



# State of TN CPO Training & Compliance: Governor's Office of Diversity Business Enterprise(Go-DBE) Job Aid

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## 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

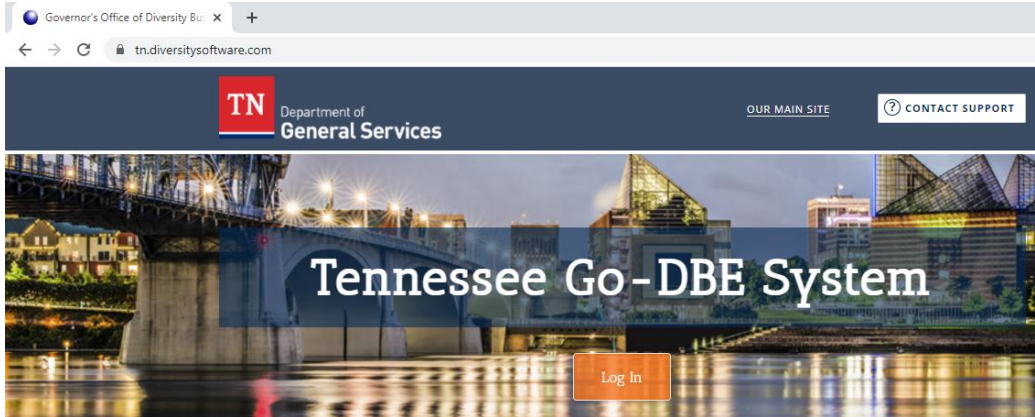
## Directory

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 assessed on Go-DBE's website [TN.DiversitySoftware.com](http://TN.DiversitySoftware.com).

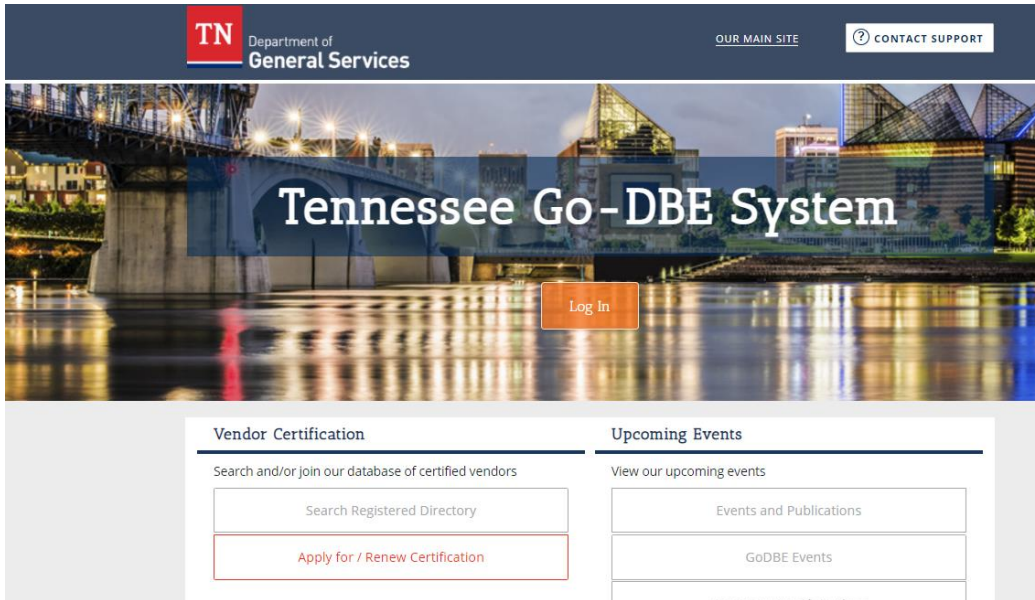


## Instructions for Completing the Certification Application:

1. Visit the Go-DBE website at [TN.DiversitySoftware.com](https://tn.diversitysoftware.com).



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





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

**Online Certification**

Welcome! You are about to complete the on-line application for certification for the State of Tennessee. Please select one option below. If you require technical assistance while completing the application, please [contact customer support](#) for fastest response. .

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

**Note:** You must register in the [Edison Supplier Portal](#) prior to certification in order to get on the Bid list and participate in procurement activity. You must provide your Edison Vendor Number on the application; applications that are missing the number or having an incorrect number will be returned to the applicant or denied. If you require instructions for obtaining the Edison Vendor Number, [download the registration guide](#).

You may already have an account due to working relationships with other agencies. Therefore, prior to creating a new account, it is always best to Lookup Account to ensure you are not currently in the system.

**New Certification**

Your firm is not currently certified.  
[Create Account](#)

I Forgot My Username & Password  
[Lookup Account](#)

**Renew Your Certification**

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

**Section 1: Business Lookup**

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

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 \*

COMPANY ETHNICITY

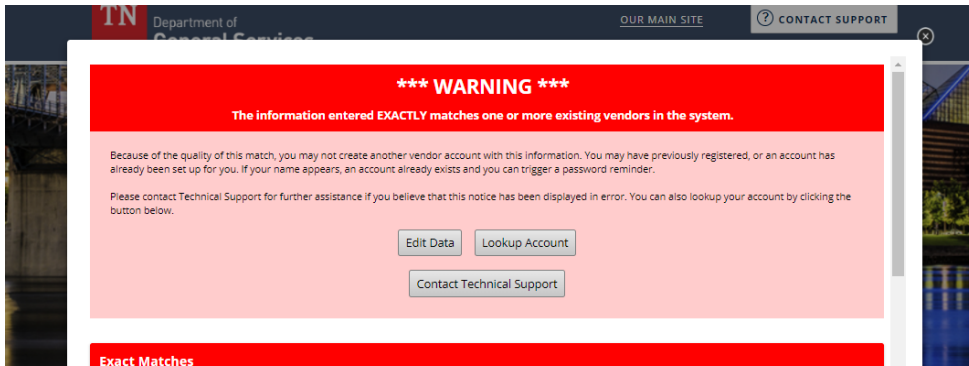
COMPANY GENDER

**Section 3: Business Contact Information**

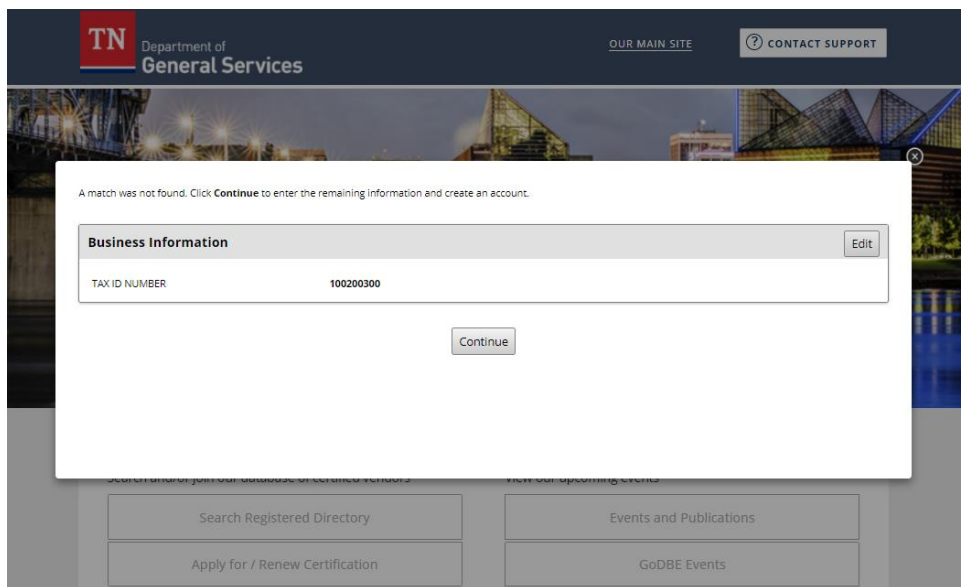
MAIN COMPANY EMAIL \*



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



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





7. 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 \* Password requirements:  
▶ Must be at least 6 characters long

RETYPE PASSWORD \*

TIME ZONE \* US/Central

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 \* Password requirements:  
▶ Must be at least 6 characters long

RETYPE PASSWORD \*

TIME ZONE \* US/Central

Next



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

**Certification Application**

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, 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.**

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.

**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](#)

[Customer Support](#)  
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10. **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.**

**Certification Application**

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

**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](#)

[Customer Support](#)  
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## 11. Follow the prompts that pertain to your business. Select if your firm is/is not certified by the Go-DBE office.



### Certification Application

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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.

**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](#)

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

Help & Tools

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

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



### Certification Application

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**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](#)

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

Help & Tools

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



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

**Certification Application** Help & Tools

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.

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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.

**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 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).

[Your firm is not currently certified with a qualifying agency.](#)

[Your firm is located in another state.](#)

Need Help?  
[Use manual](#)  
[Sign up for a 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."

**Certification Application** Help & Tools

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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.

**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 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).

[Submit a streamlined reciprocal application.](#)

[Your firm is not currently certified with a qualifying agency.](#)

[Submit a new application.](#)

[Your firm is located in another state.](#)

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





# 15. You will be directed to the Certification Application: Start Certification Application page. Complete the "Company & Contact Information."

**Certification Application: Start Certification Application** Help & Tools

**New Application for State of Tennessee**  
*New Application for Minority, Women, Small, Service-Disable Veteran Business Enterprise, or Disabled Owned Business (DSBE) certification.*

**Need Help?**  
[Use manual](#)  
[Form for a Training Case](#)

**Warning:** This application is for IN-STATE NEW Minority, Women, Small, Service-Disable Veteran Business Enterprise, or Disabled Owned Business (DSBE) certification. If your firm is currently certified by a qualifying agency or your firm is not located in Tennessee, you must submit a RECIPROCAL application. If you are an out-of-state firm and are not certified by a qualifying agency in your home state, you do not qualify for certification with the GO-DBE Program.

If you are CURRENTLY certified by the State of Tennessee GO-DBE Program, do not submit this application. Instead submit a RECERTIFICATION Application.

Review the information below and complete the eligibility requirements. Click **Create Application** to continue.

You must provide your Edison Supplier ID Number on the application. If not currently registered in the [Edison Supplier Portal](#), you must do so prior to starting this recertification application. Applications missing the number or having an incorrect number will be returned to the applicant or denied. If you require instructions for obtaining the Edison Vendor Number, [download the registration guide](#), "[How to do Business with the State Job Aide](#)" located on our [website](#).

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

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

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**Company & Contact Information**

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

BUSINESS NAME \*  This application is for Governor's Office of Diversity Business Enterprise Test DBA Go-DBE  
 This application is for a different firm

YOUR EMAIL ADDRESS \*

COMPANY EMAIL \*

COMPANY TYPE \*

AUTOFILL \*  Use existing account information to auto-fill application

# 16. Scroll down and complete the "Eligibility Requirements" questions.

**Company & Contact Information**

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

BUSINESS NAME \*  This application is for Governor's Office of Diversity Business Enterprise Test DBA Go-DBE  
 This application is for a different firm

YOUR EMAIL ADDRESS \*

COMPANY EMAIL \*

COMPANY TYPE \*

AUTOFILL \*  Use existing account information to auto-fill application

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**Eligibility Requirements**

The following basic criterion is used to evaluate eligibility for certification. However, meeting these basic items does not guarantee that an application will be approved. This is only intended as a general overview to see if your firm should apply for certification with the State of Tennessee.

Is the business currently certified by the State of Tennessee GO-DBE Office?  
 Yes  No

Is the business currently certified by the U.S. Small Business Administration (8a) Program, Mid-South Certification Agency, National Women Business Enterprise Council, or National Minority Purchasing Councils, Airport Authorities, state Departments of Transportation, Metropolitan Transit Authorities, Uniform Certification Agencies, or National Minority Supplier Development Councils (state chapters)?  
 Yes  No

Is the business located in Tennessee?  
 Yes  No

Are the applicants all U.S. Citizens or Permanent Resident Aliens?  
 Yes  No



## 17. After completing the eligibility requirements 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.



**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 with Number, Permanent Resident Alien Registration



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

**Certification Application: Main Summary** Help & Tools

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 0% complete

Home View Search Message Settings Help & Support Logoff

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	<b>Incomplete</b>
APPLICATION NUMBER	3130015
DATE FOR DELETION	7/27/2021 (Extend)
CONTACT PERSON	Richard Van Norman (Add user not on list)

This is the assigned user for this New Application. To ensure security of the record, only YOU have 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.

**Sections and Documentation**

SECTION A - GENERAL BUSINESS INFORMATION	Fill In	Incomplete: 0 completed of 9 required; 0 completed of 1 optional
--	---------	--

## 20. Scroll down and complete all sections by selecting the "Fill In" option.

**Sections and Documentation**

SECTION A - GENERAL BUSINESS INFORMATION	Fill In	Incomplete: 0 completed of 9 required; 0 completed of 1 optional
SECTION B - PRIMARY OWNER	Fill In	Incomplete: 0 completed of 4 required; 0 completed of 1 optional
SECTION C - COMPANY STATUS (LLC)	Fill In	Incomplete: 1 completed of 4 required; 0 completed of 0 optional
SECTION D - CERTIFICATIONS	Fill In	Incomplete: 0 completed of 5 required; 0 completed of 0 optional
SECTION E - ORGANIZATION INFORMATION	Fill In	Incomplete: 0 completed of 7 required; 0 completed of 0 optional
SECTION F - OWNERS & OFFICERS	Fill In	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
SECTION G - LICENSES, INSURANCE & BONDING	Fill In	Incomplete: 0 completed of 4 required; 0 completed of 1 optional
SECTION H - PROJECTS & REFERENCES	Fill In	Incomplete: 0 completed of 0 required; 0 completed of 2 optional
SECTION I - DISCLOSURES	Fill In	Incomplete: 0 completed of 8 required; 0 completed of 0 optional
DOCUMENT LIST	Fill In	Incomplete: 0 attached of 8 mandatory; 0 attached of 17 required

**Signature and Submittal**

SIGNATURE

SUBMITTAL



**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 Enterpri

**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  
Address line 2  
Tennessee Address line 3  
Nashville City  
TN 37243 State, Zip, Zip4

**A.5. County \*** Required

None selected [Save Page](#) to refresh county list if state field has been changed.

**A.6. Mailing Address \*** Required

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

**A.10. Website** Optional

<http://TN.DiversitySoftware.com>

**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

godlee@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. Section A should now also be highlighted in green.

The screenshot shows a web application interface. On the left is a navigation menu with links for Home, View, Search, Message, Settings, Help & Support, and Logoff. The main content area is titled 'Sections and Documentation' and lists various sections with their completion status and an action button. Section A is highlighted in green and has a green checkmark and an 'Edit' button. Other sections have red arrows and 'Fill In' buttons. Below this is the 'Signature and Submittal' section with 'Sign' and 'Submit' buttons.

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

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.

The screenshot shows the 'Certification Application: Main Summary' page. A red oval highlights a progress bar at the top right of the main content area, which shows '14% complete'. Below the progress bar is a table with application details. The status is 'Incomplete' and started on '4/28/2021'. There is also a 'Need Help?' link with sub-links for 'User manual', 'Sign up for a Training Class', and 'Help & Tools'.

Field	Value
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



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

The screenshot shows the 'Sections and Documentation' interface. On the left is a navigation menu with options: Home, View, Search, Message, Settings, Help & Support, and Logoff. The main content area lists sections A through I, each with a 'Fill in' button and a status indicator. Section A is marked as 'Complete: 9 completed of 9 required; 1 completed of 1 optional (by Edric Hammond, 4/28/2021)'. Sections B through I are marked as 'Incomplete'. Below the sections is a 'DOCUMENT LIST' with a 'Fill in' button. At the bottom, the 'Signature and Submittal' section contains 'SIGNATURE' and 'SUBMITTAL' labels, each with a 'Sign' and 'Submit' button. A blue arrow points to the 'Sign' button for the SIGNATURE field.

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

This screenshot is identical to the one above, showing the 'Sections and Documentation' interface. A blue arrow points to the 'Sign' button in the 'SIGNATURE' field of the 'Signature and Submittal' section.



27. Select the "Submit" option.

Signature and Submittal	
SIGNATURE	
SUBMITTAL	

A blue arrow points from the "SUBMITTAL" row to the "Submit" button.

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.**

