



Online Vendor Applications (OLA)

Save costs and improve efficiencies in vendor certification application processes

Participating in public infrastructure projects can be extremely beneficial to contractors and suppliers. A public contract can provide unique opportunities for small and disadvantaged businesses, including long-term stability and growth, access to lucrative markets, access to funding, and networking. Public contracts can bring long-term success and scale that commercial projects alone may not provide. However, navigating public infrastructure projects can be daunting for vendors. For public agencies, finding certified vendors can be just as difficult.

For many vendors entering the public infrastructure arena, the certification application paperwork can be laborious. Multiple documents are required to prove that the firm qualifies for small and disadvantaged business projects, including proof of ownership, business permits, financial statements, and personal identification, along with an inventory of equipment and staffing. When documentation is submitted to certifying agencies, they likely will need additional information based on the type of certification, so communication is key. For agencies, it is just as laborious to define program requirements, review applications, assess applicants, and then ensure data is up-to-date and available in the public directory.

A vendor application solution that provides a simplified, streamlined process for vendors to apply, and for agencies to identify eligible vendors, can make this

process more efficient. Digitizing all the documentation, either by uploading or form fills, would eliminate paper-based documents. Maintaining all the documentation and vendor data in one system could provide the ability to tie vendors directly to contracts, track subcontractor participation, and run reports as needed. A solution that includes in-system communication between the agency and vendors would be critical to breaking down any barriers that hold up the process and would help more vendors successfully apply for public infrastructure projects.

B2Gnow developed the Online Applications (OLA) module to provide one location to upload, review, and track all the documentation required for vendor applications. The module includes a guided step-by-step process to facilitate successful applications for vendors. Checkpoints within the step-by-step process prevent the application from moving forward until all the fields and required documents are completed, reducing time-consuming back-and-forth between agencies and vendors. The module also tracks the status of applications, which is visible to both agency staff users and applicants, providing transparency throughout the process. Using guided processes, notifications, e-signature capabilities, and at-a-glance dashboards, B2Gnow makes it easier than ever for vendors to apply online and for agencies to review and make decisions on applications, all while maintaining a detailed audit trail.



2+ Million

Over 2+ million
certified vendors



250+

Available Certified
Directories



11,000 Applications

Over 11,000 vendor
applications every month

Key Features

For Vendors:

Intuitive Interface - Guided step-by-step processes are baked into the system, saving time and costs throughout the application and certification processes. The module is easy to learn with self-help training videos, user manuals, and FAQs within the system.

Eligibility Requirements – The OLA module incorporates easy-to-use tools to determine if your business qualifies for the certification program and includes a checklist of documents based on the agency's requirements.

Digital Signature – E-sign directly within the system saving time and costs associated with printing and routing for signatures. The module tracks all recorded tasks and actions for audit purposes.

File Types - Attach digital documents such as PDF, JPEG, Excel, and Word.

Application Status - Quickly view the status of your application and quickly respond to questions from the agency. All communication is tracked and kept within the record.

Security - Your business data is secured in the B2Gnow system. Redundancy measures prevent lost data during a disaster.

For Agencies:

Tailored Questions for Eligibility Requirements - Agencies can tailor eligibility requirements and questions by application type. Supporting document requirements can also be tailored by company type in addition to application type.

Integration - Tightly integrates with the B2Gnow Certification Management module. Approved application vendor information flows into the Certification Management module, reducing duplicate data entry. Enables integration of the Personal Net Worth module for applications that include PNW requirements.

Application QA - Easily ask vendors to provide additional information electronically, if needed, and respond to questions within the system. Flag applications during intake review and return for vendors to update. All communication is tracked and kept within each record.

About B2Gnow:

B2Gnow delivers leading software solutions that promote accountability, transparency, and compliance in public and private contracting. For over 25 years, agencies across North America, including federal, state, local, education, and Fortune 500 organizations have relied on B2Gnow to manage complex compliance programs. Its integrated platform includes B2Gnow for vendor management, certification, goal tracking, and DBE/SBE compliance reporting, eComply for prevailing wage and workforce reporting, and BlackCat for grant management and project oversight. Purpose-built for infrastructure projects, B2Gnow's technology enhances transparency, reduces risk, and strengthens communities. Learn more at www.b2gnow.com.

Benefits:

- ✓ Allows applicants to leverage data and documents submitted on previous applications when submitting new applications
- ✓ Digitizes paper applications and moves the entire process online
- ✓ Eliminates costs associated with storing paper applications and supporting documents
- ✓ Accelerates the processing and management of certifications
- ✓ Facilitates more successful completion of vendor applications
- ✓ Reduces applicant questions and redundant work by directing applicants through a tailored set of questions using decision tree logic
- ✓ Improves data accuracy through consistent fields on forms and detailed documentation
- ✓ Minimizes IT effort around implementation and maintenance with a hosted cloud platform



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Participating in public works projects can be extremely beneficial to contractors and suppliers. A public contract can provide unique opportunities for Disadvantaged, Small, Minority, Veteran, Woman, or Veteran-Owned Business Enterprises (DSMWVBE) including long-term stability and growth, access to lucrative markets, access to funding, and networking. Public contracts can bring long-term success and scale that commercial projects alone may not provide. However, navigating public works projects can be daunting for vendors. For public agencies, finding certified vendors can be just as difficult.

For many vendors entering the public works arena, the certification application paperwork can be laborious. Multiple documents are required to prove that the firm qualifies for DSMWVBE projects, including proof of ownership, business permits, financial statements, and personal identification, along with an inventory of equipment and staffing. When documentation is submitted to certifying agencies, they likely will need additional information based on the type of certification, so communication is key. For agencies, it is just as laborious to define program requirements, review applications, assess applicants, and then ensure data is up-to-date and available in the public directory.

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