



BUSINESS PROCUREMENT GUIDE

for
Minority
Business
Enterprises

&

Encouraging
Diversity
Growth
Equity

Business Procurement Guide for Minority Business Enterprises (MBE) and Encouraging Diversity Growth Equity (EDGE)

What are Minority Business Enterprises (MBE) and Encouraging Diversity Growth and Equity (EDGE) businesses?

MBE: Minority Business Enterprises are companies in which minorities hold a majority interest in the ownership and control of the company and are certified by the State Equal Opportunity Division.

EDGE: Encouraging Diversity Growth and Equity are businesses, which must be:

- Economically disadvantaged, based on the relative wealth of the company and/or the personal wealth of the owner(s) of the company; and
- Show membership by the business owner(s) in a traditionally recognized racial minority group; and
- Show personal disadvantage due to color, ethnic origin, gender, physical disability, long-term residence in an environment isolated from the mainstream of American society, location in an area of high unemployment, or other similar causes not common to most small business persons.
- By the business owner showing that he or she is socially disadvantaged based on other similar reason to those listed above, which are not common to most small business owners. The social disadvantage must be chronic or substantial, not fleeting or insignificant.

Questions should be addressed to:

Department of Administrative Services
Equal Opportunity Division
30 East Broad Street, 18th Floor
Columbus, Ohio 43215

Phone: (614) 466-8380
TDD/TTY Ohio Relay Services
1-800-750-0795
Fax: (614) 728-5628 or (614) 728-8726

<http://www.MBE.oh.gov>

or

<http://das.ohio.gov/eod/Edge>

Frequently Asked Questions Concerning MBE/EDGE

1. Can a business register for the bidder's list with ODPS Goods/Services Program?

No. They must register with State Purchasing for inclusion on bidder's list. Questions should be addressed to:

General Services Division/Office of State Purchasing, 4200 Surface Road, Columbus, Ohio 43228 Phone: (614) 466-5090, Fax: (614) 466-7525, Internet: <http://www.state.oh.us/das/gsd>

2. Can a business be certified through ODPS?

No. Only the Equal Opportunity Division can certify a business; however ODPS uses the MBE Registry which lists MBE's that are certified.

3. Once I'm certified, will ODPS contact me for purchases?

ODPS contacts MBE's and EDGE's on an as-needed basis if they are certified under a needed commodity or service.

To do business with ODPS please send a catalog to the address specified below or call ODPS Purchasing:

**ODPS Purchasing
1970 W. Broad Street, 5th Floor
Columbus, Ohio 43223
(614) 752-7876**

Payment Card Purchases

The Department of Public Safety is now using the Visa network to make low-dollar purchases. The State Payment Card empowers key persons (not just buyers) to make certain transactions directly with suppliers more efficiently and without the traditional encumbrance of a purchase order, vendor invoices, etc., which are costly to both the buyer and seller. Any vendor that accepts Visa can accept the state's payment card. Vendors that accept the payment card should enjoy:

- Getting paid faster
- Lower billing costs
- Increased sales

Procurement Opportunities

Actors	Microfilm Equipment & Supplies
Ammunition	Office Equipment
Automobiles & Vans	Office Supplies
Cameras & Accessories	Paper
Catering	Personal Computers & Peripherals
Communication Equipment	Photo Lab Supplies
Computer Equipment	Plumbing
Consultant Services	Printers
Copiers	Printing Supplies
Court Reporter Services	Promotional Items
Data Processing Supplies	Radios/Parts/Supplies
Electronic Supplies for Computers	Temporary Personal Services
Emergency Response Resources	Tires
Facsimile Equipment	Tools
General Contracting	Transportation Services
Graphic Designs	Uniform Accessories
Hearing Examiner Services	Vehicle Maintenance/Repair
Janitorial Services	Vide Equipment/Supplies
Lab Equipment/Supplies	Video Production Services
Light Bars/Sirens	Wearing Apparel

Vendors interested in providing goods, supplies or services on a statewide level should contact:

Department of Administrative Services (DAS)
State Purchasing

[Http://www.procure.ohio.gov/proc/contractsSTS.asp](http://www.procure.ohio.gov/proc/contractsSTS.asp)