

# Effective September 1, 2009

## ***NOTICE TO VENDORS***

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

**Effective September 1, 2009**, any entity contracting with the state or any political subdivision of the state shall only be required to provide the referenced affidavit, on an annual basis. The affidavit can be found at <http://www.oe.mo.gov/purch/vendorinfo/285affidavit.pdf>. Vendors may choose to send the required documentation using one of the following options:

- ❖ Send the notarized affidavit and MOU signature page to Division of Purchasing & Materials Management (DPMM) prior to responding to any solicitations; **OR**
- ❖ Send the notarized affidavit and MOU signature page to DPMM along with a bid solicitation response.

Affidavits with a notarized dated of September 1, 2009 or later and the MOU signature page may be sent directly to DPMM via fax at 573-526-9815, e-mail to [purchmail@oa.mo.gov](mailto:purchmail@oa.mo.gov) or mail to State of Missouri, OA/DPMM, P. O. Box 809, Jefferson City MO 65102, **attention: Work Authorization Program**. These documents will be kept on file for use by DPMM and other Missouri state agencies' use. These documents will remain current for **one year** from the notarized affidavit date. For additional information regarding this new annual affidavit requirement, please e-mail [purchmail@oa.mo.gov](mailto:purchmail@oa.mo.gov) or call 573-751-2387.

For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at [http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm).