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

## Missouri Enterprise Service Provider Program

Acceptance as a Missouri Enterprise Service Provider is not a guarantee of future contracts for services.

At the end of all engagements with Missouri Enterprise a Service Provider Evaluation will be completed and retained. Unsatisfactory performance will result in a discontinuation of services.

Service Providers will be aware of the following quality policy and quality objectives. Your contribution to the effectiveness of the QMS, and the resulting implications of not conforming with the requirements of the QMS as part of any contract signed with Missouri Enterprise, will have an effect on future contracts.

The Missouri Enterprise management team has adopted the following Quality Policy to summarize their objectives in serving our customers and developing the QMS. All service providers are expected to review this policy and objectives to

***Quality Policy = E3+CI***

***In our quest to help Missouri businesses succeed, we establish, execute, evaluate, and continuously improve high standards of quality in our staff, services, and management system.***

### ***Quality Objectives***

Missouri Enterprise management has adopted the following objectives to determine the effectiveness of the QMS to meet the needs and expectations of the customer.

- Professional delivery of the services outlined in their customer contracts in a timely manner
- Maintaining a high level of customer satisfaction as determined by results from their Customer Satisfaction Evaluations (CSE)
- Maintaining a high level of investment return and financial impact for their customers as reported on the final CVI report
- Maintaining a high level of market penetration within the state of Missouri to ensure that we reach as many business partners as possible to maximize our impact on the state's economy.

#### DISCLAIMER AND SIGNATURE

I certify that I have read and understand the policy and objectives above and the information provided in this application are true and correct to the best of my knowledge.

If this application leads to contract for services, I understand that false or misleading information in my application or interview may result in termination of contract/s.

Signature

Date

# Missouri Enterprise Service Provider Application Questionnaire

## A. General information

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

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

Address \_\_\_\_\_

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

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

Email \_\_\_\_\_

Website \_\_\_\_\_

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 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.

1. Company name \_\_\_\_\_

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

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

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

2. Company name \_\_\_\_\_

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

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

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

3. Company name \_\_\_\_\_

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

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

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

4. 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: *Insurance shall include professional liability insurance and commercially reasonable insurance covering risks arising in connection with the services provided by the Service Provider, including without limitation, worker's compensation insurance and employer's liability and comprehensive general liability insurance. Minimal limits of coverage are One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate.*
- W-9 available here [IRS W9 Form](#)

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

**Kaylea Pogue**  
**Missouri Enterprise**  
**573-308-6152**  
[kpogue@missourienterprise.org](mailto:kpogue@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)