DISADVANTAGED BUSINESS ENTERPRISE PUBLIC SEARCH REPOSITORY

OVERVIEW AND DISCLAIMERS

The Disadvantaged Business Enterprise Repository is a searchable database designed to

- Assist prime contractors in identifying Disadvantaged Business Enterprises (DBEs);
- Provide a summary of the type of service each DBE provides;
- Provide contact information for DBEs certified in the State of Indiana;
- Assist the public in determining whether a business is certified with the State of Indiana as a DBE or an Airport Concession Disadvantaged Business Enterprise (ACDBE).

This repository contains INDOT's most up-to-date information, but we cannot guarantee the accuracy of the data included herein. INDOT does not guarantee the accuracy of the specific DBE Codes and NAICS Codes assigned to DBEs within the repository. This repository is updated on a weekly basis or as new information becomes available.
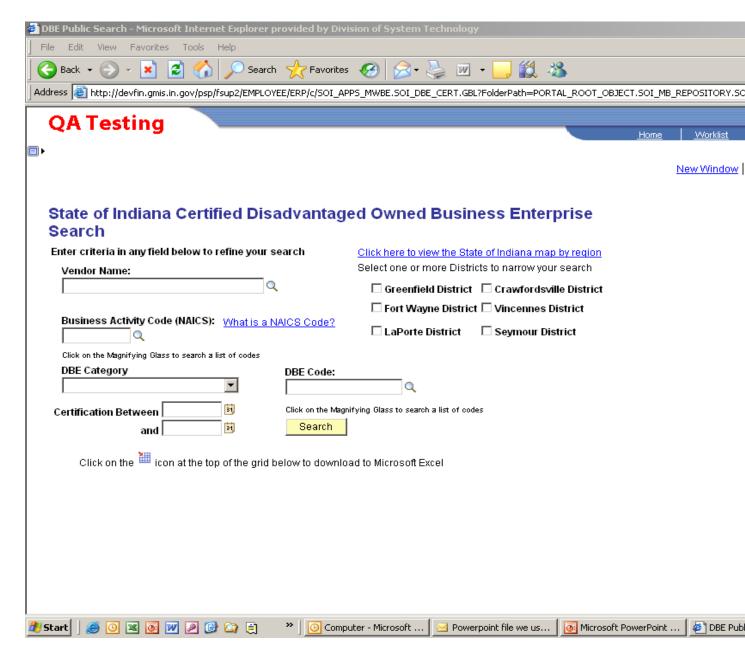
This repository includes information pertaining to DBEs and ACDBEs only. For a listing of certified Minority Business Enterprises (MBEs) and Women Business Enterprises, please refer to the website of the Indiana Department of Administration: http://www.in.gov/idoa/files/Cert_List(32).xl

Neither the DBE repository nor this training manual constitute legal documents and should be used only for the purposes set forth above. This training manual is for educational purposes only and is intended only for use with the PeopleSoft System. Any questions concerning data contained herein should be directed to Lakisha Riley at lriley@indot.in.gov.

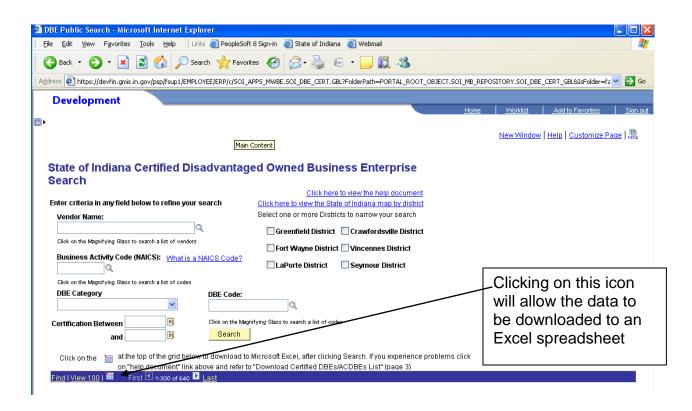# ACCESSING THE DBE PUBLIC SEARCH REPOSITORY

To access the DBE Public Search page, go to the following internet website: http://www.in.gov/indot/2576.htm and clink on the link entitled "DBE Public Search."

You will see a screen that looks like this:

DOWNLOAD CERTIFIED DBEs/ACDBEs LIST

To see a list of all certified DBEs and ACDBEs, leave all fields blank and click "Search." You will see a list of all certified DBEs and ACDBEs, and you may click on the icon to download the list to Microsoft Excel, if you wish. (Note that some users have reported a need to hold down the Control key, click on the Excel icon **and continue to hold down the Control key until the spreadsheet appears on the screen**.) **If you still experience problems you may try one of the suggestions below.**

Internet Explorer Browser
- **Add the following site to your Trusted sites**
  - o **Open Browser**
  - o **Click on Tools -> Internet Options**
  - o **Click on the Security tab then click on Trusted Sites-> Sites**
  - o **In the box labeled "Add this Web site to the zone" enter the following https://financial.gmis.in.gov. Click on Add, then OK and OK again.**
- **Add the following to Pop up Blocker Exceptions (if you have elected to turn off pop up blocker this step is not necessary)**
  - o **Open Browser**
  - o **Click on Tools ->Popup Blocker ->Popup Blocker Settings**
  - o **In the box labeled "Address of Web site to allow" enter the following https://financial.gmis.in.gov and click on Add and Close**
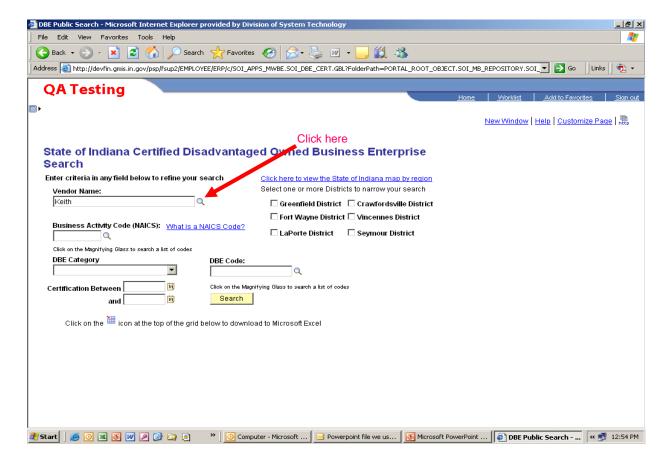
- o **Exit Browser**

The above steps should eliminate the necessity of holding down the CTRL key while clicking on the icon to download the search results to an Excel spreadsheet.
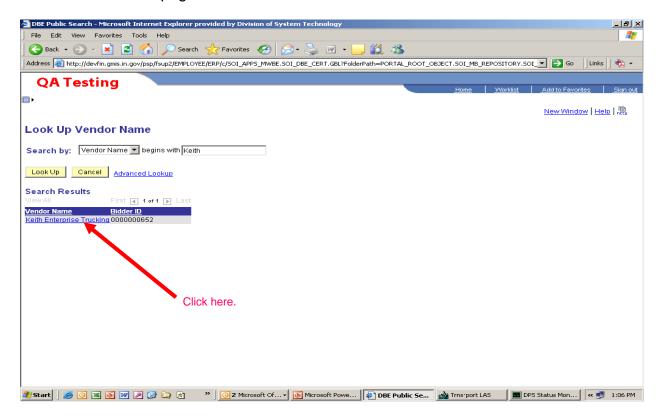
Firefox Browser

- **Add the following site to exception list for allowing pop-ups**
  - o **Open Browser**
  - o **Click on Tools->Options->Content**
  - o **Click on Exceptions located next to Block pop-up windows**
  - o **In the box labeled "Address of web site" add the following https://financial.gmis.in.gov and click on Allow and then click on Close and then click on Ok**
  - o **Exit Browser**
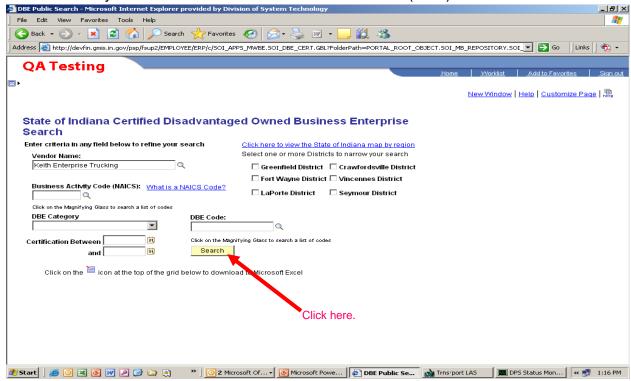
SEARCH BY VENDOR (DBE) NAME

To search by Vendor Name (DBE), type the first letter or letters of the vendor name and click the magnifying glass.
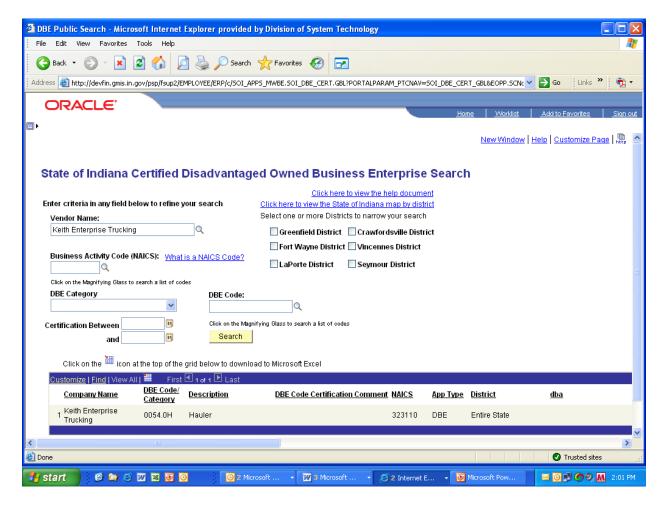
Select the desired vendor. Once you click on this DBE, you will be redirected to the DBE Public Search page

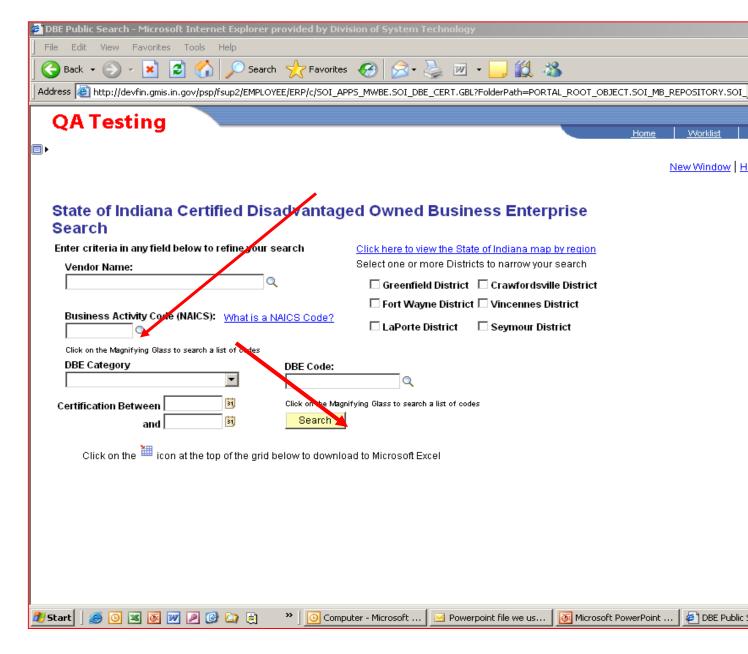Now click the yellow Search button to receive all Vendor (DBE) information

This is the result of the Vendor (DBE) search: You will see the company name; DBE Code assigned to the company; a general description of services the company provides; "DBE Code Certification Comment" provides more specific information pertaining to the type of services this company provides; the NAICS code assigned to the DBE; "Application Type", i.e. whether the company is a certified DBE or ACDBE; the District or Districts in which the company is willing to work; any other identifying information such as "dba"; Name of Socially and Economically Disadvantaged Owner; Company's Address; Phone number; Fax; email; and date of DBE certification.
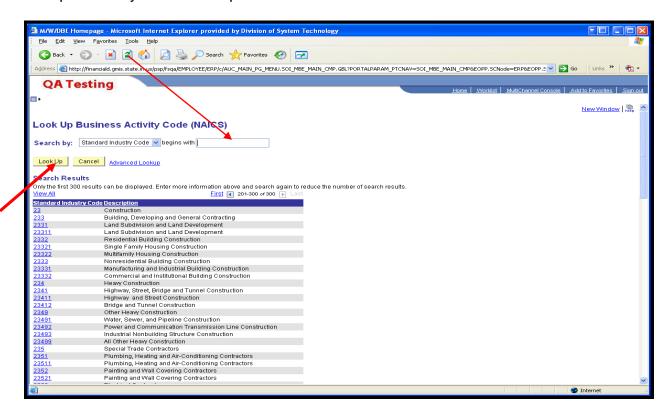
SEARCH BY NAICS CODE
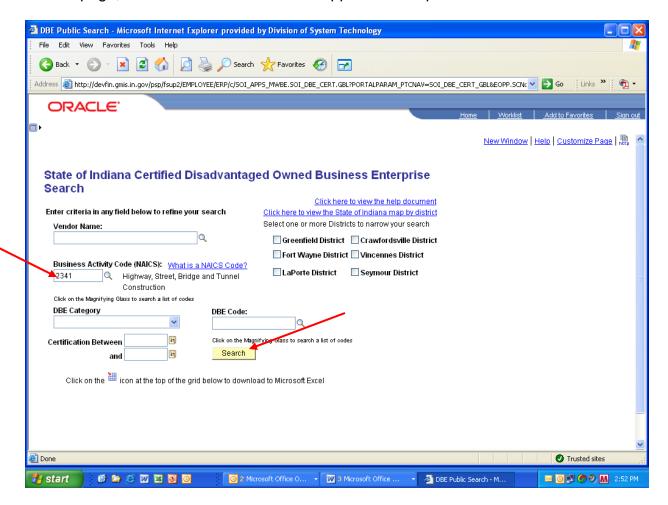# (North American Industry Classification System)

To search by NAICS Code, leave all other fields blank, and either (1) enter a specific code and click the yellow Search button, or (2) click on the magnifying glass for a listing of NAICS codes.

Clicking on the magnifying glass next to the NAICS field will lead you to the following screen that allows you to further refine your search. Type the first letter of the code and then press the yellow Look Up button.
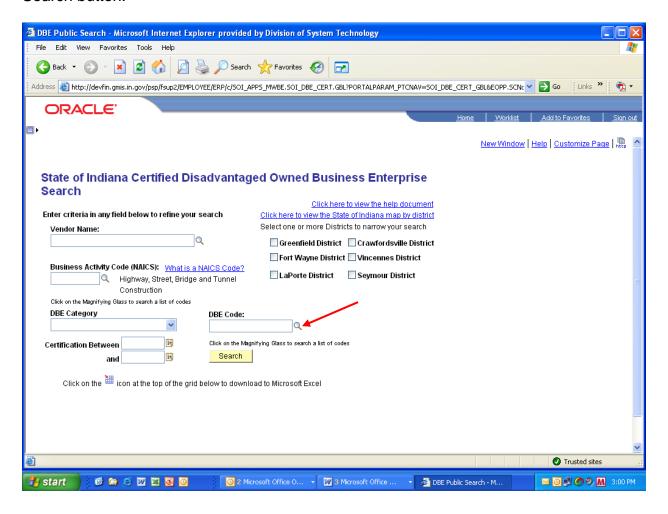
Click on the desired NAICS code and you will be directed back to the DBE Public Search page, where the NAICS Code will appear. Then press Search
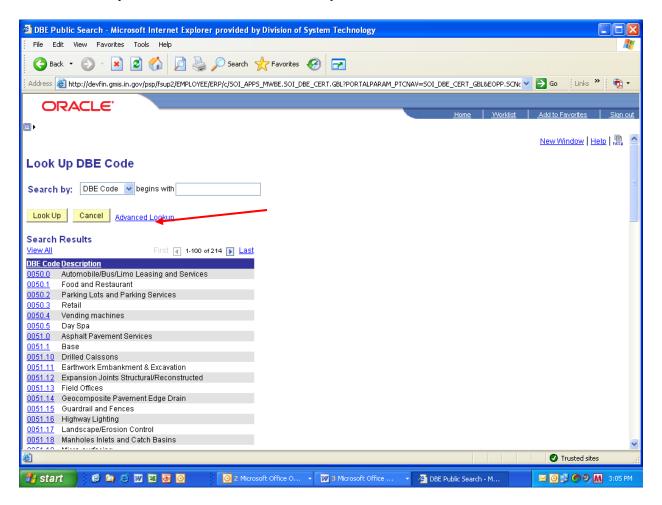
SEARCH BY DBE CODE

DBE Codes were created by INDOT as a tool to locate a DBE that meets your subcontracting needs. To search by DBE Code leave all other fields blank, and either:
(1) enter a specific code and click the yellow Search button. (When searching by DBE Code enter in the numeric portion of the DBE Code only. **Do not include the letter at the end of the DBE Code)**; or
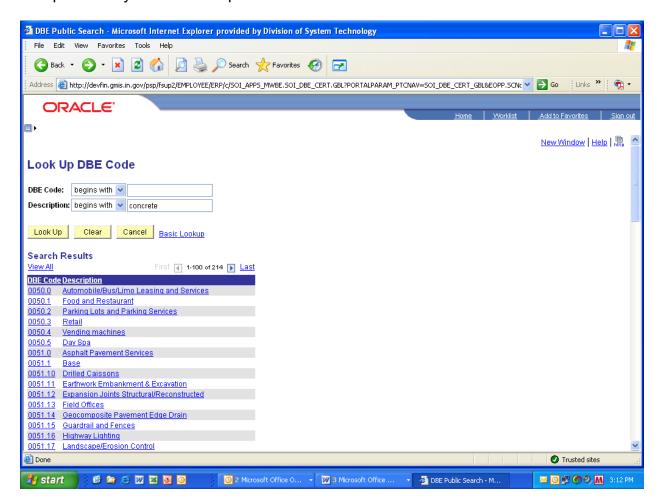(2) click on the magnifying glass for a listing of DBE codes and the ability to refine your search. When the Code appears on the Search page, you must then click the yellow Search button.
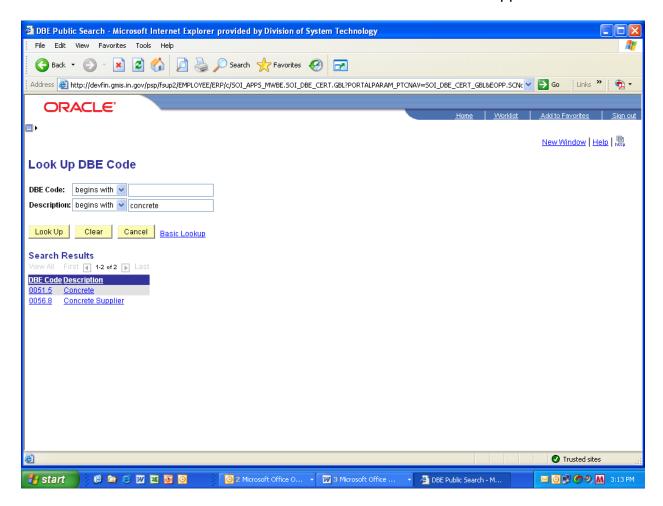
After clicking the magnifying glass you will see this screen. Once on this screen, you have the ability to do an **"Advanced Lookup."** Click it.
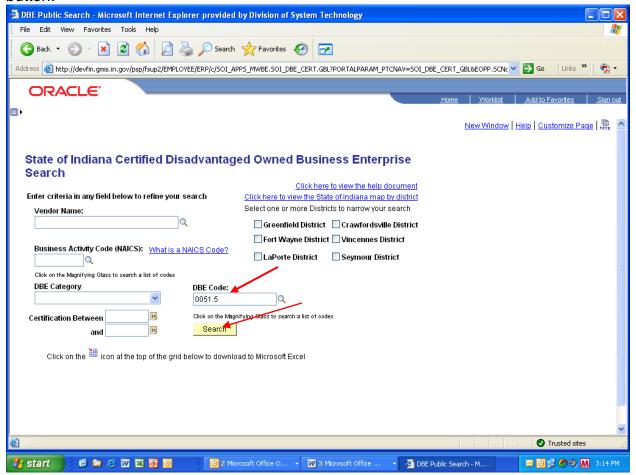
Now you can search by Description. For example, after Description, enter "concrete." And press the yellow "Look Up" button.
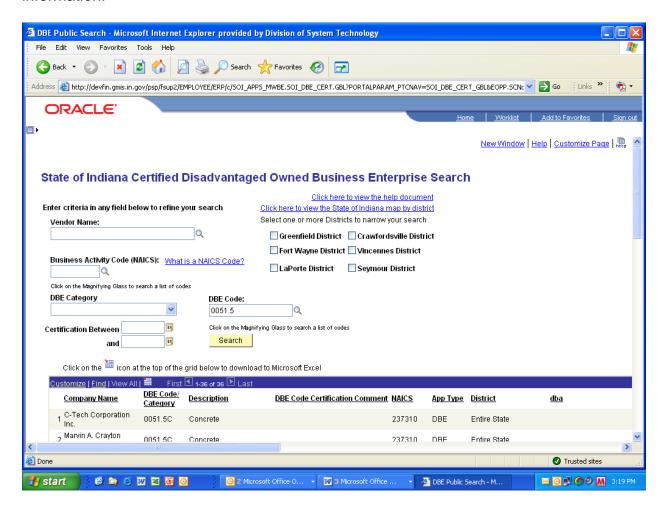
You will see the DBE codes for Concrete Services and Concrete Suppliers.

Click on, for example, "Concrete." You will be redirected to the DBE Public Search page where the DBE Code for "Concrete" will appear. Now click the yellow Search button.
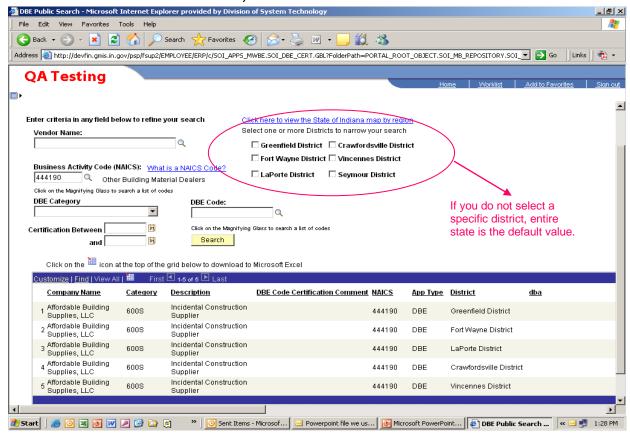
You will see a list of all DBEs certified to perform concrete services with contact information:
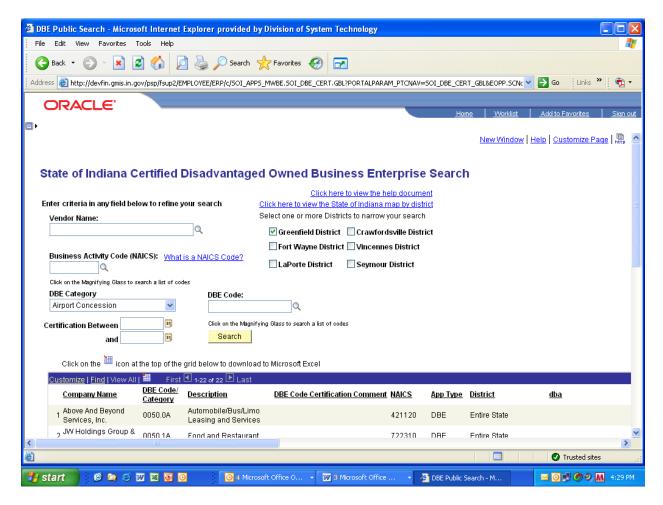
SEARCH BY INDOT DISTRICT

You may search by INDOT District, or add this field to another search. If you do not select a District, you will see DBEs willing to work throughout the State.

Note: Currently all DBEs are listed as available to work throughout the State. As information becomes available, we will revise the data.

SEARCH BY DBE CATEGORY

DBE Categories in the drop down list include: Airport Concession; Broker; Construction; Engineering; General; Hauler; Instruction; Medical; Professional; Supplier; and Transit. These categories were created as an additional tool to locate a DBE that meets your subcontracting needs. For example, leaving all other fields blank, select DBE Category "Airport Concession." Then click the yellow Search button. You will see a list of all forms that are certified to work as airport concessionaires.

SEARCH BY DBE CERTIFICATION DATE

You may also search for DBEs by Certification Date. Leave all other fields blank and click on the calendar. Choose the time span that you wish to search and click the yellow Search button. Below are the results of a search for those DBEs certified between January 1, 2008 and September 3, 2008.