# DISADVANTAGED BUSINESS ENTERPRISE (DBE)

## Transportation

Be Legendary.

NORTH

Dakota

#### Highway Construction Prime Contractors Seeking DBEs for Solicitation:

- 1. Make sure the Disadvantaged Business Enterprise (DBE) check box is the only one selected in the Search by Certification Type field.
- 2. Select one or more Districts in the Search by Work Districts/Regions drop down box depending on where the project is located.
- 3. Select "Yes" in the Will This Firm Work Within ND, On Highway Construction Projects? in the Search by Reference field.
- 4. Complete the security reCAPTCHA prompt.
- 5. Click Search.
- 6. Click *Download Search Results* and complete the security prompt to download to Excel or CSV.
- 7. Check the *Include Commodity Codes* in the download button if you would like to view the NAICS codes.
- 8. Narrowly tailor your list depending on the type of work you are soliciting from the *Capability and Commodity Code* fields.
- 9. Use the listed email addresses to send solicitations.
- 10.If you are only seeking specific work types you can use the Business Description and/or Commodity Code fields in your search.
  - Only trucking firms with the description, "Eligible to quote DBE 1:1 Trucking Ratio," can utilize this option.

#### **Consultant DBE Search:**

- 1. Select the appropriate check box(s) in the Search by *Certification Type* field.
- 2. In the Search by Business Description field type PROFESSIONAL SERVICES.
- 3. Complete the security reCAPTCHA prompt and click Search
- 4. Click *Download Search Results* and complete the security prompt to download to Excel or CSV.
- 5. Check the *Include Commodity Codes* in download button if you would like to view the NAICS codes.
- 6. Narrowly tailor your list depending on the type of work you are seeking from the *Capability and Commodity Code* fields.



### To Access the Directory:

- Go to: <u>https://dotnd.diversitycompliance.com/</u>
- Click on the second blue box under DBE/ACDBE Certification on the login page titled "DBE/ACDBE Certified Directory."

#### **Quick Tips**

- Certain certified firms are identified by type in their Business Description and can be searched by the following term(s):
  - REGULAR DEALER/SUPPLIER
  - BROKER
  - DISTRIBUTOR
  - MANUFACTURER
  - TRUCKING/HAULING
  - SUBCONTRACTOR
  - TRANSIT
  - PROFESSIONAL SERVICES (consultants)
- To download the entire directory do not search by any fields and click *Download Entire Directory* box at the bottom of the search fields. Complete the security prompt, click *Include Commodity Codes* in download, if applicable, and select Download to Excel or Download to CSV.
- Being too specific in your search can limit your results. Instead, broaden your search and then filter your downloaded results to refine your search process.
- If you would like a list of recently certified firms, simply check the box for *Recently Certified* in the *Search by Reference* field.