

The City of Columbus is one of the largest single consumers of construction and professional services in Central Ohio. This guide contains information to help you understand and participate in the City's contracting process.

Construction contracts are contracts for the construction, reconstruction, and maintenance of public improvements such as buildings, streets, highways, bridges, sewers, and power lines. These types of services are often procured directly by individual city agencies.

Professional Services contracts provide for services which usually require advanced training and/or a significant degree of expertise. These types of services are procured directly by individual city agencies. The two most commonly used procurement methods are Request for Statement of Qualifications (RFSQ) and/or Request for Proposal (RFP).

## Want to do business with the City? Follow these easy steps:

1. Register at the City's Vendor Services Portal.
2. Get prequalified if you do construction work as either a general contractor or a licensed construction trade subcontractor.
3. If you are eligible for Minority or Female Owned Business certification, get certified with the Office of Diversity and Inclusion.

### Register on the City's Vendor Services Portal!

<http://vendors.columbus.gov/sites/public>



## Easy: Step 1

The Columbus vendor services portal seeks to accomplish the following:

- ▶ Provides a one-stop, twenty-four hour portal for vendor services and contract information.
- ▶ Allows vendors to express interest in doing business with the City and effectively self-manage registration, bid information, and W9.
- ▶ Allows vendors to complete the EBO questionnaire (required every 2 years).
- ▶ Provides open access for vendors to compete for the public's business.
- ▶ Assists City agencies in obtaining necessary goods and services in a timely, efficient, and cost effective manner while complying with applicable laws, regulations, and mandates.
- ▶ Records the supporting documentation for financial transaction activity of the City.
- ▶ Improves operations in the form of electronic bidding, sourcing, and purchasing of goods and services.
- ▶ Conducts City business in an open environment under public scrutiny to ensure public trust in the government's business.

If you do construction work, either as a general contractor, or a licensed trade subcontractor, get Pre-Qualified!

## Easy: Step 2

Effective January 01, 2015 (per Section 329.21(g)); Only potential bidders prequalified responsible or prequalified provisionally responsible by bid due date may be awarded a contract for city construction service work. Only licensed construction trade subcontractors prequalified responsible or prequalified provisionally responsible by bid due date may subcontract or perform on city construction service work. No business entity prequalified not responsible may receive or perform city construction service work. Prequalification applications are accepted on a continuous basis.

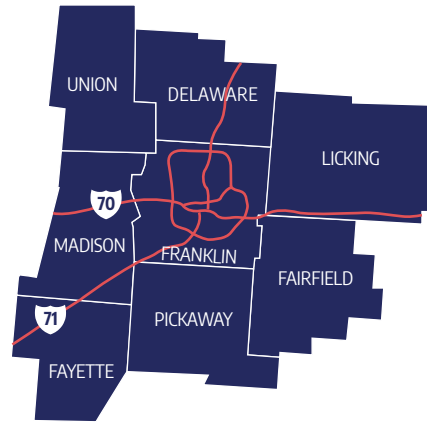


## Easy: Step 3

The Office of Diversity and Inclusion certifies Minority and Women-Owned Business Enterprises (MWBEs) located within the City's Metropolitan Statistical Area (MSA) for the City's supplier diversity program. Certified MWBEs count toward the City's overall reporting of spend with diverse companies. As a city certified MWBE, diverse businesses benefit from: inclusion in the City's MWBE Business Directory, introductions to the City's procurement processes and key decision-makers, access to a variety of developmental, educational, and networking opportunities, and increased exposure to prime contractors and the larger business community, seeking their goods/services.

The City administers a complimentary Minority Business Registration (MBR) program for MWBEs located outside of the Franklin County MSA. MBR registered companies are also included in the business directory and encouraged to participate in various outreach and networking opportunities throughout the year.

### Columbus Metropolitan Statistical Area (MSA)



Counties include: Franklin, Delaware, Fairfield, Fayette, Licking, Madison, Pickaway and Union

## Already certified with one of the following agencies?

The City of Columbus now accepts certifications from the State of Ohio MBE Certification (ODAS) and Ohio Minority Supplier Development Council (OMSDC). A reciprocal certification process is applied to businesses already certified, streamlining acceptance into the City's program.

To complete the application, please visit the following website or use a QR reader on your smart phone\*.

<https://www.columbus.gov/odi/supplier-diversity/Business-Certifications/>



\*Hold your device over a QR Code, so that it's clearly visible within your smartphone's screen. The phone will automatically scan the code and navigate to the intended web destination.



CITY OF COLUMBUS

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[Columbus.gov/diversity](http://Columbus.gov/diversity)

THE CITY OF  
**COLUMBUS**  
ANDREW J. GINTHER, MAYOR

PURCHASING OFFICE

THE CITY OF  
**COLUMBUS**  
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OFFICE OF DIVERSITY  
AND INCLUSION

# 3 EASY STEPS

## TO DOING BUSINESS WITH THE CITY OF COLUMBUS

