

Equal Business Opportunity (EBO)

How to Become **Certified** As a Woman, Minority (W/MBE) or Small Local Business Enterprise (SLBE)

Your Guide To Apply For Certification Online



Ensuring Equal Business Opportunity

"Certification is Your Access To Opportunities"

What We Offer Minority and Small Businesses

- Sheltered Market Contracts
 - Certified Businesses Bid As Primes Within Peer Group
- Project Sub-Contract Goals
 - Certified Businesses Are solicited For Prescribed Elements Of Work
- Targeted Quotes And Proposals
 - Procurements Are Electronically Earmarked and Solicited for Certified Businesses Through DemandStar On-Line Notifications (opportunities via email)
- State of The Art Internet-Based Certification and City Contract Processing
- Business Outreach And Technical Assistance
- Facilitated Access to City Procurement Processes
- Prompt Payment For Certified Firms
- Goal Setting For Increased Participation
- Bond Reductions And Insurance Waivers
- RFP Preference Evaluation Points
- Public-Private Collaborative Opportunities
- Verification of Payments and Program Audits

Eligibility and Qualifications – Does My Firm Qualify?

In order to qualify for certification, an applicant must successfully document, demonstrate and comply with the following:

Minority Business Enterprise (MBE) is one that is at least 51% owned by one of the minority groups identified below who also control and operate the business and are permanent residents of the State of Florida. The business must have a permanent, functioning office within the State of Florida and be lawfully licensed within the relevant jurisdiction.

Minority classifications are:

- African American- a person (male or female) having origins in any of the indigenous racial groups of Africa.
- Hispanic American- a person (male or female) of Spanish or Portuguese heritage with origins in Spain, Portugal, Mexico, South America, Central America or the Caribbean Islands, regardless of race.
- Asian American- a person (male or female) having origins in any of the original peoples of the Far East, Southeast Asia, Indian subcontinent, or Pacific Islands including the Hawaiian Islands.
- Native American- a person (male or female) who has origins in any of the Indian Tribes of North America.

Woman Business Enterprise (WBE) is one that:

- Is at least 51% owned by a Caucasian Female or females, who also
 - Control and operate the business and
 - Are permanent residents of the State of Florida
- Has a permanent, functioning office within the State of Florida
- Is lawfully licensed within its relevant jurisdiction.

Small Local Business Enterprise (SLBE) is one that:

- Has 25 or fewer permanent fulltime employees
- Has gross revenue averaged for the past three years that does not exceed \$2 million
- Is located in the Tampa Market Area (Hillsborough, Pasco, Polk, Pinellas or Manatee County)
- Is owned by individual(s) who are all permanent residents of the State of Florida
- · Is without regard to ethnicity and gender
- · Is independently owned and operated

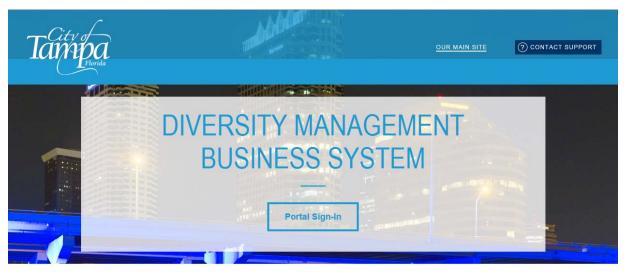
All Firms Must Meet These General Requirements:

Any SLBE, MBE, or WBE must have -

- Operated as such for **ONE YEAR** prior to application in order to be eligible to apply for certification
- Been operating independently of other firms
- A permanent, functioning office within the state of Florida that is lawfully licensed within the relevant jurisdiction (includes foreign registered corporations)

To begin your online application, follow these simple steps

Step 1.
Log on to:
https://Tampa.DiversitySoftware.com



WMBE & SLBE Certified Companies Directory Search or join our database of certified

WMBE & SLBE Certified Companies Directory

Apply for Cortification

System Training

Learn how to fully utilize our system with a live trainer

See Online Training Times

About the System

Additional information for our users

Read Info for Staff

The Diversity Management Business System i

red by <u>B2Gnow</u> Software. © Copyright 201

The following popup will show:

Apply for Certification

Welcome! You are about to complete the online WMBE-SLBE certification application for the City of Tampa. Please select one option below. If you have any questions or need help while completing the application please contact the City of Tampa's Minority and Small Business Development Office at (813) 274-5522 or send an email to tampa@diversitysoftware.com. For technical support, click here.

Renew Your Certification

New Certification

I Know My Username & Password » <u>Login</u> I Forgot My Username & Password » Lookup Account Your firm is not currently certified with the City.

Create Account

After logging in to your account, you will be directed to the application form. You can also click the Apply for Certification link on the right side of the "Dashboard." If you require technical assistance while completing the application, please use our <u>online support form</u>.

Step 3.

Click on "Create Account"

The following popup will show:

Create an Account				
Please fill in the information below. The registration process takes only a couple of minutes, and all information can be updated at any time after registration.				
account may have been	ved any form of notice from a government regarding this system, an pre-configured for you. Please <u>look up</u> your business to see if an . You can also check with <u>Customer Service</u> before registering a			
contact <u>Customer Servic</u>	oout this registration process or need more information, please <u>re</u> .			
required entry Section 1: Business Lo	okup			
Tax ID Number *	Enter your firm's Tax ID Number and click Lookup to check if an account already exists. Click to Lookup (Federal Tax ID, 9 numbers, do not enter dashes or spaces)			
Section 2: Business Inf	formation			
Business Name *				
DBA Name				
Company Type *	None selected 🗸			
Company Ethnicity	None selected 🗸			
	None selected ✓			
Company Gender				

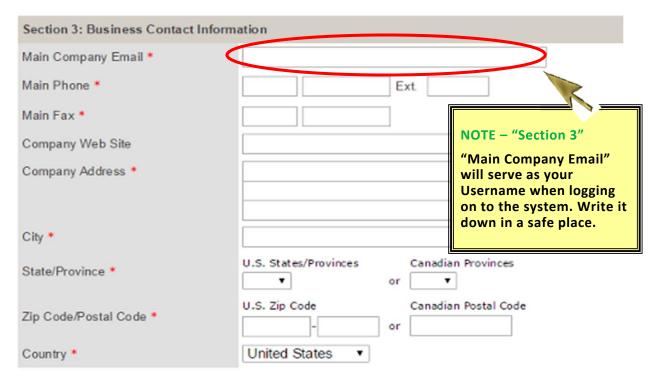
Special Note

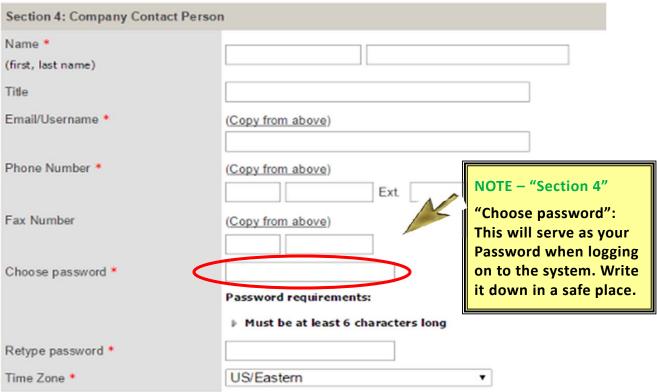
The Lookup procedure (Section 1) uses your Tax ID# to see if your business already has an existing account. If it does, you may proceed to "Page 8" to start the login process by entering your Username and Password. Your Username will be your "Main Company Email" address.

Step 4.

After entering your Tax ID#, Click on "Click to Lookup".

You will then be directed to create your account (Sections 2, 3 & 4) by answering the remaining questions about your firm.





Next



Home > Minority Business Development

Minority Business
Development Home

- About Us
- Contact Us
- How Do I
- Information Resources
- News and Events

Quick Links

- Customer Service Center
- Women and Minority Business Enterprise Program
- Diversity Management Initiative
- Small Local Business

[Home / Login]

Diversity Management Business System

System Access Login				
Username:				
Password:				
	Login			

*WMBE & SLBE Certified Companies
Directory

- *Apply for Certification Online
- *System Training
- *Contact Us & Support
- *Forgot Password
- *Account Lookup
- Help/First Time Visitors

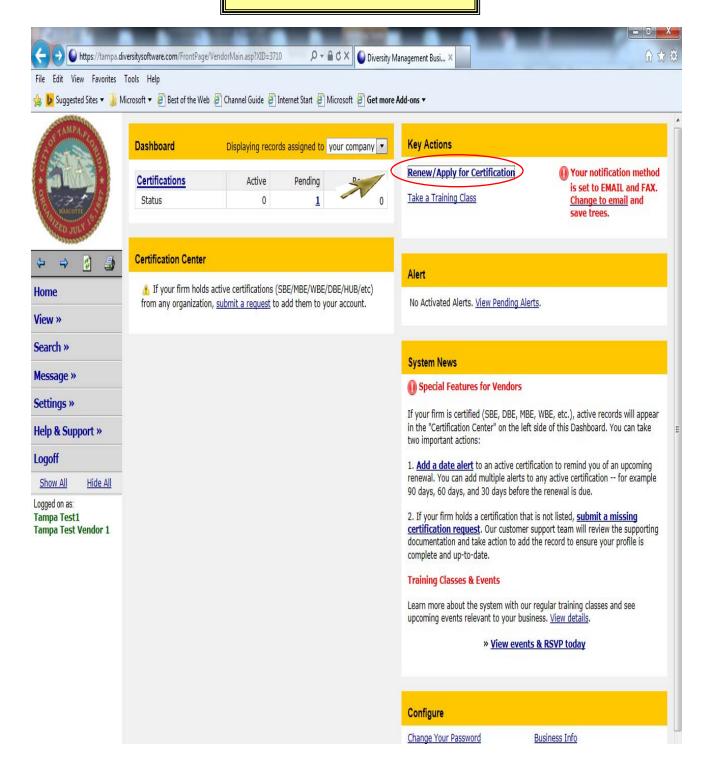
The City of Tampa is pleased to provide its Diversity Management Business System. This web-based software system is designed to streamline and automate certification applications and reporting requirements for Subcontractors, Prime Contractors, Consultants, Suppliers, City Departments and Private Sector Partners. The system is accessible to all firms doing business with the City of Tampa and includes the following key features:

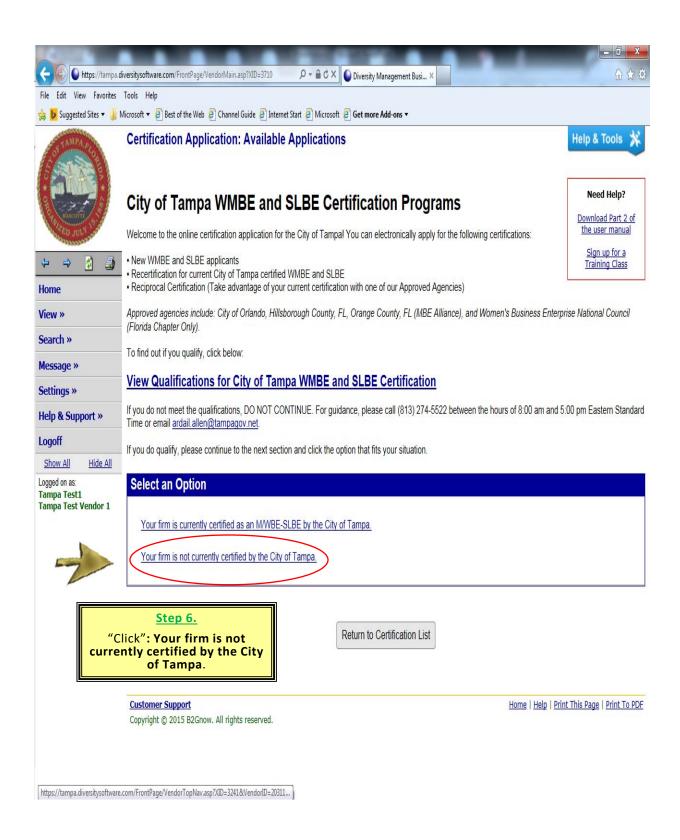
♦ Enhanced online MMDE 0. CLDE Directory with leavy word coarch conshilities

Step 5.

TO START YOUR APPLICATION...

This is your Dashboard. Under Key Actions click "Renew/Apply for Certification"





Step 7.

2 new options appear.

"Click": Your firm is located in Florida (if it's a true statement).

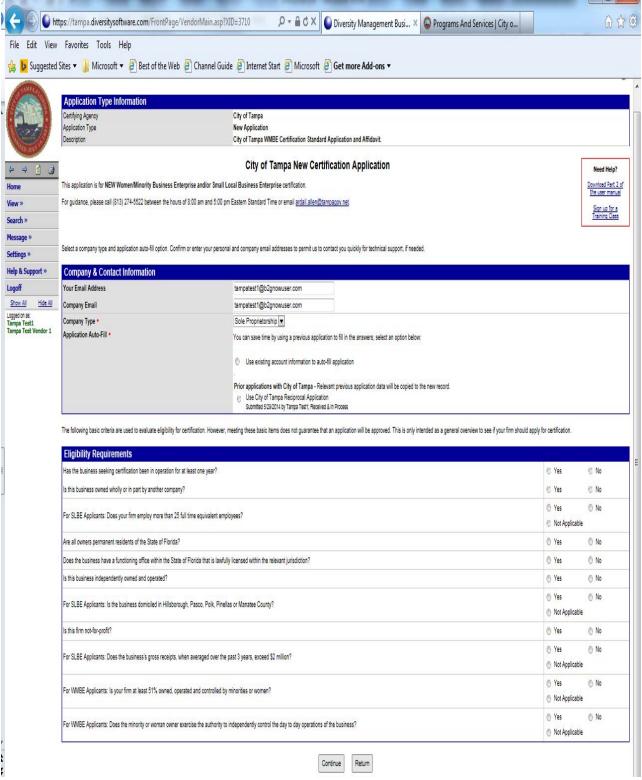


Step 8.

Your firm is currently certified as an MWBE-SLBE by the City of Tampa. Your firm is not currently certified by the City of Tampa. Your firm is located in Florida. Your firm is currently certified by an approved certifying agency. Approved agencies include: City of Orlando, Hillsborough County, FL, Orange County, FL (MBE Alliance), and Women's Business Enterprise National Council (Florida Chapter Only). Your firm is not currently certified by an approved certifying agency: > Submit a New application. Your firm is located in another state.

Step 9.

This is the NEW Certification Application Page Answer each question completely as it pertains to your company



Step 10.

Review list of Mandatory and Required supporting documents. Download available forms as appropriate prior to starting the application



Certification Application: Document List Preview for Corporation



In addition to completing an application form, you will be required to submit supporting documents with your application. These documents can be submitted in electronic or hardcopy format, but must be all of the same format (e.g. all electronic or all hardcopy). Applications and documentation submitted electronically are reviewed faster. Processing of applications submitted with hardcopy documentation cannot begin until the documents are received by the organization.

Mandatory documents must be submitted with your application; there are no exceptions. Required documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact us before starting.

Review the items below before beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the Mandatory documents, do not proceed. Failure to submit the attachments without an explanation will result in a delay in processing and your firm could ultimately be denied certification.

This document list will continue to be available after you start the certification application (click the Documents tab). You can also print the list to your printer or a PDF file.

	The determination of the production of the produ				
View »	Mandatory Documents				
Search »	All mandatory documents must be provided with the application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.				
Message » Settings »	Document	Download File	Document Description		
	Application Affidavit	Download	Please download, sign, notarize, and upload.		
	Screen shot of current DEMANDSTAR / i-Supplier registration with City of Tampa and Hillsborough County		Annual registration with DEMANDSTAR is required in order to receive (and continue receiving) notification of bid opportunities. Visit		
Help & Support »			www.demandstar.com/register.rsp to register. For more information about DEMANDSTAR, please visit http://www.tampagov.net/dept_minority_business_development/files/DEMANDSTAR_DIFD_PKG.pdf.		
Logoff	Current financial statement including balance sheet and income statement		Must be prepared by an independent CPA or accountant or business owned financial software.		
Show All Hide All	Last 3 year's business federal tax returns including all schedules and attachments		If less than 3 years in business, provide returns for years filed. If an extension has been filed for the most recent tax year due, provide a copy of the extension request.		
Logged on as:	Most recent Annual Report filed with the State of Florida		Please provide the Actual Report - not the Certificate of Status.		
Tampa Test1	All issued stock certificates		Include the front and back and any canceled/voided certificates.		
Tampa Test Vendor 1	Articles of Incorporation		Include any and all amendments.		
	Corporate Bylaws				
	Minutes of Organizational meeting of Shareholders and Board of Directors				
	Proof of Stock Purchase/Capital Investment		Include canceled checks, purchase agreements, etc.		
	Complete current resume showing education, training and employment experience with dates				
	License(s) to do business in Florida		Business Tax/Occupational, professional, trade/permit, specialty, DBPR, etc.		
	Proof of Female or Minority status for all owners/stockholders/members		For female and African American, a clear and legible copy of Florida Driven(s license is sufficient. Others must provide a birth certificate (s) or other legal document (e.g., passport, certificate of naturalization, etc) that identifies ethnicity and/or place of birth. If the minority(s) is a 2nd or 3nd generation American, proof of lineage must be provided via above documentation for at least one parent and, if applicable, grandparent.		
	Proof of Florida residency for all owners		Voter \phi s I.D. or Property Tax Exemption Certificate.		

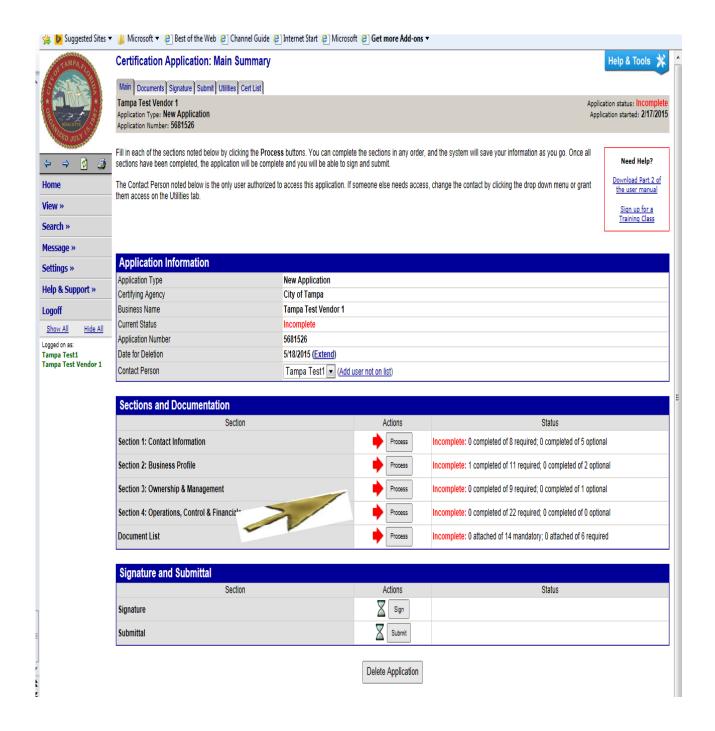
Required Documents						
Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.						
Document	Download File	Document Description				
Affidevit of No Employees	Download	If you have employees you must submit quarterly wage reports or recent payroll				
Employer's Quarterly Wage report for last two quarters or recent payroll for permanent, full-time employees (include owners and officers)		If you have 1 or more Permanent, Full-time Employees, this document must be submitted.				
Proof of business being principally domiciled in Tampa Market Area		For SLBE consideration ONLY: Tamps Market Area includes Hillsborough, Pasco, Polik, Pinellas or Manatee County. Examples: ublify bill, lease/rental agreement, property tax receipt, etc.				
Stock Ledger						
Third party agreements		For example, any rental or management service agreements, etc.				
Additional supporting documentation not listed above						

Check this box and click Continue to start the application process.



Step 11.

Each red arrow below represents sections of the application that must be completed after clicking each Process button. After all questions have been answered, the arrows will convert to green check marks and you'll have a chance to digitally sign and submit the application.



Agencies That recognize City of Tampa Certification

City of Tampa certification is recognized by many agencies / authorities that promote Minority and/or Small business participation. Please contact the individual agencies / authorities to maximize the benefits of your City of Tampa certification.

Tampa Aviation Authority (TIA)

(Does not apply on Federal DBE projects)

Hillsborough County School Board

Tampa General Hospital (TGH)

H. Lee Moffitt Hospital

Port Tampa Bay

Osceola County

Polk County

Tampa Electric Company (TECO)

Hillsborough Area Regional Transit (HART)

...and other public/private agencies



Value-Added Benefits of City of Tampa Certification

- Free Advertisement In Our Online Directory, Available Worldwide via Internet
- Targeted Exposure To Procurement Opportunities For Special Events (e.g., National Conventions, Championship Sporting Events, etc.)
- Various Agencies And Organizations Rely on Tampa's Directory As An Invaluable Source For Finding Certified Companies To Do Business With
- Certification Ensures That Minority and Small Businesses are Considered When Forming Public Policy On Business Development Initiatives for Inclusion
- Targeted Consideration On City Of Tampa Public/Private Partnerships

Minority & Small Business Development (MBD) Office

Equal Business Opportunity Program

MBD MANAGER 274-5522

Direct Strategic Work Program and supervise staff's execution of services; Develop and Administer rules and procedures to effect compliance with City Ordinance; Develop City initiatives for SLBE/WMBE contracting; Administrative Liaison to EBOAC Committee; Community Relations

BUSINESS SUPPORT SPECIALIST

274-5505

Facilitates Services and Tasks Across All Functional Areas; Coordinates Public Relations and Public/Private Partnerships Promotes Activities For Business Development And Inclusion

PROGRAM OUTREACH & CERTIFICATION SERVICES



274-5542

(Program Analyst)

Coordinate Outreach/Recruiting; Certification Application Assistance; Business Consulting; Application Intake and Eligibility Evaluation; SLBE/WMBE Orientation Workshops; Formal Mediation/Appeals; Recertification; Marketing

PROGRAM COMPLIANCE & MONITORING

(Program Analyst)

274-5543

Project Goal Setting; Sheltered Market Procurements; Contract Compliance Evaluations; RFP Technical Reviews; Project Monitoring; Contract Pay Application Compliance; Mediation and Conflict Resolution

DATA MANAGEMENT SYSTEMS (DMI) & SPECIAL PROJECTS

Program Metrics & Analytics (Lead Management Analyst)

274-5512

Administer Diversity Management Information System (DMI) processes; Cloud-based Technologies; Regulate Contractor and Subcontractor Reporting Requirements; Track, Compile and Compute Contract Data; Analyze Vendor Availability and Utilization statistics; Support Software Systems Diversity Management System: Enterprise-wide Procurement Award Audits

(Program Analyst)

274-5532

DMI Forms Management; Data Quality Assurance; Validate Subcontract
Participation Agreements; Verification of Subcontract and Prime Payments;
Administer WMBE/SLBE Initiatives; Ad-Hoc Reports --Job Order Contracting (JOC)

Online Access:

Tampa.Diversitysoftware.com

