



# SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

## DIRECTORY SEARCH TIPS

With the recent changes that were made to the Disadvantaged Business Enterprise (DBE) program by United States Department of Transportation (USDOT) regarding the DBE Directory, South Dakota Department of Transportation (SDDOT) has updated its DBE Directory to comply with these changes.

The new directory must be an online system that allows the public to search and/or filter DBEs by the following:

- Physical location
- NAICS code(s)
- Work description
- all optional information

We must also list the following information for each firm:

- Business address
- Business phone number
- Website (if applicable),
- Types of work the firm can perform by NAICS code

We've also added a work description stating what type of work each firm performs.

Because of all the new updates, we've created this informational guide on how to use the new directory.

### Seven (7) Search Categories and One (1) Keyword/Phrase Search

Using the seven (7) Search Categories and one (1) Keyword/Phrase Search will help narrow the list of DBE firms available.

1. **Select a Contractor**- specific information for a single DBE.
2. **Select a Business Location** - location where the DBEs main office is located.
3. **Select a NAICS Code** - type of work a DBE can perform based on North American Industry Classification System (NAICS).
4. **Select a Work Area** - where a DBE is willing to work in South Dakota. There are seven (7) options listed. If a firm has specific information on where they will work, it will be listed under the work area description.
5. **Select a Highway Classification** - there are two options: highway construction and non-highway construction.
6. **Select a DBE Type** - there are two options: Disadvantaged Business Enterprise (DBE) and Airport Concession Disadvantaged Business Enterprise (ACDBE).
7. **Select a Service Performed Description** - type of work a DBE can perform based on information gathered from the Jurisdiction of Original Certification (JOC)/Home-state. This information is specific to each DBE and not as broad as a NAICS Code(s).
8. **Search on Part of Work Description** - you can search by key word/ phrase for a DBE, e.g. erosion. When using this feature, the work description will only show the word(s) associated to your search. There may be other work descriptions not listed.

## How to use the new DBE Directory

1. Select information from categories 1-7 above that are relevant for your search. You can select as many categories as needed.
2. NOTE: If you select a specific contractor, only that contractor's information will appear.
3. Once you have selected all the relevant search categories, select the search icon below the service performed drop down.
4. NOTE: If there are no DBEs showing or the list is very limited, there may be categories inadvertently selected (e.g. business location or NAICS code(s)) causing this issue. Select the reset icon to start a new search.
5. To print or download the list of DBEs that appear after the search, select either export to PDF or export to Excel icons.
6. NOTE: When you select export to Excel, a copy of the search will be downloaded to your computer.
7. Once your search is completed select the reset icon to clear your search preferences.
8. When using the search on part of a work description search box, select the search icon to the right of this box.

If you are having difficulties using the new DBE Directory, contact  
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