



900 Innovation Drive  
Suite 300  
Rolla, MO 65401  
800-956-2682  
573-341-0135 (fax)

[www.missourienterprise.org](http://www.missourienterprise.org)

## Missouri Enterprise Service Provider Application Questionnaire

### A. General information

Organization Name \_\_\_\_\_

Principal Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

WWW homepage \_\_\_\_\_

Duns # \_\_\_\_\_ Veteran Owned \_\_\_ Women Owned \_\_\_ SDBE \_\_\_

### B. Organizational information

1. Please indicate how many people your organization employs full time: \_\_\_\_\_

2. What is your hourly charge? \_\_\_\_\_

3. Would you be willing to discount your normal fee to work with our clients? Yes No

a. What is the smallest size project you are willing to undertake? \$ \_\_\_\_\_

b. What is the largest size project you are willing to undertake? \$ \_\_\_\_\_

4. Please describe the geographic area of the state in which you are willing to work:

\_\_\_\_\_

**C. Qualifications**

1. Please list any relevant and active memberships, certifications, licenses, awards, and other notable distinctions \_\_\_\_\_

2. Please list up to four fields of expertise (see attached expertise examples) which best describe the particular area(s) of expertise of you and your organization:

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

#4 \_\_\_\_\_

3. Please list up to four industry/ies (see attached industry examples) that best describe the particular industry/ies with which you or your organization has worked:

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

#4 \_\_\_\_\_

4. Please indicate how many years you have provided consulting services: \_\_\_\_\_ years

5. Please indicate how many different clients you have served as a consultant in the past two years: \_\_\_\_\_ clients

**D. References**

Please list three references or attach three letters of reference, whom we may contact about projects for which you or your organization served as a consultant. If possible, please list projects that you have worked on with manufacturers having fewer than 500 employees.

a. Company name \_\_\_\_\_

Contact person \_\_\_\_\_

Phone number \_\_\_\_\_ Project dates \_\_\_\_\_

Project description \_\_\_\_\_

b. Company name \_\_\_\_\_

Contact person \_\_\_\_\_

Phone number \_\_\_\_\_ Project dates \_\_\_\_\_

Project description \_\_\_\_\_

c. Company name \_\_\_\_\_

Contact person \_\_\_\_\_

Phone number \_\_\_\_\_ Project dates \_\_\_\_\_

Project description \_\_\_\_\_

d. Did a Missouri Enterprise staff member refer you?

Staff Member Name \_\_\_\_\_

**E. Attachments (optional)**

To help us present your credentials to potential clients most effectively, feel free to attach additional materials about your firm (please indicate how many of each attachment):

- \_\_\_\_\_ Brochure or other marketing materials
- \_\_\_\_\_ Standard statement of qualifications
- \_\_\_\_\_ Work samples
- \_\_\_\_\_ Letters of reference
- \_\_\_\_\_ Other \_\_\_\_\_

**F. Attachments (required)**

Resume

Proof of liability insurance

W-9 available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

**Please e-mail the completed form with attachments to:**

Cathy Davidson  
Missouri Enterprise  
573-368-9699  
cdavidson@missourienterprise.org

## Areas of Expertise and Industry Focus

### Missouri Enterprise Area of Expertise

*Examples of areas of expertise  
For question C2 of the application*

Continuous Process Improvement  
Growth Strategies  
Quality Management Systems  
Six Sigma  
Product Development  
Benchmarking/Operation Assessment  
Human Resource Management  
Environmental, Energy and Waste Management  
Supply Chain Management  
Technology Commercialization  
Other (please explain)

### Missouri Enterprise Industry Focus

*Examples of Industries  
For question C3 of the application.*

Food and Kindred Products  
Tobacco Products  
Textile Mill Products  
Apparel and Other Textile Products  
Lumber and Wood Products  
Furniture and Fixtures  
Paper and Allied Products  
Printing and Publishing  
Chemicals and Allied Products  
Petroleum and Coal Products  
Rubber and Miscellaneous Plastics  
Leather and Leather Products  
Stone, Clay and Glass Products  
Primary Metal Industries  
Fabricated Metal Products  
Machinery, Excluding Electrical  
Electrical and Electronic Equipment  
Transportation Equipment  
Instruments and Related Products  
Miscellaneous Manufacturing  
Other (please explain)