

Vendor Office Hours: Certification 201

Office of Equal Opportunity




Agenda

- Certification 101 Review
- Updating Your Information
- OEO Public Directory
- Contracting with Missouri
- Additional Resources

Certification 101 Review

- Select application
- Annual Updates
- Recertification

- Assign UNSPSC Codes

**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.

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)

Updating Your Information

OEO Public Directory



Missouri Office of Equal Opportunity
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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

City

Primary Commodity or Service Provided

State

Zip Code

Search

Clear

UNSPSC Code Hierarchy

Contracting with Missouri

Missouri BUYS



Vendor Registration



[Vendor Registration Instructions](#)



[MBE/WBE/SDVE Subcontracting Bid Board](#)



[Purchasing Staff Contact List](#)

Facilities, Management, Design, and Construction (FMDC)

[Bid Board](#)

[Application for
Bidder's
Notifications](#)

Need to be
registered in
MissouriBUYS

State Spending Authority



- All contracts with an annual spend of under \$10,000 do not require formal bid
- State agency procurement officers can inform you on smaller bidding opportunities
- Pre-Bid meetings
- Bids are open for 2 weeks, make sure registration and documents are in order before bidding

Notes on Contracting



DO NOT SOLICIT to State Procurement Officers

- Contact to inquire, get information, or receive answers on any questions you may have

Subcontracting with a Prime Contractor does not allow for direct relationship with state agency

- STATE GOVERNMENT CANNOT interfere in a contractual relationship between a prime and sub

Networking, presentation, preparation

Additional Resources

[Apex Accelerator](#)

[Small Business Development Center](#)

[Department of Economic Development](#)

[Small Business Association](#)

Coming Up

- Vendor Office Hours: Vendor FAQ's
 - Last Wednesday of the month
- Vendor Office Hours: Certification 101
 - First Wednesday of the month
- Invites to join virtual meeting room are sent the week prior to the meeting
- Slide decks are posted on our website under Supplier Diversity Resources

Contact Us

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- 573-751-8130

