



# BidX Sponsored Account Application Packet



## What is the CDOT “Connect 2 DOT” Program?

The Colorado Department of Transportation’s (CDOT) vision for its “Connect 2 DOT” Program is to create a comprehensive, one-stop resource for workforce development support, and technical assistance/business development programs for Colorado’s Disadvantaged Business Enterprise (DBE) and Emerging Small Businesses (ESB). The long-term purpose of the program is to better equip these actively bidding firms to successfully participate on CDOT highway-related projects. As part of the program and in order to bring together DBE, ESB, and Prime contractors, CDOT will be utilizing Bid Express (BidX) internet bidding software. (See below for features.) The Bid Express software requires a paid account for access. Therefore, CDOT is purchasing or ‘sponsoring’ a limited number of one year accounts so DBE and ESB firms can participate in the program. These firms must fully complete this application to qualify for an account. (Sponsored account holders will be notified if they want to renew their free account each year.) Additionally, CDOT is also partnering with Colorado Small Business Development Centers (SBDC) statewide to provide technical assistance and business development programs to DBE’s and ESB’s. These firms will be able to apply for and access CDOT sponsored accounts and print construction plan sets from participating SBDC’s. Currently, the Denver SBDC is available for these services.

## Why Should DBE/ESB Firms Obtain a Sponsored Account?

The CDOT sponsored account will provide a centralized area to access information about upcoming CDOT projects. This will help you find more opportunities, compete more effectively, and network with prime contractors to allow you to win more jobs. Each firm that is chosen to receive an account will commit to its consistent use over a one year period. Accounts not utilized in a two month period will be cancelled and provided to another firm for use.

With your free sponsored account you can:

- Create a sub-quote form that lists the items from a proposal that you want to quote, include pricing, terms and conditions, and send it to the prime contractor. You can also add attachments to the sub-quote.
- View sub-quotes for work that primes have posted for projects they are bidding, add your pricing, terms and conditions, and submit completed sub-quotes to primes.
- Preview CDOT highway construction plan sets, select an entire set of plans and/or create a custom set for download which you will be able to print at participating area Small Business Development Centers (SBDC) or any printer that allows 11 x 17 format.
- Add extra work items to sub-quotes that you are responding to.
- Receive a conformation that your sub-quote was opened by a prime.
- View important notices and publications from CDOT targeted to small businesses.

## What is CDOT’s Evaluation Criteria for Selecting DBE\ESB Firms?

### Baseline Criteria For All Applicants:

- Colorado based (and owned) firm that has been in operation the previous two years.
- Currently certified DBE or ESB in a highway construction-related DBE\ESB work code.
- Exhibit interest in working on CDOT highway contracts as evidenced by bidding on CDOT highway work (submitted at least one bid for CDOT highway work in the past year)
- Highly motivated firm who has met with their local SBDC and is willing to commit to an annual CDOT sponsored account.
- Has attended BidX training (either in person or online) on how to use the program.
- Willing to sign a “Usage Agreement”.

### Priority Consideration:

- Currently certified DBE in a historically underutilized DBE work code category
- DBE certified with at least three years of highway related experience

## How Do Colorado DBE/ESB Firms Apply for the CDOT sponsored account?

- 1) Go to [www.co.bidx.com/main](http://www.co.bidx.com/main) and print out the *Sponsored Account Application & Usage Agreement*. Click on the “request CDOT sponsored account membership” link and complete:
- 2) Complete the *CDOT BidX Sponsored Account Application* (located on the other side of this document). Incomplete or illegible applications will not be considered. Submit with attached DBE directory profile or ESB certification letter and signed *Usage Agreement* to the CDOT Center for Equal Opportunity at the following address:

**CDOT Center for Equal Opportunity**  
**4201 East Arkansas Avenue, Room 200**  
**Denver, Colorado 80222**  
**Fax: (303) 952-7091**  
**Email: [stacy.romero@state.co.us](mailto:stacy.romero@state.co.us)**

You will be notified if your application was accepted and if so, how to access your account.

Please call Stacy Romero at (303) 757-9529 with any questions regarding the application process.



# BidX Sponsored Account Application



## BUSINESS INFORMATION & BACKGROUND

Name of Business	Today's Date
Address	Phone Fax Email
Business Entity (Check one) <input type="checkbox"/> S-Corp. <input type="checkbox"/> C-Corp <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other _____	
Description of Service and/or Product	
Do you have a current business plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is your firm in good standing on all taxes? <input type="checkbox"/> Yes <input type="checkbox"/> No
State the number of years your business has been in operation.	Current bonding capacity/limit (If applicable) \$
State the approximate Number of CDOT Related Prime Contracts Applied to in the Past Year.	How many of these projects were awarded?
State the approximate Number of Bids to CDOT Related Prime Contracts in the Past Year.	How many of these projects were awarded?

## Additional Information

What training/resources have you utilized in the past year?

Why are you interested in getting a CDOT sponsored account?

How do you plan on using your account?

What is your comfort level with technology? (Check one)  
 1- Not at all  2-Fairly comfortable  3- Comfortable  4- Very comfortable

Have you attended a BidX training on how to use the program?  Yes  No

Please attach DBE (CDOT or Denver) Online Directory Profile from [www.coloradodbe.org](http://www.coloradodbe.org) or ESB Certification Letter .

## SIGNATURE

**I certify that my answers are true and complete to the best of my knowledge. I understand that application acceptance gives me annual access to a CDOT sponsored account. I understand that if I do not use my CDOT sponsored account in any two month period, the account will be closed. I understand that all accounts are given the option to renew every March 1.**

<i>Business Owner Signature</i>	<i>Date</i>
<i>SBDC Signature (if applicable)</i>	<i>Date</i>

## CDOT USE ONLY

Date Application Received	Application Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Final Score From CDOT Selection Panel
Comments	Selected For Sponsored Account? <input type="checkbox"/> Yes <input type="checkbox"/> No	