

## ***How to search for City of Cleveland Certified Firms & Good Faith Efforts Narrative and Documentation***

The City of Cleveland Mayor's Office of Equal Opportunity (OEO) is committed to ensuring that certified Minority-owned Business Enterprises (MBEs), Female-owned Business Enterprises (FBEs) and Cleveland Area Small Businesses (CSBs) **are given an opportunity to perform on City of Cleveland contracts in a fair and equitable manner**. One of the ways that OEO opens opportunities for certified MBE, FBE and CSB firms is through the use of **subcontractor participation goals** on City of Cleveland contracts.

General Contractors and/or Developers must document their efforts to meet the subcontractor participation goals. **OEO evaluates the OEO Schedules or Good Faith Effort Documentation to determine whether or not a good faith effort was made to meet the subcontractor participation goals.**

A **certified subcontractor** must perform a **commercially useful function** on the contract to receive credit on the project. For the Project to receive credit for the subcontractor's participation on the contract, the certified subcontractor **must be certified by OEO to provide the type of good or service** provided on the contract.

### ***How to search for City of Cleveland Certified Firms***

1. Go to [www.cleveland.diversitycompliance.com](http://www.cleveland.diversitycompliance.com)
2. Click "Search Certified Directory" button, see graphic below:
3. Select the CSB, FBE, MBE certifications and enter a general search key word or other information:



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**Handout # 05**

The screenshot shows a search interface with the following sections:

- Search by Certification Type:** A list of checkboxes for various certifications. The checked options are Cleveland Small Business (CSB), Female Business Enterprise (FBE), Minority Business Enterprise (MBE), and Very Small Business Enterprise (VSBE).
- Search by Business Name or DBA:** A text input field with a tip: "Tip: Try just a few letters of the firm's name."
- Search by Business Description:** A text input field containing the word "Painting" and a tip: "Tip: Try just a few letters of a keyword."
- Search by Commodity Code:** A button labeled "Click to Lookup Commodity Codes".
- Search by Contact Person:** Two text input fields for "First Name" and "Last Name".
- Search by Location:** Text input fields for "CITY", "ZIP CODE", "STATE", and "PHONE AREA CODE". A tip for ZIP CODE says: "Tip: Search for multiple zip codes by separating with commas." The STATE field has a dropdown menu with "Select one or more" selected.
- Search by Reference:** A dropdown menu with "Select one or more" selected.

At the bottom of the interface are two buttons: "Search Again" and "Download Search Results".

**Important:** to **expand your pool** of candidates, please perform **multiple related key word searches**; for example, you are seeking a Painter, please perform various key word searches:  
(1) Painting  
(2) Paint, etc.

and/or by clicking the Commodity Codes (NAICS) button which provides you key word search dropdown option:

Painting  
(1) NAICS 23832: Painting and Wall Covering Contractors  
(2) NAICS 238320: Electrostatic painting, on-site, contractors  
(3) NAICS 238320: Painting and Wall Covering Contractors  
(4) NAICS 332812: Painting metals and metal products for the trade

**Credit for Certified Suppliers:**

The project only receives **60% credit for the spend** when items are purchased from a City of Cleveland Certified Supplier; 100% is only given if items are purchased from a City of Cleveland Certified Manufacturer.

$\$284,000 \text{ CSB Supplier Spend} \times 60\% = \$170,400 \text{ CSB Goal Credit}$

- Important:**
- If you award a **\$100k materials contract** to a certified **MBE Subcontractor** who is **not certified as a material supplier** by the City of Cleveland, the project **will not receive credit** for \$100k contract towards the MBE Goal.
  - To verify the certification status, contractors should request the certified subcontractor provide a copy of their OEO certification certificate to confirm the areas in which they are certified, perform **Search by Business Name or DBA** via B2Gnow login page, and/or contact your OEO contract compliance officer to verify certification status.

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### Handout # 05

**Craft: Painting**  
**Search #1 via Commodity Codes**

**Search by Commodity Code**

COMMODITY CODES

Click to Lookup More Commodity Codes

- NAICS 23832: Painting and Wall Covering Contractors [\(lookup\)](#)
- NAICS 23830: Electrostatic painting, on-site, contractors [\(lookup\)](#)
- NAICS 23820: Painting and Wall Covering Contractors [\(lookup\)](#)
- NAICS 332812: Painting metals and metal products for the trade [\(lookup\)](#)

**Search Parameters**

CERTIFICATIONS: Cleveland Small Business (CSB), Female Business Enterprise (FBE), Minority Business Enterprise (MBE)

COMMODITY CODES: NAICS 23832: Painting and Wall Covering Contractors, NAICS 23830: Electrostatic painting, on-site, contractors, NAICS 23820: Painting and Wall Covering Contractors, NAICS 332812: Painting metals and metal products for the trade

**Search Results** 18 firms with 30 certifications found

**Craft: Painting**  
**Search #2: Painting**

**Search by Certification Type**

CERTIFICATIONS

- Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- Cleveland Small Business (CSB)
- Disadvantaged Business Enterprise (DBE)
- Female Business Enterprise (FBE)
- HUD Section 3 (Section 3)
- LGBT Business Enterprise (LGBTBE)
- Local Producer Enterprise (LPE)
- Minority Business Enterprise (MBE)
- Small Business Enterprise (SBE)
- Storefront Renovation Program (SRP)
- Sustainable Business Enterprise (SUBE)
- Very Small Business Enterprise (VSBE)

**Search Parameters**

CERTIFICATIONS: Cleveland Small Business (CSB), Female Business Enterprise (FBE), Minority Business Enterprise (MBE)

BUSINESS DESCRIPTION: Painting

**Search Results** 31 firms with 53 certifications found

Vendor	Location	Certification
3B RESTORATION PROPERTIES	Maple Heights, OH	CSB MBE
Aifleri Brothers Materials Supply Co., DBA Aifleri Brothers Contracting and Excavation	Cleveland, OH	CSB
Athos Contracting, LLC	SEVEN HILLS, OH	CSB FBE
AZTEC STEEL CORP, DBA EBM GROUP	ELYRIA, OH	FBE
C&B CONSTRUCTION CO. #1LTD	Cleveland, OH	CSB FBE MBE
D. R. General Construction LLC	Cleveland, OH	CSB MBE
Delta Industrial Services, Inc.	CLEVELAND, OH	CSB

**Craft: Painting**  
**Search #3: Paint**

**Search by Certification Type**

CERTIFICATIONS

- Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- Cleveland Small Business (CSB)
- Disadvantaged Business Enterprise (DBE)
- Female Business Enterprise (FBE)
- HUD Section 3 (Section 3)
- LGBT Business Enterprise (LGBTBE)
- Local Producer Enterprise (LPE)
- Minority Business Enterprise (MBE)
- Small Business Enterprise (SBE)
- Storefront Renovation Program (SRP)
- Sustainable Business Enterprise (SUBE)
- Very Small Business Enterprise (VSBE)

**Search Parameters**

CERTIFICATIONS: Cleveland Small Business (CSB), Female Business Enterprise (FBE), Minority Business Enterprise (MBE)

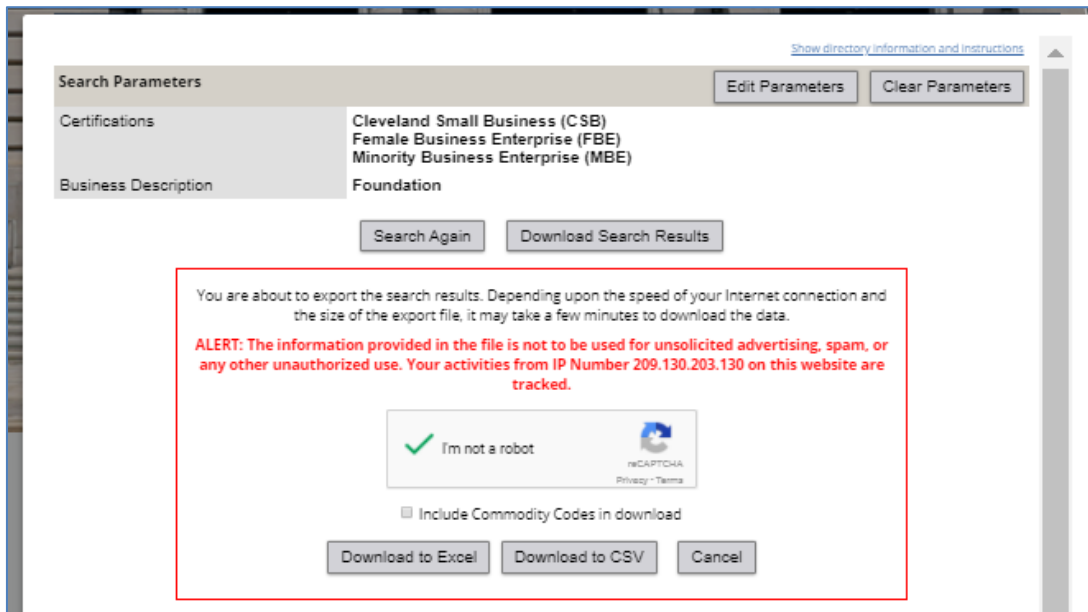
BUSINESS DESCRIPTION: Paint

**Search Results** 32 firms with 54 certifications found

Vendor	Location	Certification
3B RESTORATION PROPERTIES	Maple Heights, OH	CSB MBE
Aifleri Brothers Materials Supply Co., DBA Aifleri Brothers Contracting and Excavation	Cleveland, OH	CSB
Athos Contracting, LLC	SEVEN HILLS, OH	CSB FBE
AZTEC STEEL CORP, DBA EBM GROUP	ELYRIA, OH	FBE
C&B CONSTRUCTION CO. #1LTD	Cleveland, OH	CSB FBE MBE
D. R. General Construction LLC	Cleveland, OH	CSB MBE
Delta Industrial Services, Inc.	CLEVELAND, OH	CSB
Dependable Painting Co., Inc.	CLEVELAND, OH	CSB FBE
Diversified Painting	Cleveland, OH	FBE
Domino Decorating of Ohio, LLC	STRONGVILLE, OH	CSB FBE

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Handout # 05**

4. Export to Excel:



5. Excel Output

- a. Very Important - Save a clean printout or screenshot for your OEO good faith documentation.
- b. Save a second copy so you can edit, etc.



Company Name	DBA Name	Owner First	Owner Last	Physical Address	City	State
3B RESTORATION		BRUCE	TYUS	5536 GARDEN STREET	MAPLE HEIGHTS	OH
3B RESTORATION	NO	BRUCE	TYUS	5536 GARDEN STREET	MAPLE HEIGHTS	OH
ALFIERI BROTHERS	ALFIERI BROTHERS	DANIEL	ALFIERI	18100 LANKEN AVE.	CLEVELAND	OH
ATHOS CONTRACTING, LLC		IRENE	SCORDOS	7207 RUSTIC OVAL	SEVEN HILLS	OH
ATHOS CONTRACTING, LLC		IRENE	SCORDOS	7207 RUSTIC OVAL	SEVEN HILLS	OH
AZTEC STEEL CORP	EBM GROUP	ROBIN	KAUFMAN	800 TAYLOR ST	ELYRIA	OH
C&B CONSTRUCTION CO.		BARBARA	COKER	17325 EUCLID AVE, SUITE	CLEVELAND	OH
C&B CONSTRUCTION CO.		BARBARA	COKER	17325 EUCLID AVE, SUITE	CLEVELAND	OH
C&B CONSTRUCTION CO.		BARBARA	COKER	17325 EUCLID AVE, SUITE	CLEVELAND	OH
D. R. GENERAL		DANNY	FIGUEROA	3838 W. 41ST ST	CLEVELAND	OH

6. You can hide columns you do not need and show the ones you do need as shown below:

	A	O	R
1	<b>Certified Company Registry</b>		
2	As of 7/27/2021 10:02:23 AM		
3	Results filtered by search parameters		
4			
5	The information provided in this file is not to be used for unsolicited advertising, spam, or any other unauthorized use		
6			
7	<b>Company Name</b>	<b>Email</b>	<b>Certification Type</b>
8	3B RESTORATION PROPERTIES	SERVICE@3BRESTORATIONPROPERTIES.COM	CSB / MBE
9	ALFIERI BROTHERS MATERIALS SUPPLY CO.	CHRISTINE@ALFIERIBROTHERS.COM	CSB
10	ATHOS CONTRACTING, LLC	ATHOSCONTRACTING@COX.NET	CSB / FBE
11	AZTEC STEEL CORP	ROBIN@AZTECSTEEL.COM	FBE
12	C&B CONSTRUCTION CO. #1LTD	CANDBCONT@SBCGLOBAL.NET	CSB / FBE / MBE
13	D. R. GENERAL CONSTRUCTION LLC	DANNY.RIVERA87@YAHOO.COM	MBE
14	DELTA INDUSTRIAL SERVICES, INC.	KARYL@DELTAWHQ.COM	CSB

7. You can add columns for your good faith documentation and add non-certified firms who were solicited and/or were awarded the subcontract:

Company Name	Certification Type	Request Proposal / Bid Sent on:	Proposal / Bid Evaluation Outcome and/or other Comments:	Awarded Bid to:
3B RESTORATION PROPERTIES	CSB / MBE			
ALFIERI BROTHERS MATERIALS SUPPLY CO.	CSB			
ATHOS CONTRACTING, LLC	CSB / FBE			
AZTEC STEEL CORP	FBE			
C&B CONSTRUCTION CO. #1LTD	CSB / FBE / MBE			
D. R. GENERAL CONSTRUCTION LLC	MBE			

**8. Good Faith Efforts Narrative and Documentation**

Provide a (1) cover letter listing the **OEO Project Name**, (2) an overall narrative summarizing good faith efforts and the reason for the short fall as seen on page 7 (final page of this packet).

If your good faith efforts include documentation of efforts to contract with certified subcontractors, i.e. bid lists, price submissions, and other contract documentation, please provide (3) a print out of the original dated OEO search output in excel format, (4) a chart which explains those efforts **by craft** (Painting, Carpentry, Etc.) **or type** (Restaurant Equipment, etc.) employed or purchased for the project and (5) corresponding documentation.

Sample reasons for unavailability (Typically listed in Column D – See chart on next page):

1. Subcontractor did not respond to the Bidder’s request for a quotation.
2. Subcontractor responded to the Bidder’s request but not as to the type of work or supplies for which requested.
3. Subcontractor does not perform the specific work or furnish the specific supplies the Bidder requested, as part of the type(s) of work or supplies for which OEO has certified it as a CSB/MBE/FBE.
4. Subcontractor is unavailable because its workforce is or will be fully employed on other work during time of contract performance.
5. Subcontractor stated it had insufficient time or information on which to prepare a bid.
6. Subcontractor’s bid price(s) were too high to be competitive.
7. Other. (Explain in detail)

**Good Faith Efforts Narrative and Documentation**

Every **craft or type** should be separated with chart of good faith efforts to facilitate the review. In addition, every attachment should be labeled. Exhibits should be placed in Alphabetical order.

Consider the below a **rough example** of the expected format and content of the Narrative (see below) and Supporting Documentation (the attachments – proof which you will attach to each narrative chart, as shown below).

**Project ED 273**

**Craft # 01: Painting – Total Contract Awarded Value: \$7,200**

**Painting:** We sent out via fax 7 requests for proposals / bids to the following companies on April 26, 2015:

- See Attachment “Painting - **A**” – This is original B2Gnow certified firm search printout or excel spreadsheet with the time stamped date of the search (as described and shown in Section 6 of Handout #05 given out at the PreCon meeting).

A	B	C	D	E
Company:	City of Cleveland Certification Status:	Request Proposal / Bid Sent on:	Proposal / Bid Evaluation Outcome and/or other Comments:	Awarded Bid to:
1. ABC ASSOCIATES		<ul style="list-style-type: none"> <li>• Bid Request sent on April 26, 2015 via Fax - See Attachment “Painting - <b>B</b>”</li> <li>• Follow up Call May 1<sup>st</sup> – Spoke to Owner</li> <li>• Final Follow up Call on May 15<sup>th</sup> – Left Message</li> </ul>	\$7,200 bid received. Available to work immediately. See Attachment “Painting - <b>H</b> ”	Awarded to this company. It was the best bid we received.
2. CDE FIRM	MBE / CSB	<ul style="list-style-type: none"> <li>• Bid Request sent on April 26, 2015 via Fax - See Attachment “Painting - <b>C</b>”</li> <li>• Follow up Call May 1<sup>st</sup> – Spoke to Owner</li> <li>• Final Follow up Call on May 15<sup>th</sup> – Left Message</li> </ul>	\$8,000 bid received. Available to work immediately. See Attachment “Painting - <b>I</b> ”	
3. FQE UNLIMITED	FBE	<ul style="list-style-type: none"> <li>• Bid Request sent on April 26, 2015 via Fax - See Attachment “Painting - <b>D</b>”</li> <li>• Follow up Call May 1<sup>st</sup> – Spoke to Office Manager</li> <li>• Final Follow up Call on May 15<sup>th</sup> – Left Message</li> </ul>	\$8,900 bid received. Available to work immediately. See Attachment “Painting - <b>K</b> ”	
4. TYC LLC.		<ul style="list-style-type: none"> <li>• Bid Request sent on April 26, 2015 via Fax - See Attachment “Painting - <b>E</b>”</li> <li>• Follow up Call May 1<sup>st</sup> – Spoke to Office Manager</li> <li>• Final Follow up Call on May 15<sup>th</sup> – Left Message</li> </ul>	Received a call back on May 16 <sup>th</sup> . <b>Not available to work.</b>	
5. Bonnie and Clyde LTD	MBE	<ul style="list-style-type: none"> <li>• Bid Request sent on April 26, 2015 via Fax - See Attachment “Painting - <b>F</b>”</li> <li>• Follow up Call May 1<sup>st</sup> – Spoke to Partner</li> <li>• Final Follow up Call on May 15<sup>th</sup> – spoke to Owner</li> </ul>	<b>Not qualified</b> / does not perform commercial work, spoke to contractor on May 15, 2015, specializes in residential work.	
6. FDS COMPANY	FBE	<ul style="list-style-type: none"> <li>• Bid Request sent on April 27, 2015 via Emails - See Attachment “Painting - <b>G</b>”</li> <li>• Follow up Call May 1<sup>st</sup> – Spoke to Owner</li> <li>• Final Follow up Call on May 15<sup>th</sup> – Spoke to Office Manager</li> </ul>	Subcontractor is <b>unavailable</b> because its workforce is or will be fully employed on other work during time of contract performance.	
7. OPL & ASSOCATES	CSB	<ul style="list-style-type: none"> <li>• Based on work description in directory</li> </ul>	<b>Not qualified</b> Based on work description in the directory, contractor paints and restores furniture only.	

Attached are the following:

1. Original B2Gnow certified firm search printout or excel spreadsheet
2. Fax and/or Email transmittals receipts for the requests for proposals / bids. Please see labeled attachments.
3. Proposals / bid responses we received in the order as listed above. Please see labeled attachments.

9. OEO EXAMINES THE FOLLOWING TO DETERMINE “GOOD FAITH EFFORTS”:

[Chapter 187 - Cleveland Area Business Code](#) [Good Faith Efforts Evaluation Protocol](#) -

1. **Opportunities** - Opportunities for Subcontracting. Any opportunities a project presents for subcontracting part of the work is determined; from the nature of project, scope of services, and what other bidders propose to subcontract. In some cases, you may need to unbundle portions of the project to increase subcontracting opportunities.
2. **Availability** - Availability of CSB / MBE / FBE Potential Subcontractors. OEO takes into consideration the number of CSB / MBE / FBE firms within the Cleveland Contracting Market, as applicable, that are listed on the [CSB / MBE / FBE Registry](#) ([www.cleveland.diversitycompliance.com](http://www.cleveland.diversitycompliance.com)) for each potential area of subcontracting.
3. **Commitment** - Developer and/or General Contractor's Commitment to CSB / MBE / FBE Subcontractors. OEO reviews the Project's B2Gnow Audits to assess the total dollar amount paid to certified CSB / MBE / FBEs subcontractors and compares it to original goal dollar amounts.
4. **Solicitations & Documentation** - Developer and/or General Contractor's Efforts to Subcontract to CSB / MBE / FBE Subcontractors.  
The Developer and/or General Contractor must demonstrate on either the (1) [OEO Schedule 4](#) (as shown in [Handout #09](#)), the impracticality or unavailability to utilize certified CSB / MBE / FBE subcontractors or (2) in the [Good Faith Efforts narrative and supporting documentation](#) (as shown in [Handout #05](#)). The Developer and/or General Contractor must document a sufficient number of contacts made to CSB / MBE / FBEs, explaining the unavailability and/or impracticality.