

## **Missouri License Office Bidding Information**

Interested groups and individuals are able to bid to operate one or more Missouri license office as they come up for bid. Bidders must have an active Federal Employer Identification Number (FEIN) and must submit the proposal under the legal entity name for which the FEIN was assigned. A proposal submitted under a social security number or without an active FEIN will not be accepted.

The Missouri Department of Revenue, through the Office of Administration, will post a Request for Proposal (RFP) for Missouri license office contracts in the coming weeks. Interested bidders will have approximately four weeks to bid on operating the offices in a competitive process as outlined in the RFP. A scheduled tour of the current location will be provided for anyone interested in bidding. Bids will be evaluated on items such as methods proposed for performing the service and the offer or status such as an Internal Revenue Service (IRS) tax-exempt entity (not-for-profit, political subdivision), a Certified Minority Business Enterprise (MBE) and/or a Women Business Enterprise (WBE). Consideration will also be given to Missouri Service-Disabled Veteran Enterprises.

All of the bids will be evaluated by a review team at the Department of Revenue, and the proposal that scores best in areas including but not limited to customer service and business experience is the one that is chosen.

### **Information to Help Guide Potential Bidders:**

- [Missouri License Office Locations](#)
- [Estimated Transactions and Processing Fees Collected at Missouri License Offices](#)
- [License Office Bidding and Contract Information](#)
- [Previous Bids and Current Contracts](#)
- [Register to Receive Notifications When an Office is for Bid](#)
- [Obtain a Federal Employer Identification Number](#)
- [How to Attain Minority/Woman-Owned Certification](#)