How to Become Fair Share Certified

Download and complete the application, signatures, and affidavit:

www.shreveportla.gov/DocumentCenter/View/16558/applicationV2
Bring or mail completed application to:
Office of Fair Share
505 Travis Street, Suite 260
Shreveport, LA 71101
318.673.5009

JOIN US TODAY!

How to Become a City Vendor

Complete the application, attachments and affidavit:

www.shreveportla.gov/780/Section-800
Bring or mail completed application to:
Purchasing Division
505 Travis Street, Suite 610
Shreveport, LA 71101

Where to Find Bids/Proposals and Information

www.shreveportla.gov/1485/solicitations

Opportunities don’t happen... You create them!
Chris Grosser

City of Shreveport Resources

Vendor Application
318.673.5450

Certificate of Occupancy
318.673.6480

Occupational/Business License
318.673.5501 Inside City Limits
318.677.5372 Outside City Limits

Sales & Use Tax
318.865.3312

Code Enforcement
318.673.6200

Department of Revenue Tax
855.307.3893

Federal Tax ID (FEIN)
318.869.6310/800.829.4933

Secretary of State
225.925.4704

Vendor Directory
www.shreveportla.gov/141/directory
The Office of Fair Share was established to ensure maximum participation, continuity, and perpetuity of the Fair Share program. The office is designed to deliver meaningful resource services and structured to assist in the enhancement of economic opportunities for small, disadvantaged, women, and minority-owned businesses.

MISSION
Advocate for small, disadvantaged, women and minority-owned businesses to achieve greater access to procurement opportunities, as well as provide resources for business empowerment and growth.

VISION
Provide an accessible system to strengthen the disadvantaged business network and level the playing field for underutilized businesses through engagement and inclusion.

GOAL
Our goal is to eliminate barriers and enhance economic development in the area through business growth and expansion.

BUSINESS BLUEPRINT
1. Create a Business Plan
   - Serves as a road map that provides direction to the business
   - A formal document describing the nature of the business, goals, financial projections, and strategies

2. Build Resume
   - Identify experience, knowledge, and strengths
   - Presents background, skills, and accomplishments

3. Prepare Financial Statements
   - Income Statement--(most important)
     - shows revenue, expense, and profit/losses
   - Balance Sheet--shows the assets, liabilities, and equity (assets - liabilities = equity)

4. Secure Credentials
   - Business licenses--government permits that allow individuals or companies to conduct business within applicable jurisdictions
   - Bonding--guarantees financial protection that a business will comply with state regulations and standards

5. Build Capacity
   - Plan, know your business worth, performance standards, and make sound judgments
   - Perform quality work
   - Know your shortfalls and limiting factors
   - Believe you have the ability to achieve, and change what you can

LEVELING THE PLAYING FIELD
The Office of Fair Share will take the necessary steps to ensure clients have equal opportunity to compete for and perform services regardless of race, color, or gender.

1. Prepare for Opportunities
   - Establish relationships
   - Check emails regularly
   - Check website for solicitations

2. Network/Teaming
   - Be available
   - Gain knowledge
   - Build experience

3. Re-Invest in You and Your Business
   - Continuous education/certifications
   - Be willing to adjust with industry changes

THE THREE C’S OF LIFE
CHOICE • CHANCE • CHANGE
You must make the choice to take the chance if you want anything in life to change.

REMEMBER
A Plan is nothing without Planning.

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