

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.

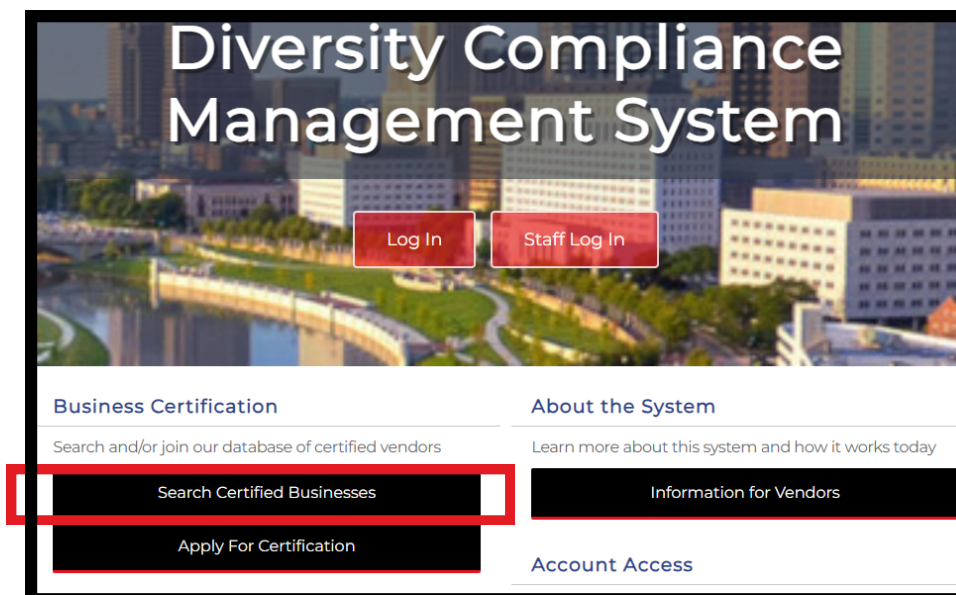
What is the best way to navigate the directory? To find certified businesses, you can search by name, business description, location, and/or commodity code. You can also view the complete list of businesses by leaving all search fields blank and selecting 'Download Entire Directory' at the bottom of 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

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



2

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)
- Women Business Enterprise (WBE)

Search by Business Name or DBA

BUSINESS NAME/DBA

Tip: Try just a few letters of the firm's name.

Search by Business Description

BUSINESS DESCRIPTION

Tip: Try just a few letters of a keyword.

3

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

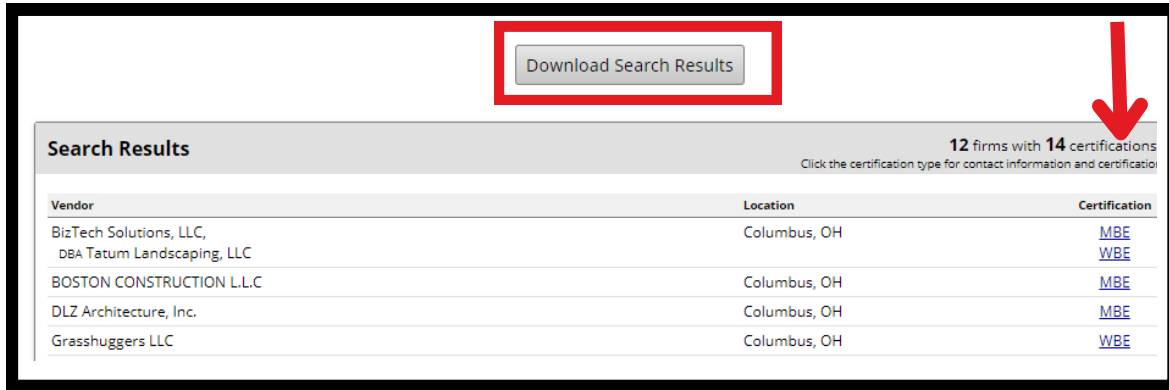
4

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

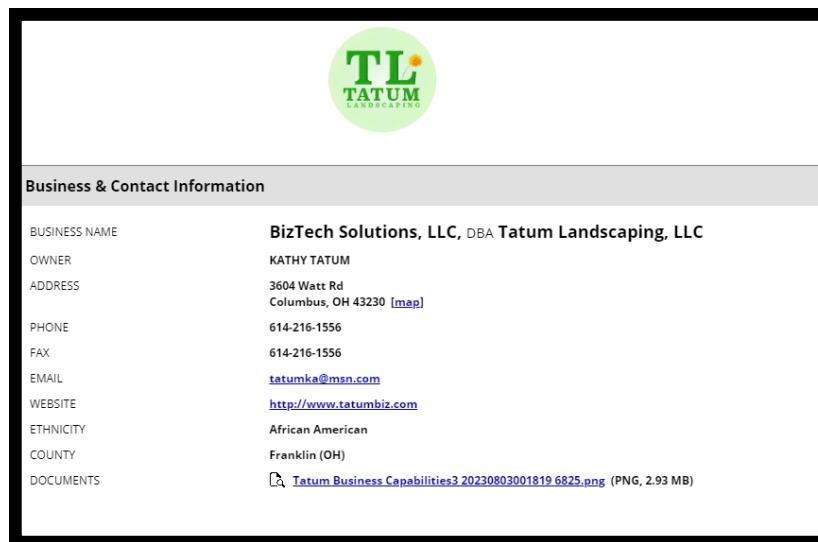
Search Parameters

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

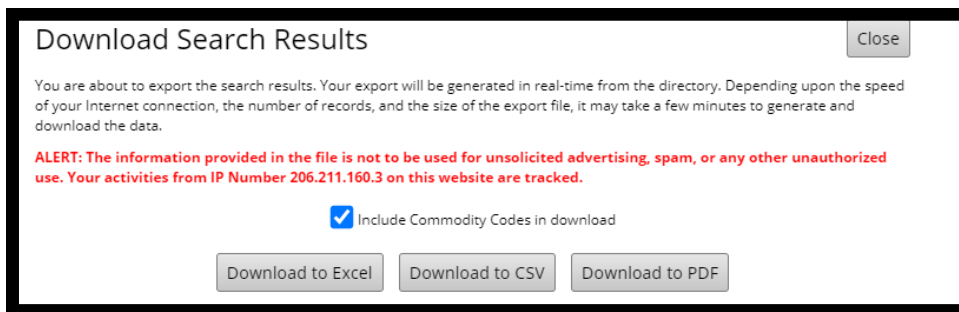
- 5 After the results populate, you can download all the search results OR you can learn about each business by clicking the blue hyperlink (certification abbreviation) to the right of the results.



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.



- 6 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.



! 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.