

# **How to Register as an MBE/WBE Vendor**

## **Step One: Acquiring State Certification**

- A. Complete the State of Rhode Island's Minority and Disadvantaged Business Enterprise *Uniform Certification Application*. The application can be downloaded at [www.mbe.r.gov](http://www.mbe.r.gov).**
- B. Complete the *Personal Financial Addendum* to the *MBE/WBE/DBE Certification Affidavit*. Available at [www.mbe.ri.gov](http://www.mbe.ri.gov).**
- C. Prepare five (5) separate sets of the application form with all attachment, plus two (2) additional copies of the application form (without attachments).**
- D. Forward the completed forms to:**

**MBE Compliance Office  
RI Department of Administration  
One Capitol Hill – 2<sup>nd</sup> Floor  
Providence, RI 02908  
(401) 574-8670 phone  
(401) 574-8387 fax**

## **Step Two: Registering with the City of Providence**

- E. Once you have been certified as an MBE/WBE/DBE by the State of Rhode Island, you must separately register with the City of Providence as an MBE/WBE vendor.**
- F. The City of Providence *Vendor Registration forms* are available at the Purchasing Department on the 3<sup>rd</sup> floor of Providence City Hall, 25 Dorrance Street, Providence, RI. To request that a vendor registration form be sent to you by mail, please call 401-421-7740, Ext. 264.**
- G. Completed *vendor registration forms* may be returned to:**

**Olayinka Y. Oredugba, Esq.  
MBE/WBE Compliance Officer  
Equal Employment Opportunity Office  
Room 401  
25 Dorrance Street  
Providence, Rhode Island 02903  
(401) 421-7740 Ext. 250  
(401) 273-9510 Fax**