

## Vendor Office Hours: Certification 101

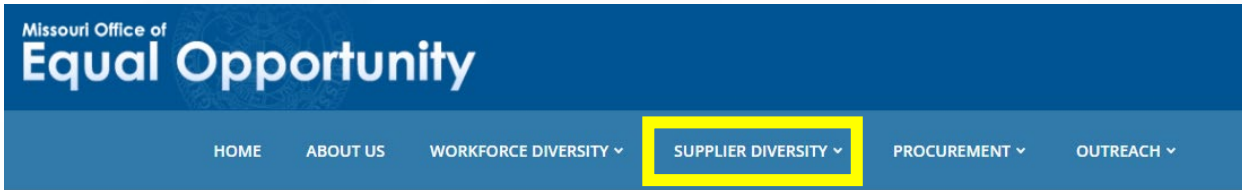
# Agenda:

1. Who's eligible
2. Service-Disable Veteran Business Enterprise (SDVE)
3. Process Overview
4. Forgetting Deadlines
5. Maintaining Email Communication

# Who is eligible for certification?

- Business must be at least 51% owned by a **minority** and/or **woman**;
- U.S. citizen or lawfully admitted permanent resident of the U.S.;
- Must hold the highest position in the company and be capable of exercising direct control over daily and long-term decisions regarding the management, policy and operations of the business; and
- The business must be organized as a for-profit business.

# Service-Disabled Veteran Enterprise (SDVE)



## Missouri Service-Disabled Veteran Business Enterprise (SDVE)



### SDVE APPLICATION

New Service-Disabled Veteran Enterprise (SDVE) vendors are required to complete an Initial Application and provide the necessary documentation regarding ownership, management, control, and veteran and service-connected disability verification. Find the application and instructions in the above link.



### SDVE RECERTIFICATION APPLICATION

An SDVE vendor may apply to renew certification every three years.



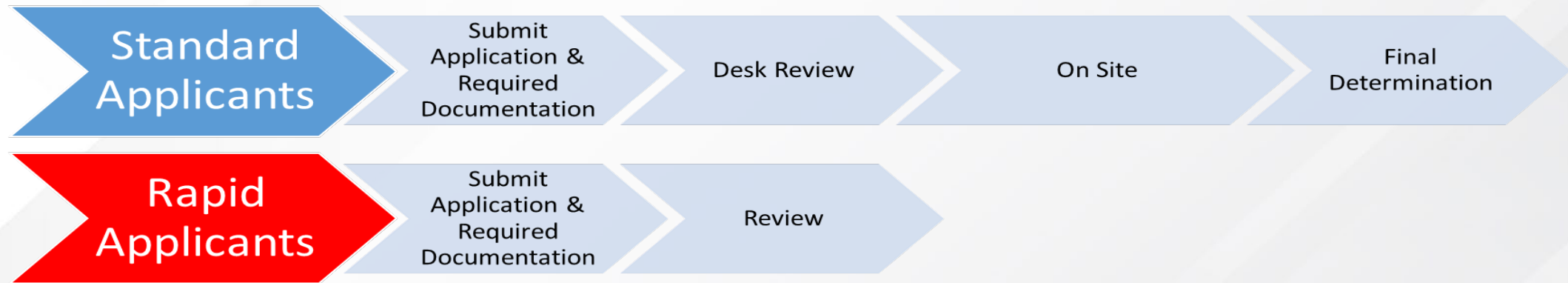
### CERTIFIED SDVE VENDOR DATABASE

Find the current list of certified Service-Disabled Veteran Enterprise (SDVE) vendors here.

## Requirements:

1. Completed Application
2. DD-214 with honorable or other-than honorable discharge
3. VA Disability letter

# MBE/WBE Application Process



- Standard Application processing time: <90 Days
- Rapid Application processing time: <30 Days

# Types of Certification

## Standard Certification

- 3 year certification
- Requires Annual Updates in 1<sup>st</sup> and 2<sup>nd</sup> year
- Expiration date DOES NOT CHANGE until Recertification Application is processed

## Provisional Certification

- 1 year certification
- No annual updates required
- Eligible for Standard Certification if/when 1 FULL YEAR of tax return documentation is provided
- Recertification applications due on the one-year anniversary of certification

**BOTH CERTIFICATIONS HAVE THE SAME UTILIZATION BENEFITS**

# Maintaining Certification

## Standard Certification (3 years)

1 year

*Annual Update*  
Application

2 years

*Annual Update*  
Application

3 years

*Recertification*  
Application  
SOS Registration (good standing)  
Last 3 years of tax returns  
Recertification Affidavit

## Provisional Certification (1 year)

*Recertification*

Application  
SOS Registration (good standing)  
Last 3 years of tax returns  
Recertification Affidavit

\*Rapid: Proof of Certification + Application





# Email Notifications

- All certified vendors receive an email notice at 30 days and 60 days prior to the due dates for update applications.
- Monitor your email after submitting your application and respond to additional requests for information to avoid suspension or decertification.

\*Keep your business email up-to-date and check spam folders. Contact OEO if you need to update your email address.



# What if I forget a deadline?

- If you forget a deadline, the certification will be suspended.
  - Complete the necessary application to be added back to the directory.
- One year in suspension will result in decertification.
  - If decertified, you will be required to complete the initial application process.

IF SUSPENDED OR DECERTIFIED, MBE AND WBE CERTIFICATIONS CAN NO LONGER BE USED ON CONTRACTS

# Coming up:

- **Vendor Office Hours: Certification 201 Presentation**
  - Utilization of MBE/WBE certification
  - Third Wednesday of the month
- **Vendor Office Hours: Vendor FAQs**
  - NEW presentation designed to aid vendors in navigating MO Login portal, application systems, and troubleshooting
  - Last Wednesday of the month
- All Vendor Office Hours are **Wednesdays at 10am**
  - Link to join meeting room is provided by email the week prior to the event

## Contact OEO

Email: [OEO@oa.mo.gov](mailto:OEO@oa.mo.gov)

Phone: 573-751-8130



# Important Links

[Supplier Certification Program Resources – Office of Equal Opportunity](#)

[Missouri Secretary of State: Code of State Regulations](#)

[Missouri State Division of Purchasing](#)

[Information for Suppliers \(Vendors\) | MissouriBUYS Statewide eProcurement System](#)

[MissouriBUYS Vendor Registration Instruction Manual](#)

[Missouri APEX Accelerator | MU Extension](#)