



Highway Construction Prime Contractors Seeking DBEs for Solicitation:

1. Make sure the Disadvantaged Business Enterprise (DBE) check box is the only one selected in the *Search by Certification Type* field.
2. Select one or more Districts in the *Search by Work Districts/Regions* drop down box depending on where the project is located.
3. Select "Yes" in the *Will This Firm Work Within ND, On Highway Construction Projects?* in the *Search by Reference* field.
4. Complete the security reCAPTCHA prompt.
5. Click *Search*.
6. Click *Download Search Results* and complete the security prompt to download to Excel or CSV.
7. Check the *Include Commodity Codes* in the download button if you would like to view the NAICS codes.
8. Narrowly tailor your list depending on the type of work you are soliciting from the *Capability and Commodity Code* fields.
9. Use the listed email addresses to send solicitations.
10. If you are only seeking specific work types you can use the *Business Description and/or Commodity Code* fields in your search.

Consultant DBE Search:

1. Select the appropriate check box(s) in the *Search by Certification Type* field.
2. In the *Search by Business Description* field type PROFESSIONAL SERVICES.
3. Complete the security reCAPTCHA prompt.
4. Click *Search*.
5. Click *Download Search Results* and complete the security prompt to download to Excel or CSV.
6. Check the *Include Commodity Codes* in download button if you would like to view the NAICS codes.
7. Narrowly tailor your list depending on the type of work you are seeking from the *Capability and Commodity Code* fields.

To Access the Directory:

- Go to: <https://dotnd.diversitycompliance.com/>
- Click on the second blue box under DBE/ACDBE Certification on the login page titled "DBE/ACDBE Certified Directory."

Quick Tips

- Certain certified firms are identified by type in their Business Description and can be searched as such by entering the following term(s):
 - REGULAR DEALER/SUPPLIER
 - MANUFACTURER
 - TRUCKING/HAULING
 - SUBCONTRACTOR
 - TRANSIT
 - PROFESSIONAL SERVICES (consultants)
- To download the entire directory do not search by any fields and click *Download Entire Directory* box at the bottom of the search fields. Complete the security prompt, click *Include Commodity Codes* in download, if applicable, and select Download to Excel or Download to CSV.
- Being too specific in your search can limit your results. Instead, broaden your search and then filter your downloaded results to refine your search process.
- If you would like a list of recently certified firms, simply check the box for *Recently Certified* in the *Search by Reference* field.