



Human Relations Department

4th Floor, City Hall
414 East 12th Street
Kansas City, Missouri 64106

(816) 513-1836
(816) 513-1805 fax

Dear Applicant:

The City of Kansas City, Missouri's (City) Human Relations Department (HRD) is excited to announce a new program that will enable small businesses to participate in City contracting opportunities for federally funded projects. HRD's Small Business Enterprise (SBE) is designed to foster small business growth, competitive bidding, and service deliverables throughout the City. The SBE program operates in a race and gender-neutral manner and is designed to include all segments of the region's business community. The program is open to participation without regard to race, color, sex, religion, national or ethnic origin, age or disability. The SBE program will apply to certain eligible City contracts that are receiving federal funding in which the successful small business awardees will function as the prime contractor, and does not require DBE goals.

The HRD is responsible for the implementation and monitoring of the SBE Program through Small Business Certifications, technical assistance, professional trainings and contract compliance monitoring. HRD will work with City Departments to identify eligible contracts for the program.

Please read the instructions, and submit all the required documentation with your application. A checklist is included with the instructions to assist you in compiling your application. HRD cannot process your application without all of the required information.

Firms seeking SBE certification can attend a free pre-certification workshop **held the first Tuesday of the month at 1:00 p.m. here at City Hall, 4th floor, HRD Training room.** This workshop is designed to walk applicants through the certification process, as well as explain forms and procedures. Applicants can register by calling 816 513-1836 or online:

<http://kcmo.org/CKCMO/Depts/CityManagersOffice/HumanRelationsDivision/index.htm>.

We encourage you to consider the SBE program, and attend one of our free pre-certification workshops for more information and helpful tips.

Sincerely,

Phillip Yelder Director