

EOC PHASE 2

Welcome to the DBE/ACDBE roles for the Equal Opportunity Compliance CBT. To begin, select the Start button or press Shift + N on your keyboard.

The directory is a consolidated list of **DBE/ACDBE** firms that have been certified through Florida's UCP DBE Program. **Only active vendors are included in this directory.**

Users are required to select a minimum of **two** selection criteria to perform any search, one of which must be a **Certification Designation** (i.e. DBE, ACDBE). While you do not have to enter criteria for every field, the more fields you select the more complete the search results.

All technical inquiries and requesting assistance on how to use the DBE directory should be sent to **DBECert.Help@dot.state.fl.us**.

DBE Directory Search

This DBE directory search allows users to create a customized search for and view information on certified firms based on their certification designation (i.e. DBE, ACDBE).

NOTE: Most popular browsers will view this site without issue. However the suggested browser is the latest version of Internet Explorer. Go to Microsoft or to Google to download the latest version. For Windows, download - [Internet Explorer](#) or [Google Chrome](#). For Mac, download - [Google Chrome](#).

1. Start by selecting **DBE directory** tab, then select a **Report Format** – search results can be generated using one of four different outputs **HTML, PDF, Excel, or Active**.
2. Enter a customized name for your report (optional)
3. Then select a **Certification Designation**– ALL DBE, ACDBE or DBE (Excluding ACDBE) **and one other selection criteria** (i.e. NAICS, Available Work Location, Physical Location, UCP Certification Information, etc.)
4. Next select the  button at the top or bottom of the screen to view results.

Here is a Screenshot of the search criteria:

Example Result Formats

EXAMPLE RESULT FOR HTML REPORT FORMAT

The custom report name and selection criteria are displayed here.

Select the vendor name to view the detailed vendor profile.

Tip: Use the Control Find method (Ctrl+F) to scroll down the page.

EXAMPLE RESULT FOR PDF REPORT FORMAT

The custom report name and selection criteria are displayed here.

The "Run on" date and the page number is displayed on the bottom left.

EXAMPLE RESULT FOR EXCEL REPORT FORMAT

Here is a sample of the results in an excel report format.

EXAMPLE RESULT FOR ACTIVE REPORT FORMAT

Note: When utilizing the “Excel” or Active Report” formats users have the ability to further analyze selection results with various data tools, such as filter and sort, outline, chart roll-up, and pivot tables.

Remove Duplicates in the Excel Format

The result set in Excel has duplicates due to the **NAICs codes** and therefore, this is why the vendor name appears multiple times. Users can remove the duplicates in Excel by performing the following steps:

1. **Delete** the **First 5 rows** at the top

Note: Once you delete these rows, the headings move at the top as shown

2. Next **select** the **DATA** tab and chose **Remove Duplicates**.
3. Click **Unselect All**, next, select the **Vendor Name option** checkbox. Select **OK**
4. User will get a notification message that **duplicate values** have been removed. Click **OK**.

The steps outlined above will assist the user to remove Duplicates using the **vendor name** in the Excel report format.

Vendor Profile

The detailed vendor profile includes the firm’s business description, physical and mailing addresses, and general contact information for the firm’s DBE certification information locations.

- ❖ To access the vendor profile, user needs to select the **vendor Name** hyperlink in the result set as shown:
- ❖ Vendor profile is then displayed below:

Note: Available work location district/county is **NOT** displayed if a vendor has indicated that they are available to work statewide

Additional Search Criteria

Users can use other additional search criteria such as NAICs code, Vendor name, and business description, available work locations and physical work locations. The steps outlined below will guide user on using the different search criteria.

NAICS Code Search:

- ❖ Type a NAICS **code** number or description in the field to search for firms who are certified to perform a specific NAICS code (work type).
- ❖ Select the desired code then use the arrow buttons to add or remove selection.
- ❖ You may select the radio button to search for firms with any or all of the selected codes.

NOTE: Use your cursor to select multiple NAICS codes by clicking and holding down the ctrl key on keyboard while selecting the NAICS.

Select “the “EOC NAICS” link for a complete list of available NAICS codes.

Keep in mind that the North American Industry Classification System (NAICS) are small business size standards matched to particular industries. Select the “CENSUS Bureau NAICS” link if you need additional NAICS code information.

Vendor Name Search:

❖ Type the vendor name in the vendor name field to search for a particular firm

Note: You must select a vendor name. Only active firms are listed in the directory

Business Description Search:

❖ Type the description in the business description field to search for a description of the firm’s primary activities. This search criteria allows you to search for firms with “LANDSCAPING” in the business description.

Note: This description is provided by the firm and may include services for which they are NOT certified.

Available Work Locations Search:

❖ Select a specific **FDOT district or Florida county**. Use this field to search for firms available to perform work within a specific FDOT district or Florida county. Use the cursor to select multiple FDOT Districts or Florida counties.

❖ **NOTE:** Select the “**Available Statewide**” button to view firms available to work statewide or uncheck to narrow your search to a specific district or county.

Physical Location of a Vendor Search:

❖ Type in the name of the city. Use this field to search for firms physically headquartered in a particular city within a FDOT district or Florida County.

UCP Certification Information Search:

❖ Select the Certifying member and certifying area using your cursor. Use this field to search for firms certified by a specific Florida Certifying UCP Member and/or in a particular certifying area (i.e. aviation, highway, rail or transit). Don’t forget to use your cursor to make multiple selections.

View Results

Once you have entered all selection criteria, select the  button at the top or bottom of the screen to view results. Note: To remove the current selection criteria and start over, select the  button at the top or bottom of the screen. **Quick tip: Scroll up or down the page to view the selected criteria.**

Standard Reports

This page provides a quick glance at the total number of firms certified by certification designation (DBE, ACDBE). For your convenience, some of the most requested search criteria have been

provided as standard reports. You can also search DBE or ACDBE firms by available work location district.

1. First, select the **Standard Reports** tab, next select a **Report Format** – search results can be generated using one of three different outputs **HTML, PDF or Excel**.
2. Second, select a **Report Name**
3. Finally, select  to view results.

Report Name	Report Result
DBE/ACDBE Certified Vendors	List of all active DBE and ACBDE certified vendors
ACDBE Certified Vendors	List of all active ACDBE certified vendors
DBE Vendors Newly Certified or Re-Certified Within One Year	List of all DBE vendors certified in the past calendar year
ACDBE Vendors Newly Certified or Re-Certified Within One Year	List of all ACDBE vendors certified in the past calendar year
Highway DBE Certified Vendors	List of all Highway certified DBE and ACBDE vendors
Transit DBE Certified Vendors	List of all Transit certified DBE and ACBDE vendors
Aviation DBE Certified Vendors	Lists all Aviation certified DBE and ACBDE vendors
DBE or ACDBE Vendors by Work Location District	List of all active DBE or ACBDE certified vendors by their available FDOT work location district

Working with Active Reports

In the DBE directory search, one of the report formats that the user can select is **Active report**. Active reports allow the user to perform more robust analysis such as sorting, filtering, calculating and charting.

Once user selects the Active report format, the output of the report is shown below.

Active Report Format

User can click on the **drop-down** arrow in the heading (e.g. Vendor name column) and can access the different options such as filter, calculate, chart rollups, pivot tools, export etc.

Users can also click the paging arrows  to move from one page to another

Examples of pivot tool, chart roll up options:

For more information on using active reports, users can reference the link at:

www.informationbuilders.com/webevents/online/7703

UCP Member Contacts

This page provides the general contact information for all members of Florida’s UCP DBE Program. Florida’s UCP Agreement provides for two (2) classes of members, **Certifying Member and Non-**

Certifying Member. The purpose of the UCP is to provide "one-stop shopping" to applicants for certification, such that an applicant is only required to apply one time for DBE certification.

- ❖ Select the **UCP member contacts** tab and the page below is displayed:

Note: Only certifying members can accept an application for DBE or ACDBE certification.

Tip: Use the search option to narrow your search:

Help

This page provides useful links to Federal Regulations that govern the DBE and ACDBE Programs (49 CFR Parts 23 and 26) and other websites related to administering and oversight supporting the DBE Program.

- ❖ Select the **Help** tab and the page below is displayed:

- ❖ To access the **Help Guide**, select the  icon as shown below:

The help guide will provide user with detailed step by step on how to use the DBE directory.

Web Browser Compatibility

Depending on your web browser (i.e. Internet Explorer, Chrome, Firefox, Safari, etc.) you may need to adjust your settings to experience the full functionality of the directory.

This Web Site is best viewed using a screen resolution of 1280 x 1024. Adjusting the computers Display Properties Settings to 1280x1024 will reduce the amount of horizontal scrolling.

Most popular browsers will view this site without issue. However the suggested browser is the latest version of Internet Explorer. Go to Microsoft or to Google to download the latest version (links provided below).

If you experience difficulty while using our FDOT web sites - please tell us about the problem by sending an email to DBECert.Help@dot.state.fl.us

To download the latest browsers for using this application, use the following links:

For Windows - [Internet Explorer 9](#)

For Mac - [Google Chrome](#)

If you are having problems logging in, please ensure that compatibility mode is turned **OFF**.

For Internet Explorer:

Internet Explorer 9 (IE9) or higher is required to "run reports" in the directory.

For Chrome:

The first time you run a report in Chrome, a **pop-up blocker** comes up. The user must click this to allow the reports to be displayed. This only needs to be done one time!

For Firefox:

GO to Options, select Options again.

Go to the Security Tab

Select the Exceptions button.

Type in the address as stated earlier and select **Allow**.

Select **Close**

Select **OK**.

This will allow the webfocus reports to run in Firefox.

This concludes the DBE/ACDBE roles for the Equal Opportunity Compliance CBT. If you would like review the **DBE Directory Frequently Asked Questions** document , please select the EOCPhase2 Resources link. Thank you for your time and attention.