

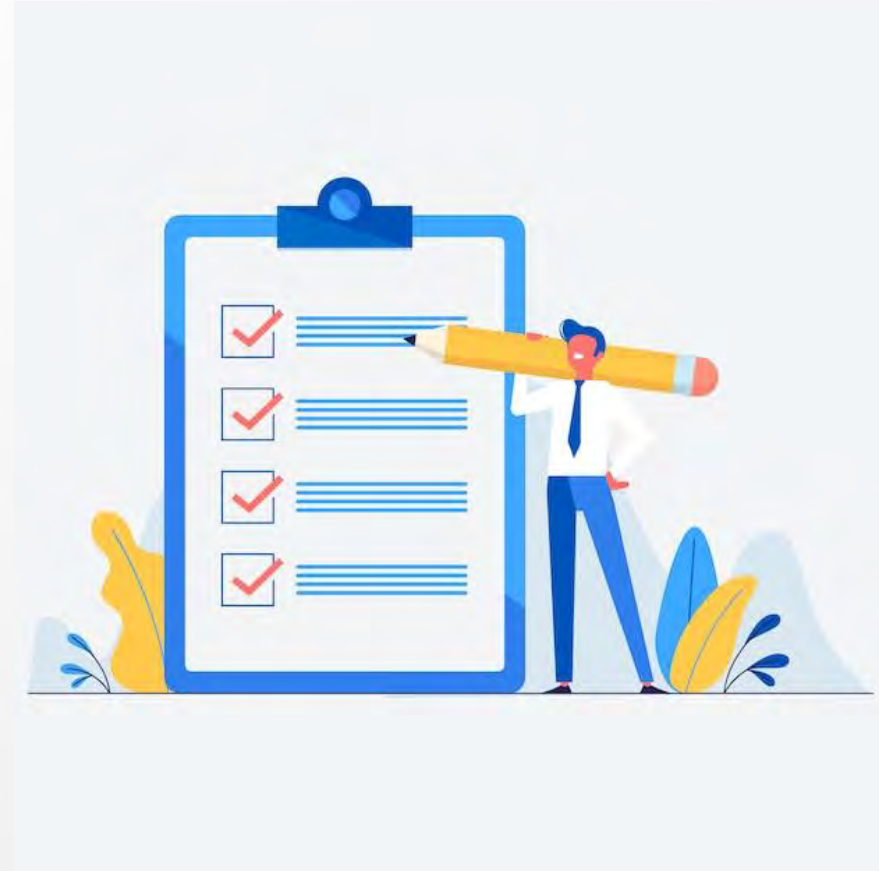
Certification 201: *Steps after M/WBE Certification*

State of Missouri
Office of Equal Opportunity
Vendor Office Hours



Today's Objectives

1. Certification 101 Review
2. How Do You Look?
3. Where Are You Looking?
4. Looking Ahead



101 Review

Maintain your Certification

- Annual Updates
 - Yearly submission by the anniversary date of receiving original certification
- Recertification (3 years)
 - 3 years after receiving certification
 - New certification anniversary changes to the date of recertification

Oeo.mo.gov – “Log in”

Missouri Office of Equal Opportunity
Minority & Women Owned Businesses

Main Menu

The Missouri Office of Equal Opportunity’s online process for Minority-Owned Business Enterprise (MBE) and Woman-Owned Business Enterprise (WBE) Certification provides the firm an electronic means to submit and manage the firm’s MBE/WBE application, annual update and recertification documents. Additionally, the online process also allows the firm to control which individuals within the firm have access to the firm’s MBE/WBE certification documents.

There are two certification processes that you may select from **Standard** and **Rapid (In-State / Out-of-State)**.

Standard - Any applicant whose principle place of business is in Missouri and who does not currently hold any other MBE / WBE Certifications.

Rapid (In State) - Any applicant whose principle place of business is in Missouri and who possess a current MBE / WBE Certification from another certifying entity. Certification by another certifying entity does not guarantee certification by OEO.

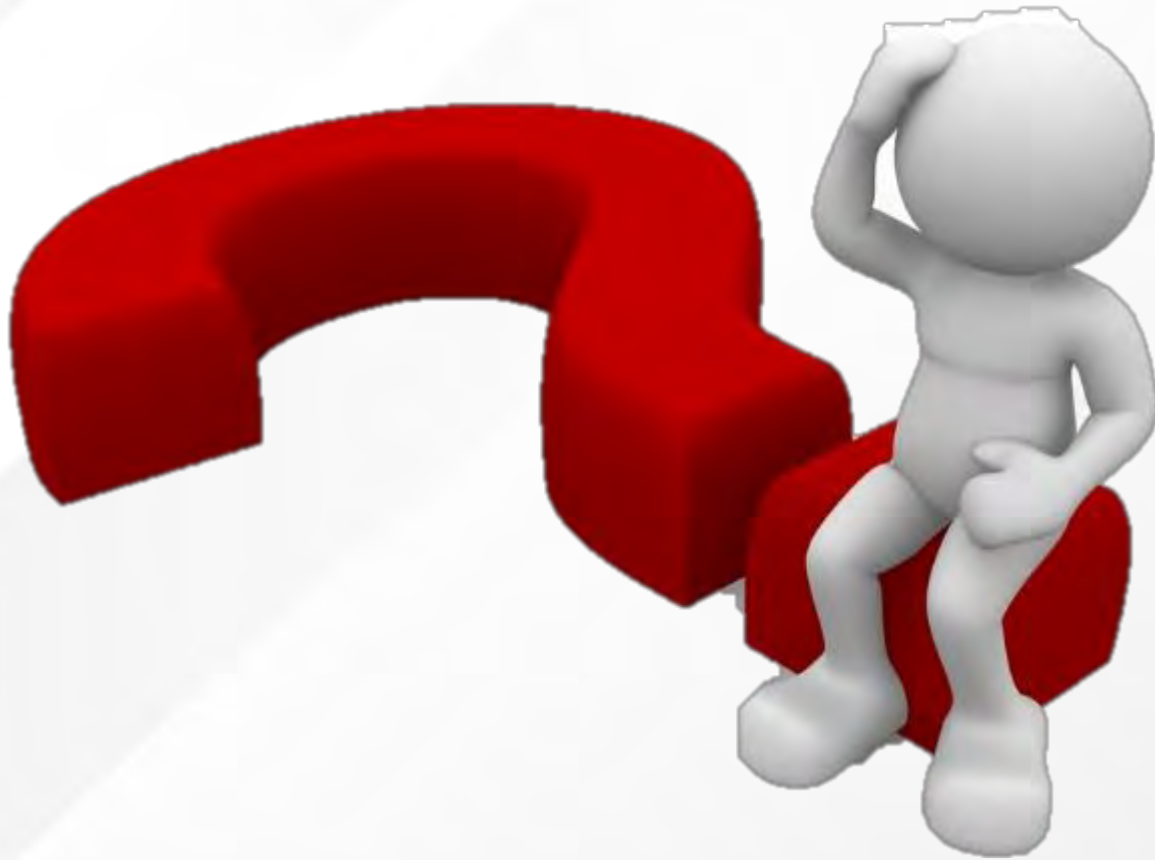
Rapid (Out-of-State) - Any applicant whose principle place of business is located outside Missouri. Such applicant must be certified by their home state. Certification by another state does not guarantee certification by OEO.

To start a new application, select the **Start New Application** button below, otherwise check the box next to the appropriate MBE/WBE document below and then select the appropriate button.

Select	Firm Name	Document Type	Certificate Type	Status	Status Date
<input type="checkbox"/>	Fictitious Business, LLC	Initial Application	WBE	Acceptance Pending	06/06/2023

- Start New Application** - Start a new application for MBE/WBE certification with Missouri Office of Equal Opportunity.
- Start Annual Update** - Start an Annual Update based on one of the certifications from the list above.
- Start Recertification** - Start a Recertification based on one of the certifications from the list above.
- Revise Existing Form** - Revise, update, and submit an incomplete application, annual update, or recertification from the list above.
- Respond to Decline** - Respond to decline.
- Print Application** - Create a print version of the application. A pop-up window is used to display the application.
- Assign UNSPSC Codes** - Assign UNSPSC codes to a firm.

Myths

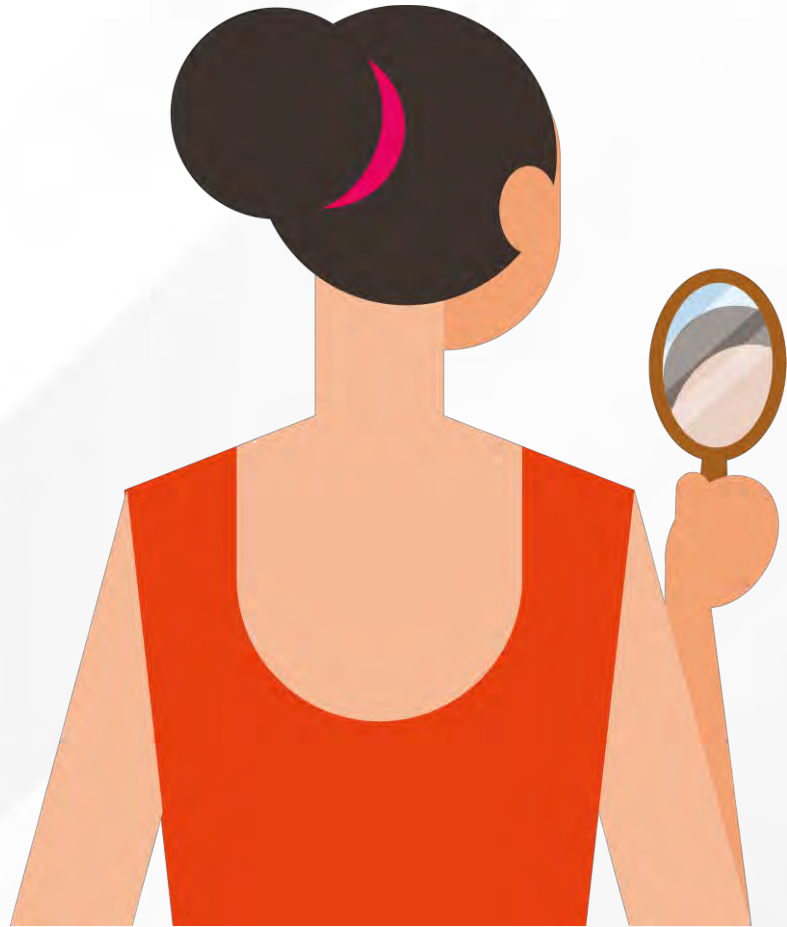


Certification is:

1. A “silver bullet”
2. A guarantee
3. Automatically get contracts
4. The ultimate tool

ALL FALSE!

How Do You Look?



Pay close attention to:

1. Contact information
2. Commodities/Services on application
3. Personal social media
4. Website

Where to Update Your Information

Firm Type, Name, Address, and Contacts

Firm Type, Name, Address etc.

Please provide the following information about the firm. The information will appear on documentation as entered.

Firm Type **Certification Type (check all that apply)**
 MBE WBE

Firm Name **Is the FEIN the owner's SSN?** Yes No **Firm FEIN**

Firm Street Address of Principal Office (no P.O. Box) **City** **County** **State** **Zip**

Same as above

Firm Mailing Address **City** **State** **Zip**

Phone **Other Phone** **Fax**

Email Address **Web Page Address**

Primary Commodity or Service Provided

250 characters remaining (250 maximum)



Where to Update Your Information



Missouri Office of Equal Opportunity
Minority & Women Owned Businesses

Firm Search

This search finds MBE/WBE firms based on the firm name, address, and self-described services/commodities, etc. To search for firms using UNSPSC Codes, please use the **Firm Search by Code**.

Certification Type

Region

Firm Name

Primary Commodity or Service Provided

City

State

Zip Code

Search

Clear

Where to Update Your Information (continued)

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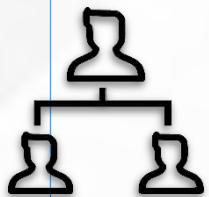
Where Are You Looking?



Contracting with the State



Up2\$10K Program



Subcontracting



State Spending Authority

- Delegated Spending Authority under MO Statute
 - Division of Purchasing
 - Over \$100,000
 - Departments
 - Under \$100,000
 - Up2\$10K

Procurement			
Division of Purchasing		State Departments	
< \$10,000 = Up2\$10K Program (more on future slide)			
IT	Non IT	IT	Non IT
\$100,000.01	\$50,000 +	\$10,000.01 to \$49,999.99	\$10,000.01 to \$100,000

State Contracts

The screenshot shows the top navigation bar of the MissouriBUYS website. On the left is the logo for MissouriBUYS, which includes a map of Missouri and the text "MissouriBUYS Statewide eProcurement System". To the right of the logo are four links: "MO.gov", "Governor Parson", "Find an Agency", and "Online Services". Below the navigation bar is a row of six light blue buttons: "I Sell to Missouri", "I Buy for Missouri", "Bid Board", "Contract Board", "Vendor Registration", and "Login".

The step-by-step instructions for submitting bids can be found here.

The vendor is solely responsible for ensuring timely submission of their electronic solicitation response. Failure to allow adequate time prior to the solicitation end date to complete and submit a response to a solicitation, particularly in the event technical support assistance is required, places the vendor and their response at risk of not being accepted on time.

If a vendor does not have electronic accessibility to submit an electronic bid response, the vendor must contact the bid's buyer of record at least five (5) days prior to the due date of the bid to determine if an alternate process is available to accept the vendor's bid. However, at this time under the current circumstances, electronic bid submission is the only certain way to be able to submit your bid response.

The MissouriBUYS system will be down intermittently for system maintenance as follows:

- Saturday, July 15, from 7:00 to 4:00 pm

We apologize for any inconvenience this may cause.

Login

Please turn off pop-up blockers for this site.

Login to MissouriBUYS

MissouriBuys E-Procurement system



State Contracts (continued)

The screenshot displays the Missouri Office of Administration website. The header includes the logo for the Office of Administration, celebrating 50 years, and the text "OFFICE of ADMINISTRATION FACILITIES MANAGEMENT, DESIGN & CONSTRUCTION". Navigation links for "MO.gov", "Governor Parson", "Find an Agency", and "Online Services" are present. A search bar and a "Disclaimer" link are also visible. The main navigation menu includes "Accounting", "Budget & Planning", "Commissioner", "Facilities", "General Services", "ITSD", "Personnel", and "Purchasing".

FMDC Statewide Contracts

Contract Description	Project Number	SAM II Contract Number	Contractor	Exp Date
* Interoperable Communications	0081801		Motorola Solutions, Inc.	06/30/2018
* - Sample Equipment for MOSWIN Subs with Control Stations				

FMDC Bid Board

Facilities

- Conference Room Availability Search
- Bid Opportunities
- Energy Management
- Facilities Operations
- Institutional Operations Facilities List
- Project Management
- Real Estate Services
- Vendor Links
- Spotlight Projects
- **FMDC Statewide Contracts**
- State Agency Shared Resources

Related Links

- Missouri State Capitol Commission

State Contracts (continued)



Up2\$10K Program

- Contracts with annual revenue under \$10,000 spend within 12 months or 1 fiscal year do not require competitive/formal bids

[Up2\\$10K Program Vendor Flyer](#)





Subcontracting

State of Missouri Bid Board - Bid Opportunities

[Bid Response Instructions](#)

[Upcoming MBE/WBE and SDVE Subcontracting Bid Opportunities](#)

[Bid Locator Tool](#)
Explore Bid Opportunities Across the State

Description	Projected Issuance	Buyer	UNSPSC Code(s)	Prior Bid # / Current Contract #
Community Based Navigation Services Department of Health and Senior Services	August	Julie Kleffner 	85111602	RFPS30034902300918 / CS230918001
Conservation Area Ground Maintenance Services Missouri Department of Conservation	August	Melissa Sackett 	72102905	RFPS30034902100477 CS210477001-005
Dental Workers to Provide Care in Long Term Care Facilities Department of Health & Senior Services	August	Ashten Lorts 	85122000	N/A
Drilling and Grouting Services Department of Natural Resources	August	Sarah Wilson 	73000000 73180000 73181000 73181008	CS200045001

Subcontracting (continued)

- State contract -> Prime contractors
- Prime contractors -> Subcontractors
- No relationship between Subs and State



Looking Ahead

Build Relationships

- Build relationships with prime vendors
- Build relationships with procurement officers and buyers
- [MO State Purchasing Staff Contact](#)

Network

- Connect with other Small Businesses and learn from each other
- Attend events and expos

Get ACCESS

- Do your research
- Practice your “30 second elevator pitch”

OFFICE of ADMINISTRATION
DIVISION OF PURCHASING
Excellent customer service, every time.

MO.gov Governor Parson Find an Agency Online Services

Select Language **Disclaimer**

Accounting Budget & Planning Commissioner Facilities General Services ITSD Personnel Purchasing

Agency Procurement Staff

This is a listing of other state agencies' purchasing staff. This listing only contains the name, agency, telephone number and e-mail address of the procurement officer for each agency.

Agency Procurement Staff

Agency/University	Contact	Email address	Phone number
Agriculture	Michelle Schuman	michelle.schuman@mda.mo.gov	573-751-5631
Attorney General	Melissa Kampeter	melissa.kampeter@ago.mo.gov	573-751-9332
Auditor's Office	Sheila Roberts	sheila.roberts@auditor.mo.gov	573-751-5036
Commerce and Insurance	Grady Martin	grady.martin@dci.mo.gov	573-751-7223
Commerce and Insurance - Credit Unions	Debbie Davis	debbie.davis@cu.mo.gov	573-751-1669
Commerce and Insurance - Finance	Janet Wilhelm	janet.wilhelm@dof.mo.gov	573-751-8585
Commerce and Insurance - Insurance / Office of the Public Counsel	Kyle Lootens	kyle.lootens@dcl.mo.gov	573-751-1948
Commerce and Insurance - Professional Registration	Sherry Hess	sherry.hess@pr.mo.gov	573-526-3507
Commerce and Insurance - Public Service Commission	Rob Verslues	rob.verslues@psc.mo.gov	573-751-3375
Conservation	Jessica Fick	jessica.fick@mdc.mo.gov	573-522-4115

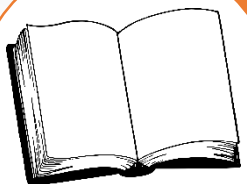
Purchasing

- Bidding & Contracts
- Cooperative Procurement Program

Contact Information

Division of Purchasing
301 West High Street, Room 630
Jefferson City, MO 65101
Phone (573) 751-2387
Fax (573) 526-9815
purchmail@oa.mo.gov
Staff Contact List
Contact FMDC for Capital Improvement/Building Projects

Next Steps: ACCESS



Information



Resources



Capital



Connect and Grow

Resource Organizations

- [Minority Business Development Agency](#)
- [Missouri Small Business Development Center \(SBDC\)](#)
- [Missouri Procurement Technical Assistance Centers \(PTAC/APEX\)](#)
- [Small Business Association \(SBA\)](#)

State Agencies

- [Missouri Department of Economic Development \(DED\)](#)
- [OA - Division of Purchasing](#)
- [OA – Facilities, Management, Design & Construction \(FMDC\)](#)



Questions

