

EXPANSION OF BUSINESS SERVICES REQUEST

Thank you for your interest in applying for an Expansion of Business Services. Firms who are already certified with Washington State's Office of Minority and Women's Business Enterprises (OMWBE) may request an expansion of business services to include:

- Additional NAICS codes
- Revised business description

Recognizing the changing nature of business, certified firms are encouraged to apply for an Expansion of Business Services as the firm grows. An Expansion of Business Services is the process by which certified firms may request an addition, deletion or change to the NAICS Codes and/or revised business description in which they are currently certified.

Certified firms may request an Expansion of Business Services at any time by mailing the completed Expansion of Business Services Request form and supporting documentation to:

OMWBE
P.O. BOX 41160
Olympia, WA 98504-1160

We ask that you carefully complete each question. If a question is not applicable, simply answer that it is not applicable. Submitting all documentation requested and responding to follow-up clarifications via e-mail and/or telephone allows our certification staff to review and complete requests and render a prompt decision.

For federally certified firms, please note that an onsite may be required if your request varies from your current business activity or if your last onsite visit was four or more years ago.

If you have any questions regarding the Expansion of Business Services Request or the application process please call OMWBE at (360) 664-9750 or Toll Free (866) 208-1064 and ask to speak with the Technical Assistant.

DOCUMENT CHECKLIST

Thank you for completing the Expansion of Business Services Request Form. Unless otherwise noted, copies of the documents listed below are **required** and must be included with the request form. If you do not have any part of the documentation requested below, provide a written statement explaining why.

For All Requests:

- Resume(s) of key personnel who will be performing the requested service(s), including updated resume(s) of the disadvantaged owner(s).
- List of equipment used to perform the requested service(s), including specialized software.
- Copies of contracts, purchase orders, bids, proposals, or invoices verifying the performance of the requested service(s). If none, provide written documentation of the owner(s) ability and the company's resources to perform the requested services.
- Copies of specialties license pertaining to the requested services.

If you are requesting services in the following categories, please provide the additional documentation as follows:

Retail Firms

- Current list of inventory.
- Vendor agreements or copies of invoices from vendors for products being retailed.

Wholesaler Firms

- Wholesaler/Distributor agreements.
- Copies of invoices from vendors for products being wholesaled.

Trucking Firms

- Washington Utilities & Transportation Commission (WUTC) permits.
- Commercial Driver's License (CDL) for all drivers.
- Insurance Agreements for each truck owned or operated by firm.
- Title(s) and registration certificate(s) for each truck owned or operated by firm.

Reminder: Please include the supporting documentation with your completed Expansion of Business Services Request Form and mail the package to:

**OMWBE
P.O. Box 41160
Olympia, WA 98504-1160**

If you have any questions about the application or application process, please call us at (360) 664-9750. OMWBE is open Monday – Friday from 8:00 am – 5:00 pm.