



# DES FAQs

Prepared by the Department of Small and Local Business Development – 4/30/2018

# DES FAQs

## FAQ Sections

**Accessing the DES/How to Log In** (see screen shots in Appendix A)

**CBE Wizard** (see screen shots in Appendix B)

**Certification Option** (see screen shots in Appendix C)

**Options after Application has been Approved** (see screen shots in Appendix D)

**Recertification Option** (see screen shots in Appendix E)

**Public Find a CBE Search/Sending Email to CBEs** (see screen shots in Appendix F)

**CBE Connect/DSLBD Services** (see screen shots in Appendix G)

**Miscellaneous**

**For Additional Questions**

## **Accessing the DES/How to Log In**

### **I'm not a new user, I already have an active approved application; how do I log into the new DES?**

Users that have an active approved application were sent an email with instructions to log into DES. Please refer to your email sent from DSLBD DES or [cbe.info@dc.gov](mailto:cbe.info@dc.gov). If you don't see the email, search for sender DSLBD DES or [cbe.info@dc.gov](mailto:cbe.info@dc.gov). If the email is not in your inbox, search your junk mail or SPAM.

If you cannot find the email, contact the DES System Administrator ([DES.Support@dc.gov](mailto:DES.Support@dc.gov)), request your username to log into DES and the link to the DES. Please provide your business name and CBE Number in the email.

Select the link provided to you from the email or the DES System Administrator. A Change Password page will be displayed. Create a new password and confirm it. The Welcome page will be displayed with 2 or 3 options and a button to initiate each.

**Note:** Remember your username from the email. Use the username and the password you created to log into the DES (<https://DES.dslbd.dc.gov>).

### **I have an active approved application; can I use the same username and password that I used for the CBE Online System?**

No, please follow the instructions for the question "I'm not a new user, I already have an active approved application; how do I log into the new DES?"

### **I submitted an application in CBE Online prior to the 5:30 pm April 26, 2018 deadline, do I need to resubmit in the new system?**

No, all applications submitted in CBE Online will be processed in the old system by DSLBD. You do not need to complete any action in the new system at this time. If you access the new DES system using the username that was sent by the new

system, you will only see the information related to your last certification in the new system. Once the request in CBE Online is approved, all data will be migrated to the new system.

### **How do I get to the new DES?**

To access the DES go to the DSLBD website at <https://dslbd.dc.gov>. From the menu, select Get Certified. Next select New Applicants or Returning Applicants if you want to apply for CBE Certification or return to continue an application or Recertify for the program. Select the **DSLBD Enterprise System (DES)** or type URL (<https://DES.dslbd.dc.gov>) to begin or continue the application process.

### **I'm a new user, how do I log into the new DES?**

On the Home page, new users will need to select the **Register as a New User** link located to the right of the Login button. On the Registration page enter your

1. First Name,
2. Last Name,
3. an email address (which must be an active email address, it will be used for all communication sent during the CBE application process),
4. a username (which must be in an email format, it can be the same as the email address in the previous field, the username will be used to gain access to the system when logging in),
5. a password (which is case sensitive and must be 10 characters, include 1 uppercase letter and 1 number),
6. confirm the password by re-entering the password.

Select the Register button to complete the registration process. The Welcome page will be displayed with 2 or 3 options and a button to initiate each.

---

### **CBE Wizard**

## **What is the CBE Wizard?**

The wizard is a dynamic questionnaire, which will ask you questions pertaining to your business. The questions presented to you are based on your answers about your business. Upon completion of the wizard you will be provided with a business checklist of required documents needed during the Certification Application process.

## **Why should I use the CBE Wizard?**

The CBE Wizard is recommended guidance tailored to your business model. The wizard will help you prepare for the Certification Application process. The better prepared you are, the smoother the process will be. Also the wizard will let you know (based upon your responses) if you qualify for CBE Certification and provide you with a checklist of documents that may be required during the application process.

Tip: Make sure that you enter your email address on the Start a CBE Wizard page. You should also write down the Wizard ID (when provided) on a piece of paper.

## **How do I return to a CBE Wizard previous session?**

Your wizard will stay in the system for 90 days. To return to the previous session you need to return to the CBE Wizard. Select the link in blue [Continue a previous session >](#) located at the end of the paragraph. You will be able to enter your Wizard ID. Select the Continue button which will take you back to the last page that you answered in the wizard.

## **I forgot my Wizard ID, how do I return to my previous CBE Wizard session?**

If you forgot your ID but you provided your email during the wizard session, search your email inbox. Search for sender DCBC or dcbc@dc.gov. Your email will contain your wizard ID. If the email is not in your inbox, search your SPAM and Junk Mail folders.

### **I did not provide my email during the wizard session or I can't find the DCBC email, how do I return to my previous CBE Wizard session?**

If you did not provide your email address during the wizard session or you can't find the DCBC email (it may have been mistakenly deleted), you will need to start a new CBE Wizard session. The good news is that we intentionally made the wizard only 6 steps. Return to the CBE Wizard. Make sure that you enter your email address on the Start a CBE Wizard page. You should also write down the Wizard ID on a piece of paper. After you select Continue, an email will be immediately sent to you containing the Wizard ID.

### **Can I print or save the CBE Wizard document checklist?**

Yes. Above the checklist are two options 1) Download & Print and 2) Email. When you choose the Download & Print option the document checklist will be downloaded as a pdf file. Once downloaded, you can print the checklist. When you choose the Email option you can email the option to yourself and others assisting you with your document checklist.

### **How do I return to the DES after completing the CBE Wizard?**

To exit the CBE Wizard, scroll to the top of the page. Close the CBE Wizard tab and return to the DES Home page where you can start the CBE Application by selecting the Start button.

---

## **Certification Option**

### **How do I start the Certification Application?**

After logging in or completing the registration process the Welcome Page will be displayed. After you have completed the CBE Wizard from the DSLBD Certification Information option and gathered your documents from the CBE Wizard checklist, choose the Certification option and select the Start button. You

will need to verify your eligibility to apply for certification by answering a few questions. Once verified select the Start CBE Application button and begin completing the application. There is a status bar at the top of the page to help you track your progress.

### **How can I check the status of my Certification Application?**

You must login to check the status of your application. The status will be shown on the Welcome page in the top portion of the Certification box. If you have any concerns or questions, please reach out to the Certification team by sending an email to [cbe.info@dc.gov](mailto:cbe.info@dc.gov).

---

### **Options after Application has been Approved**

#### **Will I be able to update my application after it has been approved?**

Once approved, you have the following options:

- Update Information (Requiring Approval - Change in Category, Change in Address, NIGP Code, Change in Ownership; No Approval Required – General Info such as marketing information)
- Manage Contacts (add new contacts, change current contacts to inactive)
- View Certificate (with a Print Capability)
- View Your Public Profile
- View (your current application)

#### **I am an active/approved CBE; how do I print the Certificate?**

After selecting the View Certificate button on the Welcome page, select the More Information link located in the gold section at the top of the page. Select your browser as explained on the page. Follow the specified instructions on the page for your browser. Close the gold section at the top of the page by selecting the "X" in the right corner of the gold section.

---

## **Recertification Option**

### **Where is the option to Self-Recert?**

From the Welcome page select the Start button under the Recertification option. You must answer the questions on the following page. The system will determine if you are eligible to perform a Self-Recert based on your answers. If you are not eligible, you will be directed to the full Recertification page.

---

## **Public Find a CBE Search/Sending Email to CBEs**

### **Where do I find a list of active CBEs?**

The public facing CBE Search site can be found at <https://DES.dslbd.dc.gov/CBEsearch>. A link is available at the DSLBD website (<https://dslbd.dc.gov>). You can search by Business Name, Certification Number, Bonding Limit, CBE Categories, Primary Business Services, Ward, and/or NIGP Codes. You can also export your result set to Excel by selecting the Export Selected button or the Export All button. To see the detail for the business select the business name link.

### **How can I easily send emails (e-Blast) to CBEs I want to contact?**

Please follow the instructions for the question “**Where do I find a list of active CBEs?**” Export the result set to Excel. Open the Excel file and copy/paste the email column into your preferred email tool.

---

## **CBE Connect/DSLBD Services**

### **I want to get certified, what steps do I take?**



We recommend that you learn about the Certification Requirements using CBE Connect (<http://cbeconnect.dc.gov>). After learning about the program and deciding to apply, do the following to get certified:

1. You should complete the CBE Wizard and gather your documents based on the checklist provided. While this step is not required, it is recommended guidance tailored to your business model.
2. Next, you will be ready to access the DES to submit your application. Upon review of your application the Certification Department will review your application and make a determination based on your information.

### **What is CBE Connect?**

CBE Connect is a comprehensive and robust resource which provides Certified Business Enterprises (CBEs) with a one-stop shop for information about all contracting and procurement needs to do business in the District.

### **Why should I use CBE Connect?**

You should use CBE Connect to walk you through the process from **Get Certified** to **Get Ready for Contracting**, on to **Find Opportunities**, **Review Agency CBE/SBE Requirements**, and **Review Reporting**. These steps will provide guidance to becoming certified, starting with the CBE Wizard all the way to identifying agency spending goals and current contracting opportunities.

### **I'm a small business, what type of resources do you offer?**

The Department of Small and Local Business Development (DSLBD) supports the development, economic growth, and retention of District-based businesses, and promotes economic development throughout the District's commercial districts. DSLBD offers the following services:

- Business Certification
- Navigating Government Procurement

- Building your Business Resources
- Export Business Resources and
- Commercial Revitalization Resources.

To learn more about our services choose the option **CBE Services** under the **Get Certified** option on the CBE Connect home page.

### **My business is located in DC, how can I get contracts with the DC Government?**

To do business with the DC Government, you must get on the DC Government Vendor List. To get preference for contracts with the DC Government you should get your business certified. After completing the certification process and getting approved, your next step is to get on the DC Supply Schedule. Only CBEs can participate on the DC Supply Schedule. To learn more about getting contracts, choose the options **Get Ready for Contracting** and **Find Opportunities** on the CBE Connect home page.

It is important to know that completing these steps DOES NOT guarantee that your business will receive contracting opportunities with the DC Government. However, contracting with the government is extremely difficult if they are not completed.

### **How do I find small business opportunities?**

CBE Connect has many resources for small businesses. To find business opportunities choose the option **Find Opportunities** on the CBE Connect home page. You will be provided with forecasted opportunities, current contracting opportunities, and possible opportunities in the process of being waived due to a lack of CBE responses.

### **I found a forecasted opportunity, what is my next step?**

For forecasted opportunities you should contact the Customer Contact Center Telephone - (202-724-4477) Email – ([OCP.Helpdesk@dc.gov](mailto:OCP.Helpdesk@dc.gov)) within the Office of Contracting and Procurement. Provide the representative with the information (with as much detail as possible) for the forecasted opportunity. You will be provided with the best point of contact for that specific opportunity.

### **I found a current contracting opportunity, what is my next step?**

For a current contracting opportunity, select the Solicitation Number link for the specific opportunity. The Solicitation Details will be displayed. A contact name, agency, phone number, and email will be provided. Make contact with this person and find out where they are in the solicitation process.

---

## **Miscellaneous**

### **The mail tool doesn't come up when selecting the email link**

The default email client needs to be set through your control panel. Google "How to set the default email client". After following the instructions from the internet, select the email link again. Your email tool should display with the email address populated in the To: field.

---

## **For Additional Questions**

About Certification, email [cbe.info@dc.gov](mailto:cbe.info@dc.gov)

About Business Opportunities, email [Business.Opportunities@dc.gov](mailto:Business.Opportunities@dc.gov)

About Waiver Opportunities, email [CBE.Support@dc.gov](mailto:CBE.Support@dc.gov)

About the DES, email [DES.Support@dc.gov](mailto:DES.Support@dc.gov)

# Appendix A

## **Accessing the DES/How to Log In**

Government of the District of Columbia [US] | <https://des.dslbd.dc.gov/s/login/>

**DSLBD Enterprise System**

Navigate. Grow. Connect.

\* Username

\* Password  [Forgot your password?](#)

**Log in**

Having trouble logging in?  
Contact the DES Administrator [here](#)

Don't have an account?

You will be able to:

- Apply for certification or recertification
- Monitor application status
- Request company information updates
- Customize notifications and more ...

[Register as a New User](#)

DSLBD Supports the Latest Versions of the Following Browsers:

- Internet Explorer
- Safari
- Chrome
- Edge

DCgov DSLBD | <https://dslbdqa-dslbdqa.cs32.force.com/certificationapi/Registration>

**DSLBD Enterprise System**

Get Started on Certification.  
Open Doors for New Business Opportunity.

Once registered, you can complete and submit your application online, monitor your application status, and request information updates.

\* are required fields.

\* First Name

\* Last Name

\* Email

\* Username

\* Password


\* Confirm Password

**Register** [Clear](#)

[Already have an account](#) | [Forgot your password?](#)

Prepared by the Department of Small and Local Business Development – 4/30/2018

Government of the District of Columbia [US] | [https://des.dslbd.dc.gov/\\_ui/system/security/ChangePassword?retURL=%2Fapex%2FCommunitiesLanding&fromFrontdoor=1&setuid=ChangePassword](https://des.dslbd.dc.gov/_ui/system/security/ChangePassword?retURL=%2Fapex%2FCommunitiesLanding&fromFrontdoor=1&setuid=ChangePassword)



## Change Your Password

Enter a new password for harini.manda@dc.gov. Your password must have at least:

- ✓ 10 characters
- ✓ 1 letter
- ✓ 1 number

\* New Password

\*\*\*\*\*
Good


\* Confirm New Password

\*\*\*\*\*
Match

Change Password

Password was last changed on 4/28/2018 2:01 PM.

Government of the District of Columbia [US] | <https://des.dslbd.dc.gov/s/>



[Home](#)
[Logout](#)

Welcome, Chetna

**DSLBD Certification Information**

All New applicants seeking CBE Certification are advised to complete the CBE Wizard prior to applying for certification. Click start to begin.

[Start](#)

**Certification**  
Expired on 04/03/2018

Start a recertification

[View](#)

**Recertification**  
Not started

Your CBE certification is expiring a month ago. Apply for a recertification here.

[Start](#)

Preparation before starting certification  
Apply for certification on behalf of another business

# Appendix B

## **CBE Wizard**

Home / CBE Connect / Get Certified / CBE Wizard

## Start a CBE Wizard

Let's begin the process of helping your business become a Certified Business Enterprise (CBE). Using this wizard, you will receive guidance to start successfully. The wizard is a dynamic questionnaire which will ask you questions based upon your previous answers. You will be assigned a Wizard ID, so please keep this nearby as it can be used to resume your progress at a later time. Your wizard will stay in the system for 90 days. [Continue a previous session >](#)

**Give Your Wizard A Name**

**Enter Your Email Address (optional)**

**Confirm Your Email Address**

[Back](#) [Continue](#)

Please write down your Wizard ID number. This will allow you to resume this wizard at any time without losing information. The answers you provide are automatically saved so that you can stop at any time and then return to this Wizard to complete or review it.

Your Wizard ID number will be emailed to the address you provided on the previous screen. If you do not receive email, please check your SPAM or junk mail for sender DCBC.

[OK](#)

Which business structure best describes your enterprise?  
(Choose One)

[Help](#)

☐ Sole Proprietor

☐ Partnership

☐ Corporation



Home x CBE Wizard Form | DCBC x

Government of the District of Columbia [US] | https://business.dc.gov/cbe/wizard/62/607/1

DC BUSINESS CENTER

Start Business Maintain Business Wizards Lookup CBE Connect

Home / CBE Wizard

CBE Certification Requirements : mih test  
You are now executing the CBE Wizard.  
Your Wizard ID: 24799573

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6  
Corporate Structure Local Requirement Principal Office Location Business Maturity Tax Filing Results

Which business structure best describes your enterprise?  
(Choose One)

Help

☐ Sole Proprietor

☐ Partnership

☐ Corporation

☐ Limited Liability Company (LLC)

Back Next

Email your Wizard ID Your Wizard ID: 24799573 Need Help with Wizard?

Home x CBE Wizard Form | DCBC x

Government of the District of Columbia [US] | https://business.dc.gov/cbe/wizard/62/608/1

DC BUSINESS CENTER

Start Business Maintain Business Wizards Lookup CBE Connect

Home / CBE Wizard

CBE Certification Requirements : mih test  
You are now executing the CBE Wizard.  
Your Wizard ID: 24799573

Review

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6  
Corporate Structure Local Requirement Principal Office Location Business Maturity Tax Filing Results

Which of the following local attributes apply to your business?  
(Check all that apply)

Help

☐ My business' principal office location is in the District of Columbia

☐ My business' CEO and Highest Level Managers operate from the principal office location

☐ My business is licensed to operate in the District of Columbia

☐ My business is subject to DC tax

☐ More than half of the owners or employees live in District of Columbia or more than half of the business assets or business gross receipts are in the District of Columbia

Back Next

Home x CBE Wizard Form | DCBC x

Government of the District of Columbia [US] | https://business.dc.gov/cbe/wizard/62/609/1

DC BUSINESS CENTER

Home / CBE Wizard

Start Business Maintain Business Wizards Lookup CBE Connect

CBE Certification Requirements : mlh test  
You are now executing the CBE Wizard.  
Your Wizard ID: 24799573

Review

Step 1 Corporate Structure Step 2 Local Requirement Step 3 Principal Office Location Step 4 Business Maturity Step 5 Tax Filing Step 6 Results

Is your Principal Office (i.e. headquarters) in Residential or Commercial space?

☐ My business' principal office location is in a commercial property.

☐ My business' principal office location is in a private residence

Back Next

Email your Wizard ID Your Wizard ID: 24799573 Need Help with Wizard?

Home x CBE Wizard Form | DCBC x

Government of the District of Columbia [US] | https://business.dc.gov/cbe/wizard/62/610/1

DC BUSINESS CENTER

Home / CBE Wizard

Start Business Maintain Business Wizards Lookup CBE Connect

CBE Certification Requirements : mlh test  
You are now executing the CBE Wizard.  
Your Wizard ID: 24799573

Review

Step 1 Corporate Structure Step 2 Local Requirement Step 3 Principal Office Location Step 4 Business Maturity Step 5 Tax Filing Step 6 Results

When was your business established?

☐ My business was established less than a year ago

☐ My business was established a year or more ago

Back Next

Email your Wizard ID Your Wizard ID: 24799573 Need Help with Wizard?

Prepared by the Department of Small and Local Business Development – 4/30/2018

Home x CBE Wizard Form | DCBC x

Government of the District of Columbia [US] | https://business.dc.gov/cbe/wizard/62/611/1

DC BUSINESS CENTER

Start Business Maintain Business Wizards Lookup CBE Connect

Home / CBE Wizard

CBE Certification Requirements : mlh test

You are now executing the CBE Wizard.

Your Wizard ID: 24799573

Review

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Corporate Structure Local Requirement Principal Office Location Business Maturity Tax Filing Results

How do you report your business revenue?

☐ My business' revenue is only reported as income on personal tax returns

☐ My business' revenue is reported on a tax return filed by the business

Back Next

Email your Wizard ID Your Wizard ID: 24799573 Need Help with Wizard?

Home x CBE Wizard result | DCBC x

https://business.dc.gov/cbewizard/result

DC BUSINESS CENTER

Home / CBE Wizard

Lookup CBE Connect

Congratulations!

You have completed the CBE Business wizard.

Based on your responses, a personalized business checklist of required documents to start your Certified Business Enterprise (CBE) application has been created and is shown on the following page. Please review the checklist to ensure you have the necessary documents to proceed.

Once you have obtained all your documents, your next step is to take the CBE Webinar.

Please note that the checklist is also available in PDF format. Select the "Download and Print" option to open your PDF checklist. This PDF can be saved to a local drive and/or printed on a local printer. Select "Email" to send the PDF to yourself and/or others. Any questions related to the CBE certification process should be directed to the Department of Small and Local Business Development at cbe.feedback@dc.gov

OK

Your personalized checklist item to obtain

Download & Print

1. CBE Program Eligibility

Local Business Enterprise (LBE) Requirements

Based on the responses you provided, you may qualify for CBE Certification once you meet the following criteria:

1. The principal office of the business enterprise must be located in the District of Columbia.
2. The chief executive officer and the highest paid managerial employee of the business enterprise must perform their managerial functions in their principal office located in the District.
3. The business enterprise must be a small business as defined by the Small Business Administration (SBA) or the Department of Small and Local Business Development (DSLBD) or the District of Columbia Office of Small Business Development (OSBD).
4. The business enterprise must be a business enterprise as defined in D.C. Official Code of Regulations (DCR) 1-100.01(a) and must be a business enterprise as defined in D.C. Official Code of Regulations (DCR) 1-100.01(b).

Home x CBE Wizard result | DCBC x

https://business.dc.gov/cbewizard/result

DC BUSINESS CENTER

Home | My DC Business Center | About DC | Stories | Help | Contact Us |

Start Business Maintain Business Wizards Lookup CBE Connect

Home / CBE Wizard

CBE Certification Requirements : mlh test

You are now executing the CBE Wizard.

Your Wizard ID: 24799573

Review

Step 1 Corporate Structure Step 2 Local Requirement Step 3 Principal Office Location Step 4 Business Maturity Step 5 Tax Filing Step 6 Results

Your personalized checklist is below. Please go through each item and ensure that you apply/complete each checklist item to obtain your CBE certification. Your personalized checklist is for informational purposes only.

Download & Print Email Collapse All

1. CBE Program Eligibility

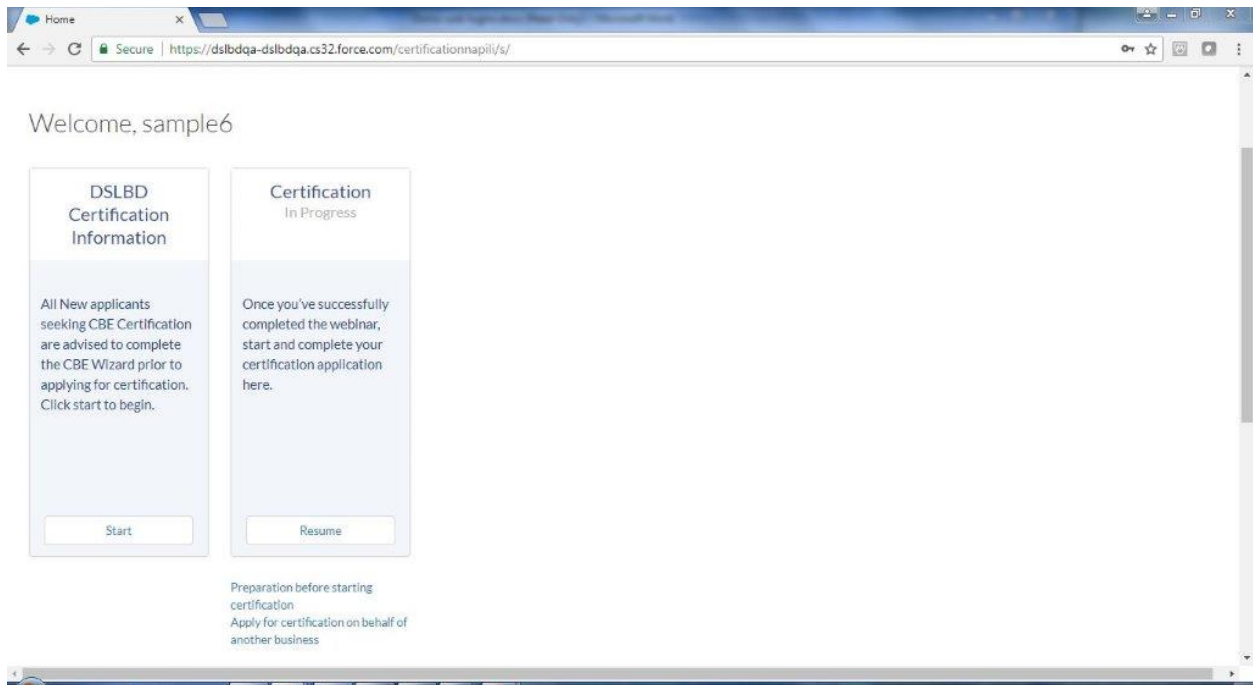
**Local Business Enterprise (LBE) Requirements**

Based on the responses you provided, you may qualify for CBE Certification since you meet the following criteria:

1. The principal office of the business enterprise must be located in the District of Columbia.
2. The chief executive officer and the highest level managerial employees of the business enterprise must perform their managerial functions in their principal office located in the District.
3. The business must demonstrate it meets one of the following:
  - More than 50% of the employees of the business enterprise are residents of the District; or
  - The owners of more than 50% of the business enterprise are residents of the District; or
  - More than 50% of the assets of the business enterprise, including bank accounts, are located in the District; or
  - More than 50% of the business enterprise's gross receipts are District gross receipts.
4. Can demonstrate one of the following:
  - Is properly licensed under DC law
  - Is subject to tax under DC law (Chapter 13 of Title 47) or
  - The business enterprise is a business enterprise identified in D.C. Official Code of Regulations 1-1806.01(1) through (3) and more than 50% of the business is owned by residents of the District.

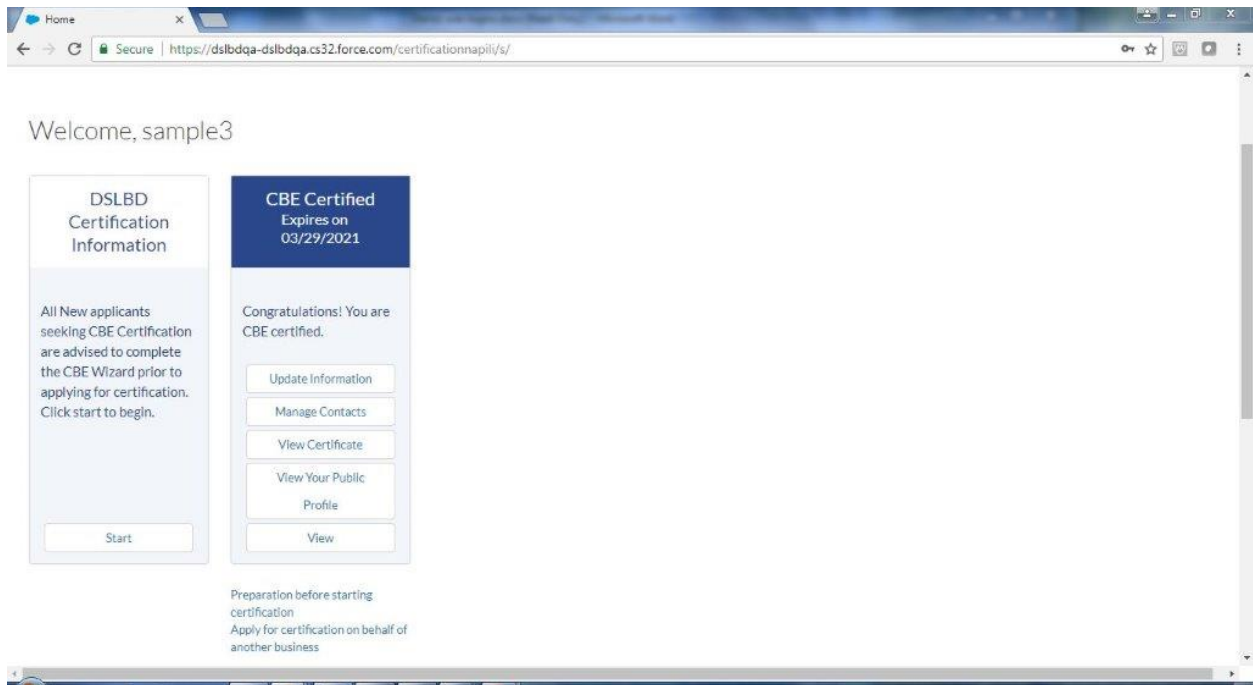
# Appendix C

## **Certification Option**

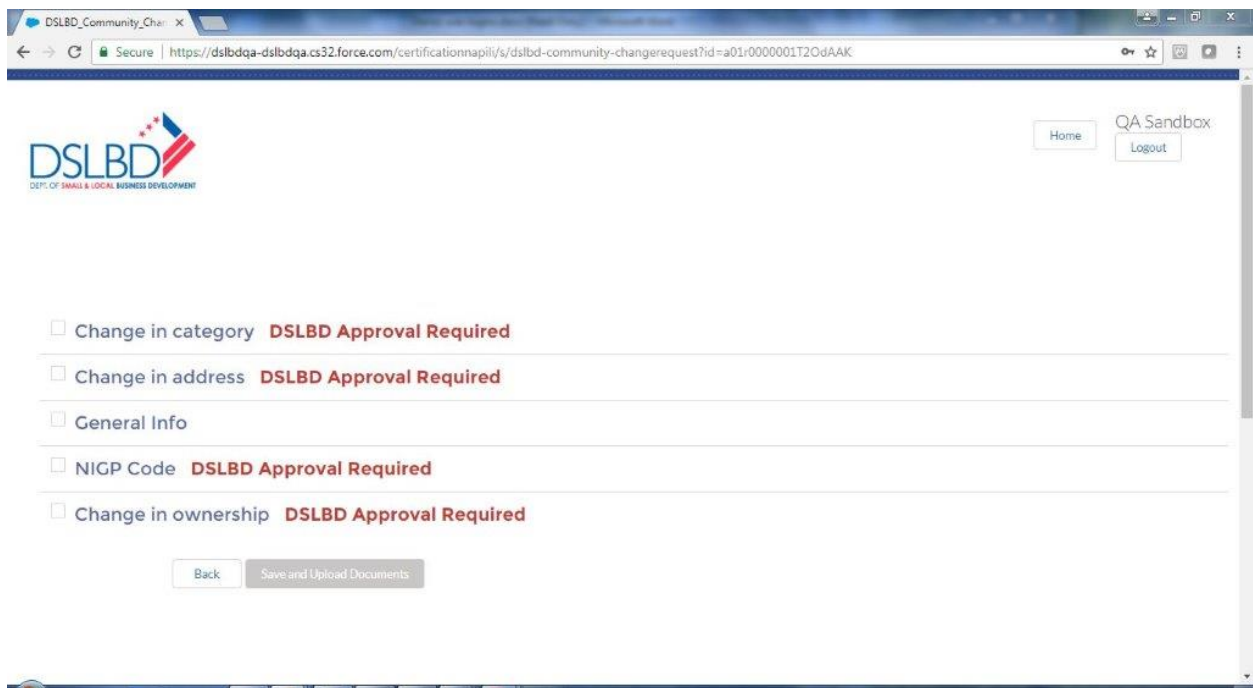


# Appendix D

## **Options after Application has been Approved**



### Update Information Page



Prepared by the Department of Small and Local Business Development – 4/30/2018



## Manage Contacts Page

DSLBD Community Contact

Home QA Sandbox  
Logout

▼ Contacts

NAME	EMAIL	ACTIVE	PRIMARY
sample3 account3	sample3.account3@test.com	<input checked="" type="checkbox"/>	<input type="radio"/>

Back Save

+ Add new Contact

District News District Initiatives About DC Contact Us

## View Certificate Page

Home

Secure | https://dslbdqa-dslbdqa.cs32.force.com/certificationnapili/apex/DSLBD\_CertificateView?id=a0Gr0000002AEoREAW

In order to properly print this certificate, check these instructions: [More Information](#)

DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT

CBE Number: LSDZXRV11029032021  
Certification Period: 03/29/2018 - 03/29/2021

BUSINESS CERTIFICATION DIVISION  
441 4TH Street, N.W. Suite 850N  
Washington, D.C. 20001

Date Issued: 03/29/2018  
Certification Categories: LBE, SBE, DBE, DZE, LRB, ROB, VOB

**CERTIFICATE OF BUSINESS CERTIFICATION**

This acknowledges that  
**TOSHIBA**

Has fulfilled the requirements to be considered a Certified Business Enterprise (CBE). A CBE is a business that is headquartered in the District of Columbia and meets all Local Business Enterprise (LBE) requirements. Businesses with CBE certification receive preference in procurement and contracting opportunities. Pursuant to 2-218.63 this certification can be revoked if a business is found to have violated the laws that govern the CBE program.

DSLBD  
DEPT. OF SMALL & LOCAL BUSINESS DEVELOPMENT



**Certified Business Enterprise Program**  
DIRECTOR  
Kristi C. Whitfield

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
MURIEL BOWSER, MAYOR

Prepared by the Department of Small and Local Business Development – 4/30/2018

[Your session has expired.](#)
[CNN - Breaking News, Live Coverage](#)
[jack fruit vegan meat dishes](#)
[CBE Connect | DCBC](#)
[DSLBD CBE Online Report](#)
[DC.gov DSLBD](#)

[←](#)
[→](#)
[↺](#)
[Secure | https://dsbdfull-dsdbpubliccs33.force.com/public/DC\\_CBE\\_Certified\\_Contractors\\_Detail?AccountId=00135000004DYzEAAW](#)
[🔍](#)
[★](#)

[Previous](#)

### Business Certification Information

**DES Test App 7-4-2018**  
 Description: Consulting firm  
 Principal Owner: DES Test App 7-4-2018  
 Contact Name: DES Test App 7-4-2018  
 Address: 4415 NTH Street NW, Washington DC, 20002  
 Phone: 202-222-2222  
 Fax:  
 Email: [anette@slbd.gov](mailto:anette@slbd.gov)  
 Website: <https://slbdwebapp.com>  
 Date Established: April 30, 2018  
 Organization Type: Corporation  
 Word: 6

### Certification Information

Certification Number: 18030000000000000000  
 Expiration Date: May 30, 2021  
 Reference Points: 12  
 % of Price Reduction: 12%

### NSIP Codes

Code	Description
900-000	Minority and Small Business Consulting
900-000	Business Management Services

### Primary Business Services

Consultant Professional Service Provider: 50%  
 Service Provider: 50%

### Additional Information

Personal or General Contracts with the District Government: \$500K ORANGE Consulting firm

### Other Certifications

CERTIFICATION #	EXPIRATION DATE
SA	April 30, 2019

### Green Business Network

☐ Green Business Partners  
☐ Green Business Certified  
☐ Green e-Market Place

### Documents

Get application form [here](#)

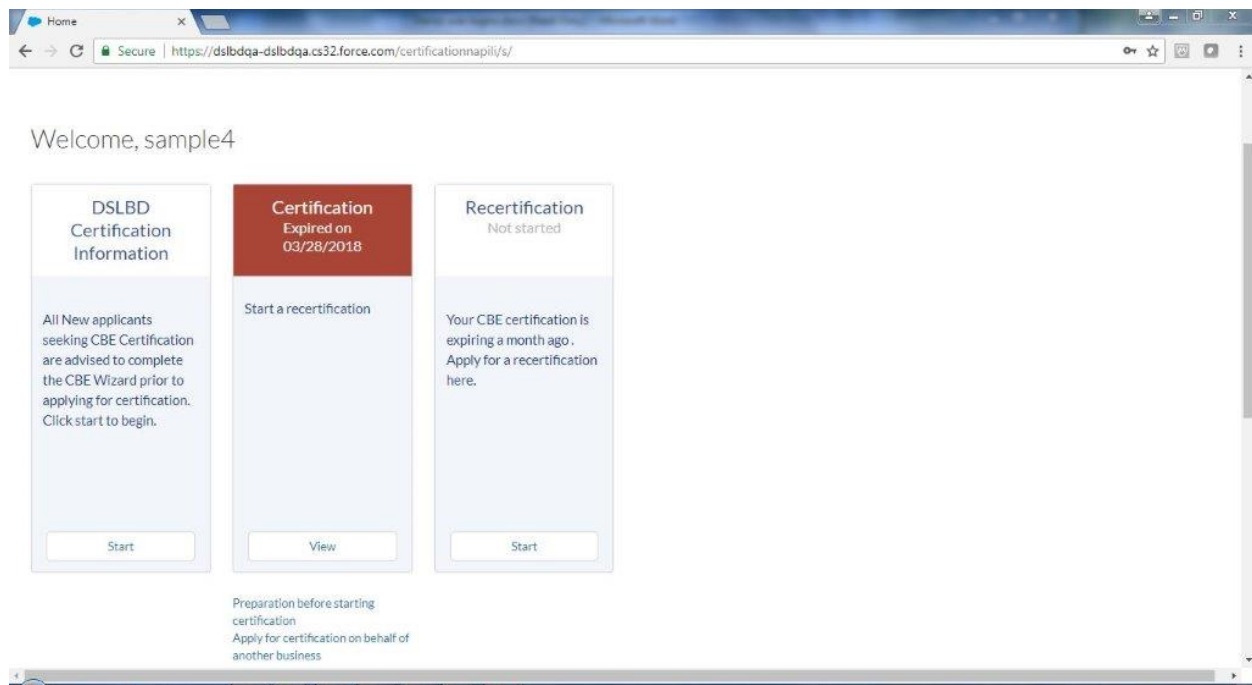
[Previous](#)

The screenshot shows a web browser window with the address bar displaying the URL: https://dslbdqa-dslbdqa.cs32.force.com/certificationnapili/s/cbe-application?id=a01r00000012PMAA0. The page header includes the DSLBD logo (Dept. of Small & Local Business Development) and navigation links for 'Home' and 'QA Sandbox' with a 'Logout' button. The main heading is 'New CBE Application Sign and Submit'. Below this, a progress bar shows eight green checkmarks followed by a blue circle, indicating the application is complete. A message states: 'This Certification application is being submitted pursuant to the Small and Certified Business Enterprise Development and Assistance Act of 2005 as amended (D.C. Law 20-0106; D.C. Official Code 2-218.01 et seq), and applicable regulations.' The primary message is 'Your Application has been submitted'. A thank-you paragraph follows, explaining that a specialist will be assigned to process the application and that the process can take up to 45 business days. At the bottom, there are two buttons: 'Go to CBE Community Homepage' and 'Print Completed Application'.

26

# Appendix E

## **Recertification Option**



# Appendix F

## **Public Find a CBE Search/Sending Emails to CBEs**

Your session has expired. x CNN - Breaking News, L... x jack fruit vegan meat dis... x search x DSLBD CBE Online Rep... x DC.gov DSLBD x

Secure | https://dsldbfull-dlsbpublic.cs33.force.com/public/

SLBD Enterprise System

### DSLBD HOME

#### CBE Certified Contractors

The Department of Small and Local Business Development maintains a database of all active certified business enterprises (CBEs). The database includes the business profile for all active CBEs including contact information, business services, and NAICS codes. Search the database alphabetically by typing the first letter of the business name, or use the advanced search engine by entering the desired search criteria in the following boxes, then selecting the "Search" button.

BUSINESS NAME  
  
BONDING LIMIT  
~None~  
PRIMARY BUSINESS SERVICES  
~All~  
NAICS CODES  
~None~

CERTIFICATION NUMBER  
  
CBE CATEGORIES  
Local Manufacturing Business Enterprise (LMC)  
WARD  
6

Search Clear Export Selected Export All

First Page Previous Next Last Page 1-1 of 1

BUSINESS NAME	EMAIL	ADDRESS	PHONE
DES Test App 7-4-2018	vonetta.martindc.gov	441 4TH STREET NE Washington, DC 20002	202-222-2222

First Page Previous Next Last Page 1-1 of 1

Your session has expired. x CNN - Breaking News, L... x jack fruit vegan meat dis... x CBE Connect | DCBC x DSLBD CBE Online Rep... x DC.gov DSLBD x

Secure | https://dsldbfull-dlsbpublic.cs33.force.com/public/DC\_CBE\_Certified\_Contractors\_Detail?AccountId=00135000004DyEAAW

SLBD Enterprise System

### Business Certification Information

Previous

**DES Test App 7-4-2018**  
Description: Consulting firm  
Principal Owner: DES Test App 7-4-2018  
Contact Name: DES Test App 7-4-2018  
Address: 441 4TH STREET NE, Washington, DC 20002  
Phone: 202-222-2222  
Fax:  
Email: vonetta.martindc.gov  
Website: https://www.dcs.gov  
Date Established: April 30, 2018  
Organization Type: Corporation  
Ward: 6

**Certification Information**  
Certification Number: 00135000004DyEAAW  
Expiration Date: May 26, 2020  
Endorsement Points: 12  
% of Price Reduction: 12%

**NAICS Codes**

NAICS CODE	DESCRIPTION
811110	Maintenance and Repair of Motor Vehicles
811120	Business Management Services

**Primary Business Services**  
Contract Professional Service Provider: 50%  
Service Provider: 50%

**Additional Information**  
Previous or Current Contracts with the District Government: \$500,000.00 Consulting firm

**Other Certifications**

CERTIFICATION ID	CERTIFICATION #	EXPIRATION DATE
DES	SA	April 30, 2019

**Green Business Network**

☐ Green Business Network  
☐ Green Business Certified  
☐ Green in Market Place

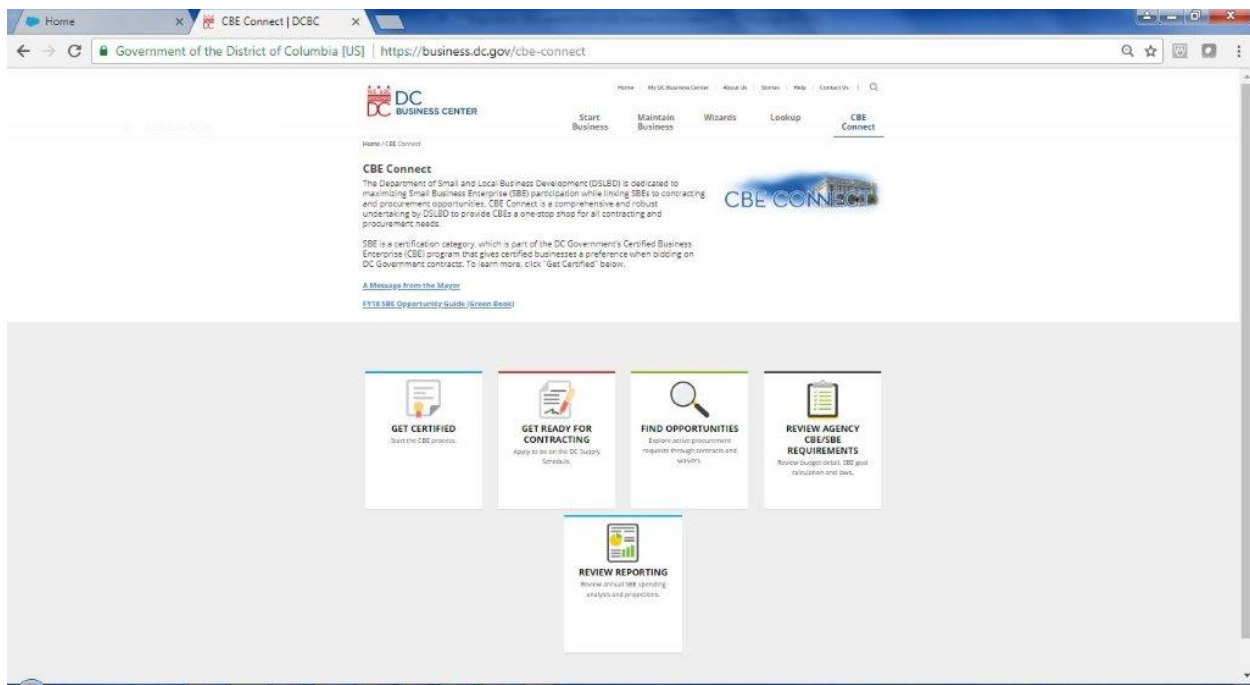
**Documents**  
Click application text area

Previous

Prepared by the Department of Small and Local Business Development – 4/30/2018

# Appendix G

## **CBE Connect/DSLBD Services**



Prepared by the Department of Small and Local Business Development – 4/30/2018