scope of services. It is your responsibility to manage your firm's NAICS codes to ensure you have applied for all applicable codes and they are up to date with your scope of services. This letter showing the following codes is required when bidding and proposing on City projects and will be evaluated for counting participation toward the specified small business contract requirement.

As mentioned, be sure to retain this letter as verification of Small Business Enterprise (SBE) certification for future bidding/proposing opportunities with the City. Now that your firm is certified, we encourage you to visit www.work4denver.com to view upcoming Construction/Professional Service contracting opportunities and check the Rocky Mountain E-Purchasing System ([BidNet](#)) for additional upcoming Construction, Goods & Services contracting opportunities. For additional information related to how your certification works with contracting opportunities with the city please visit <https://www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/do-business-with-denver.html>.

Also, please be aware that some of the communication we send out comes from the Small Business Certification and Contract Management System, please add denver@mwdbe.com to your safe sender list. If you have any questions or need further assistance please contact Tammy Trujillo, Certification Supervisor, at (720) 913-1614 or email at tammy.trujillo@denvergov.org.

Sincerely,



Adrina Gibson
Director of the Division of Small Business Opportunity
Office of Economic Development | City and County of Denver
P: (720) 913-1701 | adrina.gibson@denvergov.org

cc: Stephen Martinez, Certification Analyst, DSBO
Tammy Trujillo, Certification Supervisor, DSBO
Elly Bacon, Assistant Director, DSBO