

LEDE Vendor FAQ

Visit www.ccsdh.org for more information

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

You can obtain an 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 614.365.8725. You must also go online to www.ccsdh.us, click on Vendors at the bottom of the page, click on Vendor Self Service Website, then click on Registration and follow the instructions to register as a vendor with Columbus City Schools. Please also provide a W-9 and Certificate of General Aggregate Liability Insurance. You will be given a vendor number by the District

What is a Local Economically Disadvantaged Enterprise (LEDE)?

An enterprise that is local and economically disadvantaged as outlined in Community Inclusion Policy #6450.

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

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), US SSBA 8(a) may be given consideration if your business is located in Franklin County.

What if my company is located outside of Franklin County?

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

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

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. After the visit, a recommendation will be made by an external Certification Committee.

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

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.

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

The District has an overall goal of 20% for all contracting and procurement dollars spent on an annual basis.

How do I participate in contracting and procurement opportunities?

Visit ccsoh.us for opportunities. A "Vendor" link has been added to assist vendors in locating opportunities. All district bidding is done competitively. The bidding process can occur in three ways: the electronically based tracking system, solicitation of three quotes, and sealed envelopes time and date stamped. Requests for Proposals, Invitation to Bid, and Requests for Qualifications are also utilized for Contracting and Procurement.

How do I participate in new construction?

The Facilities Master Plan program has the same Outreach goal of 20%. 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 percent (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.

As a small company, how can I participate in larger procurement opportunities?

LEDE companies should always make it a point to attend any and all pre-bid conferences, where they have expertise and a project of specific interest. Subcontracting, joint venturing, or strategic partnerships may be available. Sign-in sheets from Pre-Bid Meetings may be requested. Visit ccsoh.us for additional vendor opportunities.

