

Columbus City Schools

Office of Outreach Services

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Frequently Asked Questions

1. How do I become an LEDE Vendor with Columbus City Schools?

- A. You can obtain a LEDE Vendor Affidavit on the Columbus City School's Website or request one by contacting the Purchasing Department at (614) 365-5820 or the Outreach Office at (614) 365-8732.

You must also complete a CCS Vendor Application and provide all pertinent information for both applications. You will be issued a vendor number, which allows you to conduct business with the School District.

2. What is a Local Economically Disadvantaged Enterprise (LEDE)?

- A. An enterprise that is local and economically disadvantaged as outlined in Community Inclusion Policy #3210.

3. What other types of certifications may be considered for obtaining LEDE status?

- A. If your business is located in Franklin County, and you currently possess an EDGE Certification issued by the State of Ohio Department of Administrative Services (DAS) you may qualify as an LEDE vendor. Other certifications, such as, Unified Certification Program (DBE), US SBA 8(a) may be given consideration if your business is located in Franklin County.

4. What if my company is located outside of Franklin County?

- A. If your company is based outside of Franklin County, but more than 50% of your employees reside within the school district boundaries, you must submit proof of payroll records to validate the locality of your employees.

5. What if I have not been through the certification process with a certifying agency?

- A. You will be asked to complete the LEDE Vendor Affidavit and supply all supporting documentation. Once received, you will be contacted by the District's third party certifier who will perform an on-site visit at your business. Once the site visit has been completed, a recommendation will be made by an external Certification Committee.

6. Will I be notified once my LEDE Vendor Affidavit is approved?

- A. If you meet the criteria for LEDE certification, you will receive a Certificate, issued by Columbus City Schools. Your name and vendor number will appear on the certificate. If there is any change in ownership, control, or address, you must notify the Outreach Office immediately.

Frequently Asked Questions

7. How do I participate in contracting and procurement opportunities?

- A. The best way to participate in District Contracting and Procurement opportunities is to review our Website (www.columbus.k12.oh.us) for opportunities. A “Vendor” link has been added to assist vendors in locating opportunities.

8. What is the bidding process?

- A. All district bidding is done competitively.

The bidding process can occur in three ways:

- (1) Through the electronically based tracking system;
- (2) Through the solicitation of three quotes.
- (3) Sealed envelopes time and date stamped

- B. Requests for Proposals, Invitation to Bid, and Requests for Qualifications are also utilized for Contracting and Procurement.

9. Does the District have a goal for contracting with LEDE Vendors?

- A. Currently, the District has an overall goal of 20% for all contracting and procurement dollars spent on an annual basis.

10. How do I participate in the new construction?

- A. The Facilities Master Plan program has the same Outreach goal of 20%. The construction manager, Smoot/Elford/Resource, maintains the contracting for the new facilities and has someone assigned to work with the LEDE community.

As part of the Facilities Master Plan program, is the Workforce Participation goal, which the Board of Education seeks to achieve the goal of at least twenty-five (25%) of school District resident participation of all on-site working hours dedicated to construction projects. Contractors are required by the Workforce Participation Program to use good faith efforts to employ school District residents to supply on-site labor in connection with school District construction projects and to otherwise achieve the goals of the Workforce Participation Program.

11. If I am a small company, how can I participate in larger procurement opportunities?

- A. LEDE companies should always make it a point to attend any and all pre-bid conferences, in areas where they have the expertise and a project of specific interest. During that pre-bid meeting or bidder’s conference, many of the larger firms attend those meetings, as this can be an opportunity to network and to achieve the 20% outreach goal through subcontracting, joint venturing or strategic partnerships. The Website also provides vendor opportunities .