



HOW TO BECOME FAIR SHARE CERTIFIED

Download application (www.shreveportla.gov/138), provide all signatures and supporting documentation.

Bring or mail completed application to:

Office of Fair Share
505 Travis Street, Suite 260
Shreveport, LA 71101
Call us at: 318.673.5009

JOIN US TODAY!

HOW TO BECOME A CITY VENDOR

Complete the application and supporting documents

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 BID PROPOSALS & SUBMITTAL RESULTS

www.shreveportla.gov/1495/solicitations

**DON'T DREAM ABOUT SUCCESS,
WORK FOR IT.**

Estée Lauder

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

SMALL BUSINESS DEVELOPMENT CENTER

318.678.6300

CODE ENFORCEMENT

318.673.6200

SHREVEPORT CHAMBER OF COMMERCE NWLA APEX ACCELERATOR

318.677.2500

DEPARTMENT OF REVENUE TAX

855.307.3893

FEDERAL TAX ID (FEIN)

318.869.6310/800.829.4933

SECRETARY OF STATE

225.925.4704

FAIR SHARE CLIENT DIRECTORY

www.shreveportla.gov/141/directory

**IF YOU'RE BRAVE ENOUGH TO START,
YOU'RE STRONG ENOUGH TO FINISH.**

Ryan Blair

OFFICE OF FAIR SHARE



GO • GROW • COMPETE



**OFFICE OF
FAIR SHARE**



LEVELING THE PLAYING FIELD

GO

Upon Certification Focus on Skills, and Develop Business Acumen



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 under utilized businesses through engagement and inclusion.

GOAL

Eliminate barriers and enhance economic development in the area through business growth and expansion.



GROW

Expand your Brand and Build Capacity



BUSINESS BLUEPRINT

CREATE A BUSINESS PLAN

- A formal document describing the nature of the business, goals, financial projections, and strategies

BUILD RESUME

- Identify experience, knowledge, and strengths

PREPARE FINANCIAL STATEMENTS

- Income Statement--(most important) shows revenue, expense, and profit/losses
- Balance Sheet--shows assets, liabilities, and equity (assets - liabilities = equity)

SECURE CREDENTIALS

- Business license - government permits to conduct business within jurisdictions
- Bonding - guarantees financial protection with state regulations

BUILD CAPACITY

- Plan, train, make sound judgments and perform quality work

NWLA APEX ACCELERATOR

- APEX assists small, disadvantaged, woman, minority, and veteran owned businesses with registrations, certifications, and more. They provide no-cost training and confidential counseling to businesses seeking to sell their products and services to all levels of government.

COMPETE

Participate, Network, Re-invest



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.

PREPARE FOR OPPORTUNITIES

- Establish relationships
- Check e-mails regularly
- Check website for solicitations, bids and results

NETWORK/TEAMING

- Be available
- Gain knowledge
- Build professional connections

RE-INVEST IN YOU AND YOUR BUSINESS

- Continuous education/certifications
- Be willing to adjust with industry changes
- Be patient

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.