

OFFICE OF DIVERSITY AND INCLUSION

## NAVIGATING THE CERTIFIED BUSINESS DIRECTORY

## **OVERVIEW**

What is the certified directory? The Certified Business Directory is a comprehensive listing of minority-owned (MBE), women-owned (WBE), economically disadvantaged (SLBE), veteran-owned (VBE), and LGBT-owned (LGBTBE) businesses that are currently certified with the City of Columbus.

What is the purpose of the directory? The directory is designed to help buyers and contractors quickly locate certified businesses for procurement and contracting opportunities.

What is the best way to navigate the directory? To find certified businesses, you can search by name, business description, location, and/or commodity code. You can also view the complete list of businesses by leaving all search fields blank and selecting 'Download Entire Directory' at the bottom of the page. For the best results, the Office of Diversity and Inclusion (ODI) recommends conducting a search based on the business description.

Do I need to have a login to search the directory. No, the directory is open for public use.

**Does the directory include businesses certified with other government agencies ?** No, the directory is specific to the City of Columbus' certified businesses only.

## STEPS -

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Navigate to columbus.diversitycompliance.com and click Search Certified Businesses.

Diversity Compliance Management System					
Log In	Staff Log In				
Business Certification	About the System				
Search and/or join our database of certified vendors	Learn more about this system and how it works today				
Search Certified Businesses	Information for Vendors				
Apply For Certification	Account Access				

Search by Business Description for the best results. Try just a few letters of a keyword such as 'landscap' for landscaping to include all businesses affiliated with the landscaping field.

If you are seeking businesses to fulfill a participation goal, deselect the EBE, LGBTE, SLBE, and VBE categories. This ensures that only MBE and WBE categories remain, as these are the only certification programs eligible for meeting goals. For more information, please refer to the 'Getting Started with Certification Guide.'

City of Columbus Certified Vendor Directory				
Search our Certified Vendor Directory by entering search criteria and clicking Search. You must select at least one certification type. Search by Reference, to view firms that are "Eligible for Goals" and/or "Eligible for Incentive Credits and Bid Discounts". You can also search by a variety of other fields which are listed below.				
Search results may be downloaded to Excel, by clicking the "Download Results to Excel" button after your search results are displayed. To download the full City of Columbus Certification Directory do not enter search criteria, scroll to the bottom of the page and click the "Download Entire Directory to Excel" button.				
Search by Certification Type				
CERTIFICATIONS	Emerging Business Enterprise (EBE)			
	✓ LGBT Business Enterprise (LGBTBE)			
	Minority Business Enterprise (MBE)			
	Small Local Business Enterprise (SLBE)			
	Veteran Business Enterprise (VBE)			
	Vomen Business Enterprise (WBE)			
Search by Business Name or DBA				
BUSINESS NAME/DBA	Tip: Try just a few letters of the firm's name.			
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Search by Business Description				
BUSINESS DESCRIPTION	Tip: Try just a few letters of a keyword.			



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Scroll to the bottom, verify the CAPTCHA, and then click Search.



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Results will populate. If for some reason no results populate, click Edit Parameters at the top right to try another keyword.

Search Parameters		Edit Parameters	Clear Parameters
CERTIFICATIONS	Emerging Business Enterprise (EBE) LGBT Business Enterprise (LGBTBE) Minority Business Enterprise (MBE) Small Local Business Enterprise (SLBE) Veteran Business Enterprise (VBE) Women Business Enterprise (WBE)		-
BUSINESS DESCRIPTION	landscap		
ELIGIBLE FOR GOALS	Yes		

After the results populate, you can download all the search results OR you can learn about each business by clicking the blue hyperlink (certification abbreviation) to the right of the results.

Download Search Results	
1: Click the certification type for	2 firms with 14 certifications contact information and certificatio
Location	Certification
Columbus, OH	MBE WBE
Columbus, OH	MBE
Columbus, OH	MBE
Columbus, OH	WBE
	Download Search Results  II Click the certification type for  Location  Columbus, OH  Columbus, OH  Columbus, OH  Columbus, OH  Columbus, OH

Should you choose to access the hyperlink, a comprehensive business profile will be displayed. Relevant documents, including the capability statement, are available to provide a more in-depth understanding of the business' competencies and offerings.

TL				
Business & Contact Information				
BUSINESS NAME	BizTech Solutions, LLC, DBA Tatum Landscaping, LLC			
OWNER	KATHY TATUM			
ADDRESS	3604 Watt Rd Columbus, OH 43230 [ <u>map</u> ]			
PHONE	614-216-1556			
FAX	614-216-1556			
EMAIL	<u>tatumka@msn.com</u>			
WEBSITE	http://www.tatumbiz.com			
ETHNICITY	African American			
COUNTY	Franklin (OH)			
DOCUMENTS	Tatum Business Capabilities3 20230803001819 6825.png         (PNG, 2.93 MB)			

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After you click Download Search Results, click Include Commodity Codes in download (to learn more about the business' line of work), then select the file type you wish to download.

Download Search Results	Close			
You are about to export the search results. Your export will be generated in real-time from the directory. Depending upon the speed of your Internet connection, the number of records, and the size of the export file, it may take a few minutes to generate and download the data.				
ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 206.211.160.3 on this website are tracked.				
Include Commodity Codes in download				
Download to Excel Download to CSV Download to PDF				

When you download the directory, it will populate all businesses with the following information: name, address, number, email, website, and capability. Businesses that are listed more than once have multiple certifications.