

Job Aid: Go-DBE Diversity Certification Guide for B2G

Purpose

The purpose of this job aid is to provide step-by-step instructions for businesses seeking to complete the Governor's Office of Diversity Business Enterprise's (Go-DBE) online application to become a certified diversity business with the State of Tennessee.

Benefits of Certification

- Certification is FREE
- 100% online process
- One-on-one assistance
- Current Procurement Opportunities
- Contract, and sub-contractor opportunities
- Bid notifications
- Assisting agency to meet goal
- Bidding advantage on ITB's in the case of a tie/two winning bids
- Reciprocity with other state and local government partners
- 40 Statewide contracts with businesses that are certified in our office
- Business Development Programs

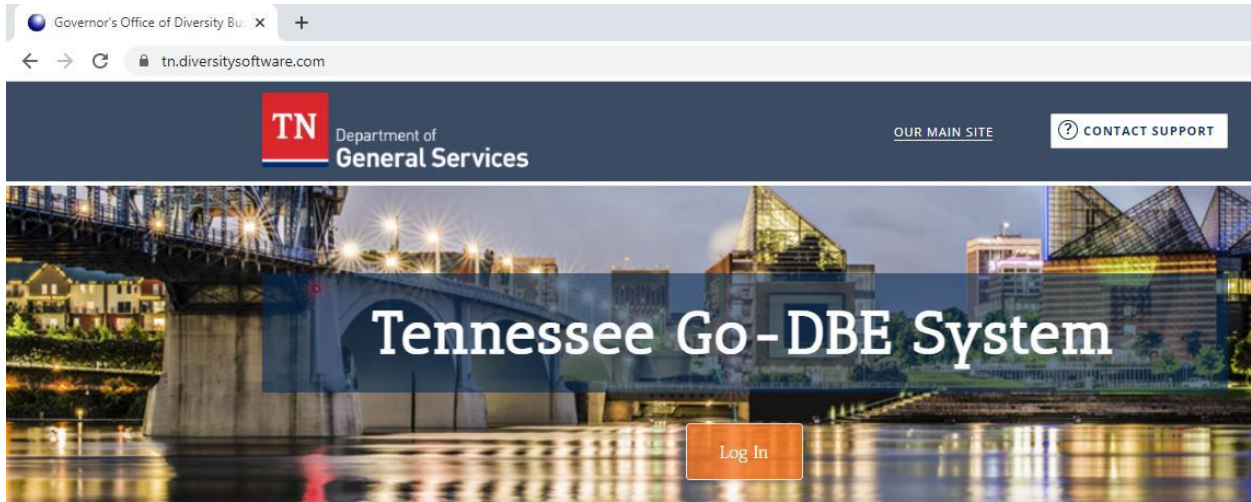
Directory

Go-DBE compiles and maintains a comprehensive list of all diversity businesses for which it has certified. The directory is a tool that assists those looking to identify diversity businesses for procurement and contracting opportunities and can be accessed on Go-DBE's website

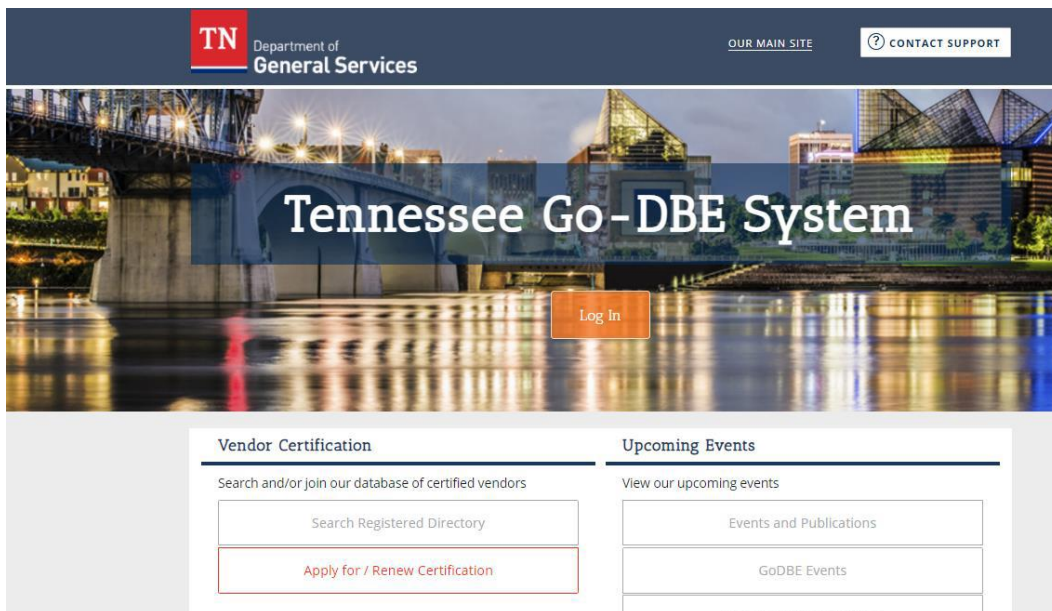
TN.DiversitySoftware.com.

Instructions for Completing the Certification Application:

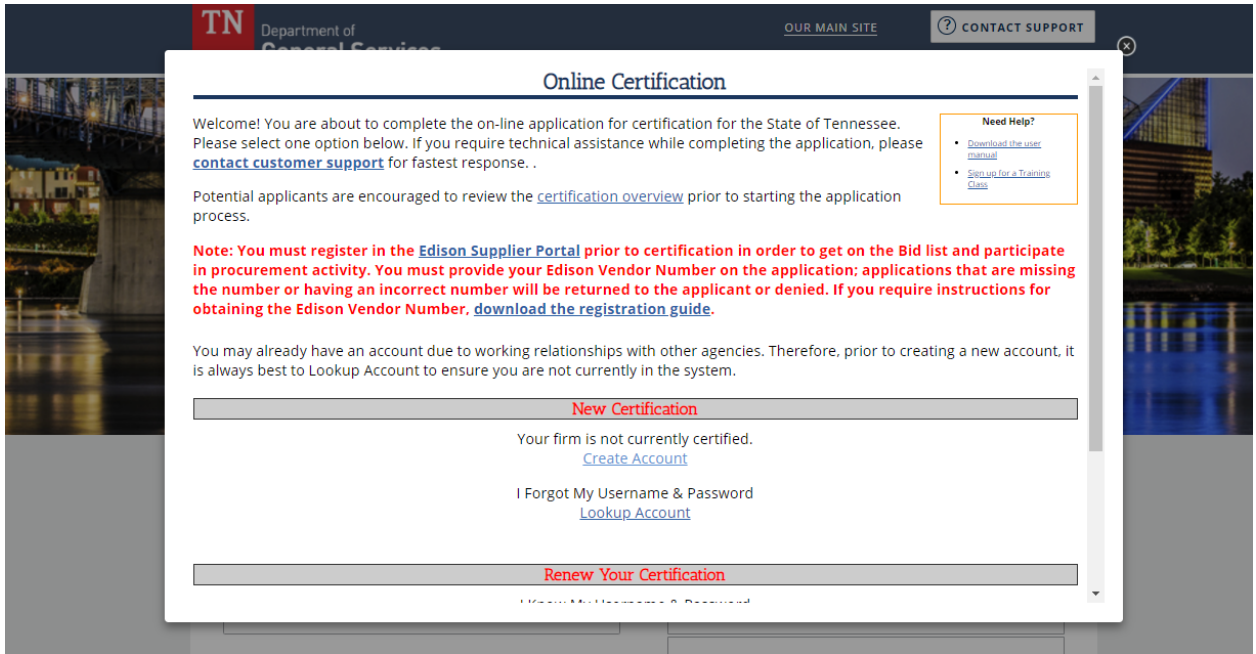
1. Visit the Go-DBE website at TN.DiversitySoftware.com.



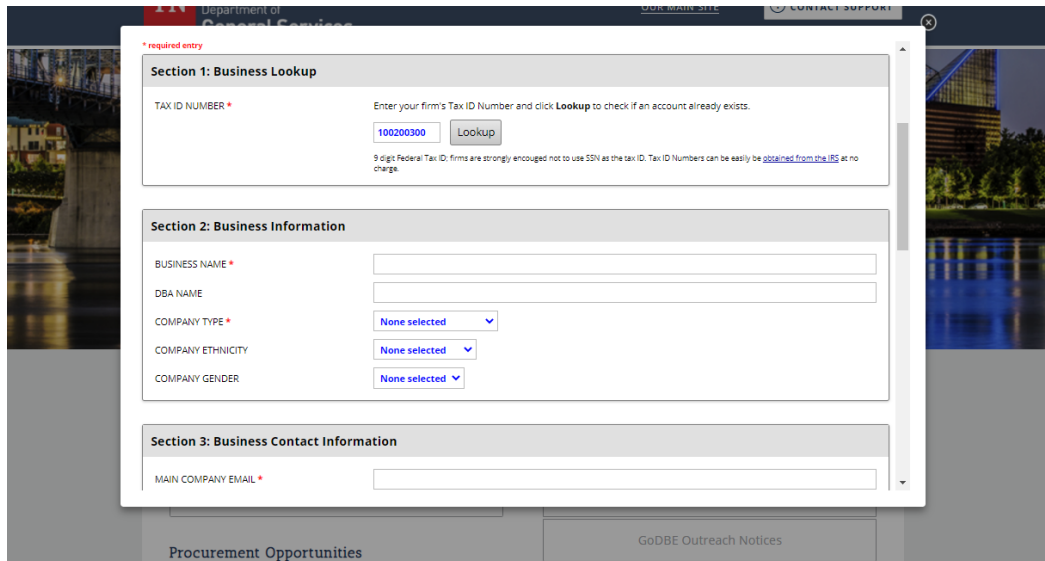
2. Select "Apply for/Renew Certification" option.



3. A box will appear. Select **“Create Account”** option.



4. Enter your business Tax ID Number and select **“Lookup.”**



5. If you receive a **“WARNING”** message, select **“Lookup Account”** and follow prompts to obtain your account information.
 - No need to panic
 - Additional agencies utilize the same software
 - In most cases, you have already registered and just need to login with your account information

Department of General Services

OUR MAIN SITE CONTACT SUPPORT

* required entry

Section 1: Business Lookup

TAX ID NUMBER * Enter your firm's Tax ID Number and click **Lookup** to check if an account already exists.

100200300 Lookup

9 digit Federal Tax ID; firms are strongly encouraged not to use SSN as the tax ID. Tax ID Numbers can be easily be [obtained from the IRS](#) at no charge.

Section 2: Business Information

BUSINESS NAME *

DBA NAME

COMPANY TYPE * None selected ▾

COMPANY ETHNICITY None selected ▾

COMPANY GENDER None selected ▾

Section 3: Business Contact Information

MAIN COMPANY EMAIL *

Procurement Opportunities GoDBE Outreach Notices

- If you do not receive a **“WARNING”** message, select **“Continue.”** This will verify that only your business is associated with this account.

Department of General Services

OUR MAIN SITE CONTACT SUPPORT

A match was not found. Click **Continue** to enter the remaining information and create an account.

Business Information Edit

TAX ID NUMBER 100200300

Continue

Search Registered Directory Apply for / Renew Certification Events and Publications GoDBE Events

- Complete business information in Section 1-4 making sure to complete all required fields.

Section 4: Company Contact Person

NAME * First name Last name

TITLE

EMAIL/USERNAME * [Copy from above](#)

PHONE NUMBER * [Copy from above](#) Ext.

FAX NUMBER [Copy from above](#)

CHOOSE PASSWORD *

RETYPE PASSWORD *

TIME ZONE * [US/Central](#) ▼

Password requirements:
▶ Must be at least 6 characters long

Next

8. Select “Next” option.

Section 4: Company Contact Person

NAME * First name Last name

TITLE

EMAIL/USERNAME * [Copy from above](#)

PHONE NUMBER * [Copy from above](#) Ext.

FAX NUMBER [Copy from above](#)

CHOOSE PASSWORD *

RETYPE PASSWORD *

TIME ZONE * [US/Central](#) ▼

Password requirements:
▶ Must be at least 6 characters long

Next

- If you already have an account and access through the “Login” option, you will be directed to your profile dashboard.

- Look under the “Key Actions” section on the right-hand side and select “Renew/Apply for Certification” option to get to the Certification Application page.
 - If you created an account, you will automatically be directed to this page.

- Follow the prompts that pertain to your business. Select if you firm is/is not certified by the Go-DBE office.



Certification Application

Help & Tools

- Home
- View »
- Search »
- Message »
- Settings »
- Help & Support »
- Logoff

Show All Hide All

The Governor's Office of Diversity Business Enterprise (Go-DBE) encourages Minority Owned, Woman Owned, Service-Disabled Veteran owned, Small Business Enterprise, and Disabled Owned Business (DSBE) firms interested in the state of Tennessee procurement opportunities to register for certification with the Governor's Office of Diversity Business Enterprise.

Submitting an application with the Governor's Office of Diversity Business Enterprise is the first step towards certification as a Minority Owned, Woman Owned, Service-Disabled Veteran, Small Business Enterprise, or Persons with Disabilities. Further documentation will be required to complete the process. **Please read all displayed information prior to and during the application process.**
You must register in the [Edison Supplier Portal](#) prior to certification in order to get on the Bid list and participate in current procurement activity. You must provide your Edison Supplier ID Number on the application; applications that are missing the Supplier ID number or having an incorrect number will be returned to the applicant or denied. If you require instructions for obtaining the Edison Supplier Number, [download the registration guide](#).

Potential applicants are encouraged to review the [registration & certification overview](#) prior to starting the application process.

Note: Firms that were previously certified by the Go-DBE and have allowed their certification to expire must complete a new Registration application in order to renew their certification with Go-DBE.

All documents applicable to this application must be uploaded and attached to this electronic file. Hard copy files will not be accepted.

Need Help?
[User manual](#)
[Sign up for a Training Class](#)

Select an Option

- [Your firm is currently certified by the Go-DBE Office.](#)
- [Your firm is not currently certified by the Go-DBE Office.](#)

Return to Certification List

12. Select if your firm has a physical presence in Tennessee or is located in another state.



Certification Application

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Show All Hide All

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Need Help?
[User manual](#)
[Sign up for a Training Class](#)

Select an Option

- [Your firm is currently certified by the Go-DBE Office.](#)
- [Your firm is not currently certified by the Go-DBE Office.](#)
- [Your firm has a physical presence \(office\) in Tennessee.](#)
- [Your firm is located in another state.](#)

Return to Certification List

13. Select if your firm is/is not certified with a qualifying agency listed.

The screenshot shows the 'Certification Application' page. On the left is a navigation menu with links: Home, View, Search, Message, Settings, Help & Support, and Logoff. Below the menu are 'Show All' and 'Hide All' links. The main content area has a header 'Certification Application' and a 'Help & Tools' link. Below the header is a paragraph explaining the Governor's Office of Diversity Business Enterprise (Go-DBE) encourages Minority Owned, Woman Owned, Service-Disabled Veteran owned, Small Business Enterprise, and Disabled Owned Business (DSBE) firms interested in the state of Tennessee procurement opportunities to register for certification with the Go-DBE. A second paragraph states: 'Submitting an application with the Governor's Office of Diversity Business Enterprise is the first step towards certification as a Minority Owned, Women Owned, Service-Disabled Veteran, Small Business Enterprise, or Persons with Disabilities. Further documentation will be required to complete the process. Please read all displayed information prior to and during the application process.' A third paragraph reads: 'You must register in the Edison Supplier Portal prior to certification in order to get on the Bid list and participate in current procurement activity. You must provide your Edison Supplier ID Number on the application; applications that are missing the Supplier ID number or having an incorrect number will be returned to the applicant or denied. If you require instructions for obtaining the Edison Supplier Number, download the registration guide.' Below this is a section titled 'Select an Option' with five radio button options: 'Your firm is currently certified by the Go-DBE Office.', 'Your firm is not currently certified by the Go-DBE Office.', 'Your firm has a physical presence (office) in Tennessee.', 'Your firm is currently certified with a qualifying agency. Qualifying agencies include U.S. SBA 8a Program, Mid-South Certification Agency, National Women Business Enterprise Council, or any Minority Purchasing Councils, Airport Authorities, state Departments of Transportation, Metro Transit Authorities, Uniform Certification Agencies, or National Minority Supplier Development Councils (state chapters).', and 'Your firm is not currently certified with a qualifying agency.' The last option is selected. A fifth option is 'Your firm is located in another state.' A 'Need Help?' box on the right contains links for 'User manual', 'Sign up for a Training Class', and 'Training Class'.

14. If your firm is certified with a qualifying agency, select “Submit a streamlined reciprocal application.” If your firm is not certified with a qualifying agency, select “Submit a new application.”

The screenshot shows the 'Certification Application' page for question 14. The layout is identical to the previous screenshot, but the 'Select an Option' section has two radio buttons selected: 'Submit a streamlined reciprocal application.' and 'Submit a new application.' The other options are unselected. The 'Need Help?' box on the right is also present.


15. You will be directed to the Certification Application: Start Certification Application page. Complete the “**Company & Contact Information.**”

16. Scroll down and complete the “**Eligibility Requirement**” questions.

17. After completing the eligibility requirement questions, select “Continue.”

Yes No
 Is the business independently owned and operated, and not dominant in its field of operation and not an affiliate or subsidiary? (An independent business is one in which the viability does not depend on its relationship with another enterprise or enterprises.)
 Yes No
 Is the firm's annual sales volume less than \$10 million dollars annually or number of employees less than 99 on a full time basis for the applicable industry(ies) based on criteria as defined by [Go-DBE guidelines?](#) (Not applicable for MBE, WBE, DSBE, and SVDDBE; select N/A.)
 Yes No Not Applicable
 Is your firm organized as a for-profit business?
 Yes No
 Are you prepared and able to provide all requested supporting documentation, such as the most recent company tax return, organizational documents, applicable licenses, insurance certificates, owner & key management resumes, proof of identification, and required affidavits?
 Yes No
 Do you already have or have you obtained an Edison Supplier ID Number to include with the application?
 Yes No

18. Check the box with the red border and select “Continue” to start the application.



Certification Application: Document List Preview for LLC

[Help & Tools](#)

In addition to completing an application form, you will be required to submit supporting documents with your application. All documents applicable to this application must be uploaded and attached to this electronic file. Hard copy files will not be accepted.

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 the organization 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 as to why any such attachment was not provided will result in a delay in processing and your firm could ultimately be denied certified.

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

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

ALERT: to ensure security of your New Application, only **YOU** will have access to this record once it is created. By starting the process, it will initially be assigned to you, and no one else can access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

Timeline: you will have **90 days** to complete and submit this New Application. Otherwise, the record will self-delete on **7/27/2021**. Periodic reminders will be sent to you by email up to that point. A deleted New Application cannot be recovered; you will need to start again.

[Home](#)

[View »](#)

[Search »](#)

[Message »](#)

[Settings »](#)

[Help & Support »](#)

[Logoff](#)

[Show All](#) [Hide All](#)

Mandatory Documents

All **mandatory** documents must be provided with the New Application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Signature Page
[Download Form](#) -- Download and sign.

Proof of Identification
 Provide TWO of the following for **EACH** owner: U.S. Birth Certificate U.S. Passport Driver License Tribal Card w/Number Permanent Resident Alien Registration

19. Congratulations! You have now successfully registered in the Go-DBE system and are ready to complete your application.

20. Scroll down and complete all sections by selecting the “Fill In” option.

21. Example: Section A is the General Business Information. Make sure you complete all required fields highlighted in red.



A.2. Edison Vendor Number * Required

Applicants for certification with the State of Tennessee must first register as a bidder in the [State's Edison system](#).

A.3. Legal Business Name * Required

Governor's Office of Diversity Business Enterpr

A.4. Organization/Physical Address * Required

Please DO NOT enter a P.O. Box for this address.

312 Rosa L Parks Ave Address line 1
Tennessee Address line 2
Nashville Address line 3
City
TN 37243 State, Zip, Zip4

A.5. County * Required

None selected Save & Return to Summary to refresh county list if state field has been changed.

A.6. Mailing Address * Required

312 Rosa L Parks Ave Address line 1
Tennessee Address line 2
Nashville Address line 3
City
TN 37243 State, Zip, Zip4

22. After completing all required fields for a section, scroll to the bottom of the page and select the "Save & Return to Summary" option.

A.8. Fax Number * Required

A.9. Email * Required

godbe@tn.gov

A.10. Website Optional

http://TN.DiversitySoftware.com

Save Draft Save & Return to Summary Cancel

23. The red arrow for the “Fill In” option will turn into a green checkmark and an “Edit” option will appear.

Sections and Documentation

Section	Action	Status
SECTION A - GENERAL BUSINESS INFORMATION	<input checked="" type="checkbox"/> Edit	Complete: 9 completed of 9 required; 1 completed of 1 optional (by Edric Hammond, 4/28/2021)
SECTION B - PRIMARY OWNER	<input type="checkbox"/> Fill In	Incomplete: 0 completed of 4 required; 0 completed of 1 optional
SECTION C - COMPANY STATUS (LLC)	<input type="checkbox"/> Fill In	Incomplete: 1 completed of 4 required; 0 completed of 0 optional
SECTION D - CERTIFICATIONS	<input type="checkbox"/> Fill In	Incomplete: 0 completed of 5 required; 0 completed of 0 optional
SECTION E - ORGANIZATION INFORMATION	<input type="checkbox"/> Fill In	Incomplete: 0 completed of 7 required; 0 completed of 0 optional
SECTION F - OWNERS & OFFICERS	<input type="checkbox"/> Fill In	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
SECTION G - LICENSES, INSURANCE & BONDING	<input type="checkbox"/> Fill In	Incomplete: 0 completed of 4 required; 0 completed of 1 optional
SECTION H - PROJECTS & REFERENCES	<input type="checkbox"/> Fill In	Incomplete: 0 completed of 0 required; 0 completed of 2 optional
SECTION I - DISCLOSURES	<input type="checkbox"/> Fill In	Incomplete: 0 completed of 8 required; 0 completed of 0 optional
DOCUMENT LIST	<input type="checkbox"/> Fill In	Incomplete: 0 attached of 8 mandatory; 14 not applicable of 17 required

Signature and Submittal

SIGNATURE

SUBMITTAL

24. Also, if you scroll to the top of the page, to the right of the seal there will be a bar that displays the percentage completed for the application.

Certification Application: Main Summary

Main | Documents | Signature | Submit | Utilities | Cert List

Governor's Office of Diversity Business Enterprise Test Status: **Incomplete**
 Type: New Application Started: 4/28/2021
 App #: 3130015

14% complete

Fill in each of the sections noted below by clicking the **Fill In** buttons; edit a completed section by clicking **Edit**. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

Due to confidentiality requirements, the contact person must be the diversity member seeking certification status with the Governor's Office of Diversity Business Enterprise. The contact person noted below is the only user authorized to access this application. Should the diversity member desire additional persons to access the application, access the Utilities tab and add authorized users.

New Application Information

TYPE	New Application
CERTIFYING AGENCY	State of Tennessee
BUSINESS NAME	Governor's Office of Diversity Business Enterprise Test DBA Go-DBE
CURRENT STATUS	Incomplete
APPLICATION NUMBER	3130015

[Need Help? User Manual | Search for a Training Case](#)

25. Scroll back down to the “Sections and Documentation” to complete the remaining sections of the application.

Sections and Documentation

SECTION A - GENERAL BUSINESS INFORMATION	<input type="button" value="Edit"/>	Complete: 9 completed of 9 required; 1 completed of 1 optional (by Edric Hammond, 4/28/2021)
SECTION B - PRIMARY OWNER	<input type="button" value="Fill in"/>	Incomplete: 0 completed of 4 required; 0 completed of 1 optional
SECTION C - COMPANY STATUS (LLC)	<input type="button" value="Fill in"/>	Incomplete: 1 completed of 4 required; 0 completed of 0 optional
SECTION D - CERTIFICATIONS	<input type="button" value="Fill in"/>	Incomplete: 0 completed of 5 required; 0 completed of 0 optional
SECTION E - ORGANIZATION INFORMATION	<input type="button" value="Fill in"/>	Incomplete: 0 completed of 7 required; 0 completed of 0 optional
SECTION F - OWNERS & OFFICERS	<input type="button" value="Fill in"/>	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
SECTION G - LICENSES, INSURANCE & BONDING	<input type="button" value="Fill in"/>	Incomplete: 0 completed of 4 required; 0 completed of 1 optional
SECTION H - PROJECTS & REFERENCES	<input type="button" value="Fill in"/>	Incomplete: 0 completed of 0 required; 0 completed of 2 optional
SECTION I - DISCLOSURES	<input type="button" value="Fill in"/>	Incomplete: 0 completed of 8 required; 0 completed of 0 optional
DOCUMENT LIST	<input type="button" value="Fill in"/>	Incomplete: 0 attached of 8 mandatory; 0 attached, 14 not applicable of 17 required

Signature and Submittal

SIGNATURE

SUBMITTAL

26. Once all sections have been completed, select the “Sign” option.

Sections and Documentation

SECTION A - GENERAL BUSINESS INFORMATION	<input type="button" value="Edit"/>	Complete: 9 completed of 9 required; 1 completed of 1 optional (by Edric Hammond, 4/28/2021)
SECTION B - PRIMARY OWNER	<input type="button" value="Fill in"/>	Incomplete: 0 completed of 4 required; 0 completed of 1 optional
SECTION C - COMPANY STATUS (LLC)	<input type="button" value="Fill in"/>	Incomplete: 1 completed of 4 required; 0 completed of 0 optional
SECTION D - CERTIFICATIONS	<input type="button" value="Fill in"/>	Incomplete: 0 completed of 5 required; 0 completed of 0 optional
SECTION E - ORGANIZATION INFORMATION	<input type="button" value="Fill in"/>	Incomplete: 0 completed of 7 required; 0 completed of 0 optional
SECTION F - OWNERS & OFFICERS	<input type="button" value="Fill in"/>	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
SECTION G - LICENSES, INSURANCE & BONDING	<input type="button" value="Fill in"/>	Incomplete: 0 completed of 4 required; 0 completed of 1 optional
SECTION H - PROJECTS & REFERENCES	<input type="button" value="Fill in"/>	Incomplete: 0 completed of 0 required; 0 completed of 2 optional
SECTION I - DISCLOSURES	<input type="button" value="Fill in"/>	Incomplete: 0 completed of 8 required; 0 completed of 0 optional
DOCUMENT LIST	<input type="button" value="Fill in"/>	Incomplete: 0 attached of 8 mandatory; 0 attached, 14 not applicable of 17 required

Signature and Submittal

SIGNATURE

SUBMITTAL

27. Select the “Submit” option.

Signature and Submittal	
SIGNATURE	<input type="button" value="Sign"/>
SUBMITTAL	<input type="button" value="Submit"/>

28. CONGRATULATIONS! You have completed the Go-DBE application for certification. Your application will be assigned to a Diversity Business Liaison who will contact you in the upcoming days to complete the review process. Thank you.



Tennessee Department of General Services, authorization number #####. Electronic only. This public document was promulgated at a cost of \$0.00 per copy. November 2023.