to access state employment opportunities and state contracts through excellent service and efficient use of its existing resources." To that end, OSWD seeks to work proactively with motivated individuals and organizations in performing several critical areas, namely: the Certification of Minority/Women Business Enterprises, Education & Outreach and Matchmaking Activities. To find out more about how OSWD can assist you or your organization in these areas, you can visit the OSWD website.

Office of Supplier and
Workforce Diversity
OFFICE OF ADMINISTRATION
P.O. Box 809
Jefferson City, MO 65102

A Helpful Guide to Missouri's

MINORITY BUSINESS ENTERPRISE (MBE) *and* WOMEN BUSINESS ENTERPRISE (WBE) PROGRAM

Office of Supplier
and
Workforce Diversity
OFFICE OF ADMINISTRATION

The VISION

Every year, the State of Missouri, through the Division of Purchasing and Materials Management, as well as the Division of Facilities Management, Design & Construction, annually spends between 1.3 and 1.6 billion dollars on essential goods and services, as well as renovations to and the construction of new state facilities. The purpose of OSWD is "to serve as a resource for promoting diversity within the state workforce and improving the opportunities for women and minorities

THE PROGRAM

The MBE/WBE Program: The Office of Supplier and Workforce Diversity (OSWD), located within the State Office of Administration, is responsible for administering the State of Missouri's Minority and Women Business Enterprise (MBE/WBE) Program, as outlined by Executive Order 05-30. The program is designed to fulfill the Mission Statement of OSWD, which works "to assist women and minorities in developing opportunities to contract with the state, economically empowering traditionally underserved communities and improving the overall fiscal vitality of the State of Missouri." MBE/WBE Certification from the State of Missouri increases a business's exposure to and contracting opportunities with state agencies, large contractors, and other sub-contractors seeking qualified minority and/or female participation in state and private contracting.

ELIGIBILITY

MBE/WBE Certification Eligibility Criteria:

- The business must be at least fifty-one percent (51%) owned by a minority and/or a woman.

- The minority and/or female owner must hold the highest position in the company and be capable of exercising direct control over the daily, as well as long-term decisions regarding the management, policies and operations of the firm.

CERTIFICATION

The following processes are available to complete the M/WBE Certification:

STANDARD CERTIFICATION:

Missouri Applicants Only-The Standard Application for Certification is located on our website. Once completed, the applicant must return the signed and notarized affidavit, along with any additional documentation required for certification. In addition to a completed application, an onsite visit to the applicant's business must be conducted before certification can be granted or denied.

Out-of-State Applicants-The same application process applies as above with the exception that the applicant business must be certified by the M/WBE Program within their respective states. The onsite visit must be performed by the applicant's home state and a copy of their current MBE or WBE Certificate must accompany the application.

RAPID CERTIFICATION:

Rapid Response-Only applicant firms that are located in Missouri and whom have been certified as an M/WBE by another certifying entity are eligible to apply for Rapid Certification. In general, Rapid Response involves less required documentation and a quicker processing time. A copy of the applicant's current certificate must be included with the completed application and any documentation required under Rapid Response.

At the present time, there are national, state and local entities, both governmental and non-governmental organizations, with whom OSWD has reciprocal agreements as it regards certification of businesses as M/WBEs. A complete listing is available via our website, http://www.oa.mo.gov/oswd, where you can also find more information about the program and other helpful links.

RESOURCES

OSWD RESOURCES:

Directory of Certified MBE/WBE Vendors:
OSWD maintains, via its website, a comprehensive and up-to-date directory of certified MBE/WBE Vendors. This directory, which individual vendors, as well as OSWD staff are able to update on a regular basis, serves as an invaluable resource for state agencies, private companies and sub-contractors seeking qualified minority and/or female participation in state and private contracting.

LISTING OF CURRENT BIDDING OPPORTUNITIES:

Also on its website, OSWD provides links for MBEs/WBEs to view what bidding opportunities are currently available with the state, either through the Office of Administration's Division of Purchasing and Materials Management (DPMM) or OA's Division of Facilities Management, Design and Construction (FMDC).

ESSENTIAL RESOURCES FOR NEW & EXISTING BUSINESSES:

In addition to its main charge of certifying businesses as MBEs/WBEs for the purposes of contracting, OSWD also provides helpful links for individuals seeking to start their own business, as well as existing businesses that may be looking for additional resources and/or help with one or another aspects of their business.

ONLINE PROCUREMENT STAFF DIRECTORIES:

For those businesses wishing to seek out opportunities to work directly with specific state agencies or with a particular aspect of state procurement, OSWD provides online directories, via its website, of members of the State Purchasing Committee, as well as State Procurement Staff for vendors to contact agents directly.

OSWD CERTIFICATION STAFF MEMBERS:

When speaking about what resources OSWD has available to assist businesses in achieving MBE/WBE Certification, the most important resource available is the knowledge and expertise that the Certification Staff in particular provides. OSWD Staff perform their duties with the utmost degree of professionalism and customer-service, making them our best and most valuable resource.

CONTACT US FOR MORE INFORMATION:

Office of Supplier and Workforce Diversity
Toll Free: (877) 259-2963
In Missouri: (573) 751-8130
Or Visit the Website:
http://www.oa.mo.gov/oswd