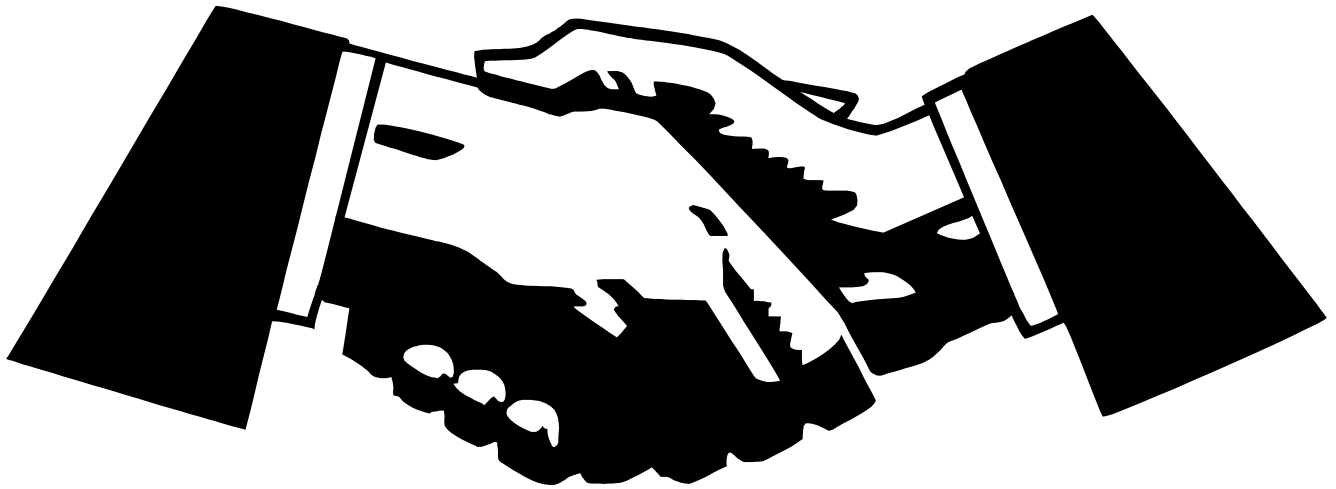


**Your Guide
to Starting or Expanding a Business
in South Central Kansas**



**Produced By:
The Small Business Education Consortium
Call (316) 978-3193 for information.**

The Small Business Education Consortium

Mission, Goals, and Projects

The Small Business Education Consortium is made up of federal, state, and local government agencies and of membership organizations working together to provide support services to area business owners and prospective business owners.

Mission

The mission of the Small Business Education Consortium is to facilitate the ability of participants to effectively accomplish their missions by sharing ideas and by providing opportunities for collaboration.

Goals

- combine efforts to support small business development and enhance economic growth
- foster a routine interchange of information
- provide a structure for non-profit area agencies to meet and discuss common issues
- sponsor educational seminars and programs for area small business owners

Projects

Your Guide to Starting or Expanding a Business in South Central Kansas

The Consortium publishes a guide to increase awareness of area organizations that provide services to individuals interested in starting or growing a business.

Business Resource Expos

The Consortium sponsors Business Resource Expos to provide easy “one-stop” access to organizations that will help participants start, develop or expand a business.

Calendar of Area Business Workshops and Events

Consortium members use the NetWork Kansas website to promote their workshops and events. Please visit the site at <http://networkkansas.com>.

For additional information about the Small Business Education Consortium, contact the Wichita State University Kansas Small Business Development Center at 316-978-3193.

Small Business Education Consortium

The organizations and agencies included in this guide offer services to area residents interested in starting, developing or expanding a small business. These groups want to help you! Contact them to learn more about what they can do for you.

Organizations

Center for Economic Development and Business Research at Wichita State University

Center for Entrepreneurship at Wichita State University

City of Derby

City of Wichita

Cowley County Economic Development Partnership (Cowley First)

Heartland Procurement Technical Assistance Center

Internal Revenue Service (IRS)

Inventors' Association of South Central Kansas

Kansas Center for Entrepreneurship (dba NetWork Kansas)

Kansas Department of Commerce

Business Development

Trade Development

Workforce Services

Kansas Department of Revenue

Kansas Small Business Development Center (KSBDC) at Wichita State University

Kansas State University Business Environmental Assistance Program (SBEAP)

Kansas World Trade Center

Mid-America Manufacturing Technology Center (MAMTC)

MidAmerica Minority Supplier Development Council

Occupational Safety and Health Administration (OSHA)

Patent and Trademark Information Center at the Wichita State University Libraries

Sedgwick County Economic Development/Foreign Trade Zone (FTZ) #161

Service Corps of Retired Executives (SCORE)

South Central Kansas Economic Development District

Sumner County Economic Development

U.S. Small Business Administration (SBA)

Wichita Hispanic Chamber of Commerce

Wichita Independent Business Association (WIBA)

Wichita Metro Chamber of Commerce

Wichita Technology Corporation

Wichita U.S. Export Assistance Center U.S. Commercial Service – USDOC

Workforce Solutions



Center for Economic Development and Business Research

W. Frank Barton School of Business

Wichita State University

Mailing Address

1845 Fairmount
Campus Box 121
Wichita, KS 67260-0121

Street Address

230 Devlin Hall
1845 Fairmount
Wichita, KS 67260-0121

Telephone

316 978-3225

Fax

316 978-3950

Email Address

cedbr@wichita.edu

Web Site

www.cedbr.org

CEDBR collects, analyzes and disseminates reliable business, economic and demographic information. The Center conducts high-quality, objective research on issues related to the community's current and future economic well-being.

Data

The CEDBR is a regional storehouse for local, state and national statistical and business databases, which include up-to-date information on:

- Economic indicators
- Population and demographic characteristics
- Housing and construction activity
- Industry analyses

Services

The CEDBR staff is available to apply their knowledge and expertise to real business problems through such activities as:

- | | |
|-----------------------|---------------------------------|
| Forecasting | WSU Current and Leading Indices |
| Cost benefit analysis | Population projections |
| Surveys | Labor force projections |
| Custom data analysis | Economic impact studies |

Forecasts

Each year, CEDBR and the W. Frank Barton School of Business, along with other sponsors, host the Wichita Area Economic Outlook Conference. This event provides thought-provoking and informative presentations by nationally recognized professionals on the economic climate of Wichita and the United States. A highlight of the conference is the annual economic forecast for the Wichita area.

OnLine

Visit our website at www.cedbr.org to find the annual forecast and updates, demographics, research studies, instructional resources and economic indicators for the United States, Kansas and Wichita.

CEDBR e-connection

CEDBR publishes e-connection, a monthly email newsletter, to inform the community about data resources and reports on business, industries, and the economy. For a free subscription, go to www.cedbr.org, click on PUBLICATIONS, then Newsletter, then Newsletter Subscription.

**Mailing Address**

1845 Fairmount
Wichita, KS 67260-0147

Street Address

n/a

Telephone

316-978-3000

Fax

316-978-3687

Email Address

wendy.veatch@wichita.edu

Web Site

www.cfe.wichita.edu

Center for Entrepreneurship

W. Frank Barton School of Business, Wichita State University

The Center for Entrepreneurship (CFE) is part of the W. Frank Barton School of Business and is housed in Devlin Hall. The Center encourages entrepreneurial thinking and programming through quality education, research and community involvement.

We offer training programs for established business owners and for individuals considering launching new businesses or ventures.

Economic Development and Community Outreach

- Kansas Family Business Forum
- The Entrepreneurship Forum Series
- FastTrac Training Programs
- Practical Entrepreneur Training Tools
- Incubator
- Meridian 6

The Kansas Family Business Forum is a nationally recognized, highly regarded membership organization of family business owners, their families and key employees. The Forum is designed to provide unique learning experiences to those involved with family businesses.

The Entrepreneurship Forum Series focuses on the different methods available to entrepreneurs for assuming business ownership. Using a panel discussion format, world class entrepreneurs are brought together to share their expertise.

The FastTrac program is a comprehensive program that provides entrepreneurs with business insights, leadership skills and professional networking connections so they are prepared to create a new business or expand an existing enterprise.

Practical Entrepreneur Training Tools are workshops that provide specific information to help business remain viable and healthy. The workshops are designed to gear up businesses for the challenges that lie ahead and provide the resources needed to succeed in a difficult economy.

The Wichita State University Business Incubator or BizInc is a venture incubator focused on the earliest stages of entrepreneurial business development. BizInc targets pre-seed stage and start-up companies whose owners are affiliated with the University.



Mailing Address

611 Mulberry Road, Ste 300
Derby, KS 67037

Street Address

611 Mulberry Road
Derby, KS 67037

Telephone

(316) 788.3081

Fax

(316) 788-6067

Email Address

allisonmoeding@derbyweb.com

Web Site

www.derbyks.com

City of Derby – Economic Development

Located in the southeast Wichita metropolitan area, Derby is home to more than 22,000 residents and a wide range of retail, service and manufacturing businesses. Well-known for an outstanding school system and great recreational programs, Derby offers the best of small-town values combined with the resources of a growing community.

The City of Derby's Economic Development Department works to create, diversify and enhance job growth in the community. By promoting tools that can help businesses grow and prosper, we are able to connect businesses with resources to help them find success. Local incentive programs encourage projects that create jobs and capital investment, while partnerships with other organizations help to enhance economic development efforts. Derby is a proud partner in many regional development initiatives that benefit the area and its businesses, and we work closely with the Derby School District, the Derby Chamber of Commerce and the Derby Recreation Commission.

If you're seeking a new business location, the Derby Business Park offers one- and two-acre plots at just 70 cents per square foot. Shovel-ready with no specials, the area offers great access to Highway K-15 and is ideal for manufacturing, distribution or office related uses. The Business Park is located just west of K-15 at Madison Ave. and River Street.



Mailing Address
455 North Main
Wichita, Kansas 67203

Telephone
316-268-4524

Fax
316-858-7890

Email Address
abell@wichita.gov

Web Site
<http://www.wichita.gov>

Purchasing Division Web Site
<http://ep.wichita.gov>

The City of Wichita

The City of Wichita provides many services for businesses in Wichita. Whether you are an existing business or looking to start a new venture, the City can be an important resource for you.

Environmental Services

Environmental Services provides services in the areas of environmental code enforcement, air quality and water quality monitoring and inspections, permitting of on-site sewage and water well installations, food establishment and child care permitting, and animal control. For more information, call 268-8351.

Express Office

City Hall Express Office is a convenient payment center that combines services into one location for the quick payment of a variety of fees ranging from traffic and parking tickets to water bills and bus passes. The office also assists with dog licensing, business licensing, and garage sale permits. The Express Office is located on the first floor of City Hall and is open from 7:45 AM – 5:15 PM Monday through Friday. For more information, call 268-4375.

Office of Central Inspection

The Office of Central Inspection (OCI) provides services related to building construction and renovation, housing maintenance, zoning and land use issues, home occupation and regulatory licensing, condemnation and removal of abandoned structures. For more information, call 268-4460.

Office of Urban Development

The Office of Urban Development coordinates city projects involving economic development, downtown redevelopment and neighborhood redevelopment. For more information, call 268-4524.

Purchasing

The office is responsible for overseeing the formal and informal bid process, negotiating blanket purchase orders, managing the overall procurement process, registering vendors, and administering the Emerging and Disadvantaged Business Enterprise program. For more information, call 268-4636.

Water Utilities

The Wichita Water Utilities supplies and distributes high quality water, and collects and treats wastewater for the City of Wichita. Services provided include pumping and purifying water, maintaining the water distribution and wastewater infrastructure systems, treating wastewater, managing facilities and planning for future needs, as well as information for business specific needs. For more information, call 265-1300.



Cowley County Economic Development Partnership (Cowley First)

Address

22193 Tupper Street, Ste. 1
Winfield, KS 67156

Telephone

620-221-9951 (Winfield)
620-442-3094 (Ark City)

Fax

620-221-7782

Email Address

kfalletti@cowleycounty.org

Web Site

www.cowleyfirst.com

Cowley First is a countywide partnership dedicated to assisting in expansion and retention of existing businesses, support local entrepreneurs, attract new businesses and industries while utilizing Cowley County's prominent business atmosphere, high quality of life, recreation and tourism opportunities and excellent education facilities. See why Cowley County is the right place for your business.

Our Program of Work:

- **Business Retention** - Programs to enhance the stability and expansion of existing business and industry
- **Entrepreneurship** - Stimulating new business start-ups, emphasizing entrepreneurship and industrial innovation
- **Workforce Recruitment and Development** – Provide and cultivate skilled workforce for business and industry
- **Rural Development** - Promoting all of Cowley County, including assets in rural communities
- **Vision 20/20** - Cowley County's strategic plan and vision for the year 2020
- **Business Recruitment** - Promote Cowley County as an ideal location to bring in new industry
- **Housing** – Serve as a resource to communities for development in order to encourage growth in county population
- Additional activities include:
 - Assistance with available sites and buildings
 - Assistance with local, state, and federal programs to assist new and existing businesses
 - Providing a resource and acting as a liaison for our businesses and communities to service providers and partner agencies
 - Providing support to Chambers and communities in community development issues and needs



Heartland Procurement Technical Assistance Center

Address

(Home Office)
Heartland PTAC
Missouri Southern State
University
Plaster Hall, Rm. 111
3950 Newman Road
Joplin, MO, 64801-1512

Telephone

417-625-9538

Fax

417-625-3090

Email

heartlandptac@mssu.edu

Web Site

<http://www.heartlandptac.org>

Wichita Subcenter

455 N. Main Street
12th Floor
Wichita, KS 67202

Telephone

316-268-4419

Fax

316-219-6219

Email

Draney-R@mssu.edu

Heartland PTAC is funded by a cooperative agreement between the Department of Defense (DoD) and Missouri Southern State University to help Missouri and Kansas businesses market their products and services to federal, state, and local governments and to support government agencies in reaching and working with suppliers. The lead center is located in the School of Business at Missouri Southern State University (MSSU) in Joplin, Missouri. A subcenter office is located within City Hall in Wichita, Kansas; and outreach centers at Pittsburg State University's Mid-America Certified Development Company, Coffey County Economic Development, Linn County Economic Development, and Ozarks Technical Community College.

Services offered by Heartland PTAC include:***Bid-Matching:***

Bid-matching is an automated, web based system that notifies businesses daily (M-F) of bidding opportunities advertised on over 2,000 federal, state, and local procurement web sites. A Heartland PTAC counselor will work with a client individually to develop a detailed search profile specific to the client which includes keywords, National Stock Numbers (NSNs), North American Industry Classification System (NAICS) codes, etc., used to "query" procurement web sites.

Registration and Certification Assistance:

Heartland PTAC can assist with the various vendor registrations required by federal, state, and local governments including Central Contractor Registration (CCR), Online Representations and Certifications Application (ORCA), HUBZone, Service Disabled/Veteran Owned Small Business "Verification", Disadvantaged Business Enterprise (DBE), etc.

Networking Opportunities:

Heartland PTAC offers workshops and procurement conferences where government buying officials, and both large and small companies come together to discuss government contracting.

One-on-One Counseling:

Heartland PTAC works with clients individually on a variety of topics such as bid/quote/proposal preparation, pre-award and solicitation assistance, and post-award contract administration guidance.



Mailing Address

6717 Shawnee Mission Prkwy
Overland Park, KS 66202-4022

Street Address

6717 Shawnee Mission Prkwy
Overland Park, KS 66202-4022

Telephone

Voice (913) 722-7519

Web Site

<http://www.irs.gov/smallbiz>



Mailing Address

271 W 3rd Street N
Mail Stop 1005
Wichita, KS 67202

Street Address

271 W 3rd Street N
Wichita, KS 67202

Telephone

Voice: (877) 777-4778
(316) 352-7506

Fax

(866) 571-0147 toll free
(316) 352-7212

Internal Revenue Service Small Business/Self Employed Center

Stakeholder Liaison

The IRS Small Business and Self-Employed Stakeholder Liaison (SL) establishes relationships with organizations representing small business and self-employed taxpayers. They provide information about the policies, practices and procedures to ensure compliance with the tax laws. SL collaborates with tax professional organizations, small business groups and industry associations to provide tax education and information for their members. Services include our Small Business/Self-Employed Community Web Site, which provides tax information for new businesses. A Virtual Small Business Tax Workshop is available on-line or on a CD. Call the IRS at 1-800-829-3676 and ask for Publication 1066C to receive the free CD.

Taxpayer Advocate Service

The Taxpayer Advocate Service is for individual and business taxpayers who have been unable to resolve federal tax problems through normal channels. The Taxpayer Advocate is independent within the IRS and reports directly to Congress through the National Taxpayer Advocate. As an advocate on behalf of the taxpayers, the Taxpayer Advocate Service educates taxpayers to help prevent any future problems or issues, and recommends changes to mitigate those problems for taxpayers in the future.

If you have an ongoing issue with the IRS that has not been resolved through normal processes, or you have suffered, or are about to suffer a significant hardship as a result of the application of the tax law, contact the Taxpayer Advocate.



Inventors' Association of South Central Kansas

Mailing Address

2302 Amarado
Wichita, KS 67205

Monthly Meeting Site

Wichita Public Library
Patio Room
223 S. Main Street
Wichita, KS 67202

Telephone

316-721-1866
316-706-6772

Web Site

<http://www.inventkansas.com>

IASCK is a not-for-profit organization, founded in 1997 for the purpose of fostering, promoting and encouraging the development and distribution to the public of useful inventions and discoveries.

To assist in accomplishment of these goals, IASCK has monthly meetings, which generally include a guest speaker and time for discussions by members and guests.

Members pay annual dues, but guests are invited to attend two meetings without charge. All guests and members are required to sign a Code of Ethics-Non-Disclosure Agreement as found on the Membership Application.



Resources for Starting or Growing Your Business

Mailing Address

1845 Fairmount, Box 202
Wichita, KS 67260

Street Address

5015 E. 29th Street North
Wichita, KS 67220

Telephone

877-521-8600
316-978-7319

Fax

316-978-7311

Email Address

info@networkkansas.com
jpgendron@networkkansas.com

Web Site

www.networkkansas.com

Kansas Center for Entrepreneurship

NetWork Kansas

NetWork Kansas is devoted to the growth of entrepreneurship and small businesses throughout the state of Kansas. Our mission is to promote an entrepreneurial environment by providing a central portal that connects entrepreneurs and small business owners with the Expertise, Education and Economic Resources they need in order to succeed. In pursuit of this mission, we partner with well-respected business development organizations and educational institutions that work with entrepreneurs and small business owners who have the vision and potential to succeed. The result is a seamless system that helps accelerate economic and community development in Kansas.

Entrepreneurs and small business owners are encouraged to visit www.networkkansas.com or call (877) 521-8600 to speak with a NetWork Kansas referral coordinator to be connected with local resource partners who can assist them.

StartUp Kansas

StartUp Kansas provides funding for startups and expansions of existing businesses in rural and distressed Kansas communities in the form of matching grants and unsecured loans. Competitive rounds are held monthly and applications are submitted by a NetWork Kansas funding partner working on behalf of the entrepreneur. These partners administer the loan and/or grant and provide a minimum of 40% in matching funds.

NetWork Kansas E-Community

E-Communities partner with NetWork Kansas to establish a fund for entrepreneurs and small business owners that is administered at the local level. Each E-Community maps local, regional and state assets available to assist entrepreneurs and businesses and establishes a long-term tracking and accountability system to measure business and economic growth. They also engage in a long-term partnership with more than 475 NetWork Kansas partners statewide that assist entrepreneurs and small businesses to provide a positive impact on the Kansas economy.

**Mailing Address**

150 N. Main, Suite 100
Wichita, KS 67202-1321

Contact Information

Bob Fettke
Regional Project Manager
South Central Regional Office
Business Development Division
Phone: 316-655-7055
rfettke@kansascommerce.com

Greg Call
Trade Development Division
Phone: 316-771-6808
Fax: 316-771-6890
gcall@kansascommerce.com

Sherry Gegen
Regional Director
South Central Kansas
Workforce Services Division
Phone: 316-771-6803
Fax: 316-771-6890
sgegen@kansascommerce.com

Web Site

<http://kansascommerce.com>

Kansas Department of Commerce

As the State's lead economic agency, the Kansas Department of Commerce strives to empower individuals, businesses and communities to realize prosperity in Kansas. The Department administers programs and services that create jobs, attract new investment, provide workforce training, encourage community development and promote the state as a wonderful place to live, work and play. These programs are managed by a dynamic staff that is dedicated to improving the quality of life of all Kansans.

Business Development

The Business Development Division strives to maximize positive impacts on the Kansas economy through the creation and retention of jobs and increased capital investment. As well as promoting the growth, diversification and retention of existing business and industry in Kansas, the Division is responsible for the recruitment of new business to the state and the creation of new job opportunities for Kansans. The Division is composed of three sections:

- Business Assistance
- Business Recruitment
- Business Retention and Expansion

Trade Development

The Trade Development Division works directly with Kansas companies to increase sales of products and services in international markets. The Division also takes an active role in recruiting international businesses to the state. It uses worldwide marketing initiatives to enhance awareness of Kansas around the globe and helps Kansas businesses reach the largest possible market. These initiatives also promote the advantages of doing business in Kansas in an effort to recruit international investment to the state.

Workforce Services

The Workforce Services Division links businesses, job candidates and educational institutions to provide Kansas businesses with skilled employees. The Division utilizes the state's higher education system in the delivery of training services supported by federally and state-funded employment and training programs. Employment services are provided to employers and job candidates electronically and through KANSASWORKS Centers, which are located throughout the state. Services include:

- Recruitment
- Screening
- Assessment of job candidates



Kansas Department of Revenue Taxpayer Education

The Kansas Department of Revenue maintains a Taxpayer Education Unit whose mission is to assist both taxpayers and professional tax practitioners in understanding and applying the Kansas tax laws. The Education Unit regularly conducts classes for the following Kansas taxes: Individual Income, Individual Estimated, Foodsales Tax Refund, Homestead Refund, Retailers' Sales, Consumers' and Retailers' Compensating Use, and Withholding.

A wealth of Kansas tax information may be obtained from the Kansas Department of Revenue's web site: www.ksrevenue.org. For example, businesses are able to register for "tax numbers" on-line at the KDOR web site, all forms and publications are available on-line, and taxpayers are able to file returns for and pay the tax due for many of the taxes administered by KDOR on-line. All inquiries relating to electronic filing or electronic payment of taxes can be addressed toll-free at 1-800-525-3901.

Mailing Address

Kansas Department of Revenue
ATTN: Taxpayer Education
915 SW Harrison
Topeka, Kansas 66612

Street Address

Kansas Department of Revenue
915 SW Harrison, Room 230
Topeka, Kansas 66612

Telephone

785-296-2481
785-296-1048

Fax

785-296-7928

Email Address

ronald_grant@kdor.state.ks.us
carl_york@kdor.state.ks.us

Web Site

www.ksrevenue.org



Kansas Small Business Development Center at Wichita State University

The Wichita State University Kansas Small Business Development Center will help you start, operate, and grow your business.

We offer free consultation services and affordable training to owners of established small business and to individuals interested in starting a new business.

Regional Center

Mailing Address
1845 Fairmount
Wichita, KS 67260-0148

Street Address
5015 E 29th Street N
Wichita, KS 67220
(29th and Oliver)

Telephone
316-978-3193

Fax
316-978-3647

Email Address
ksbdc@wichita.edu

Web Site
<http://www.wichita.edu/ksbdc>

Cowley College Outreach Center

Address
22193 Tupper Street, Suite 2
Winfield, KS 67165

Telephone
620-402-6440

North Central Outreach Center

Address
606 Washington Street, Suite C
Concordia, KS 66901

Telephone
785-243-9913

Free Consulting Services

Our professional consultants will assist you with business plan development, marketing, strategic planning, government procurement, strategic planning, and other areas.

If you need market research, we can order reports from our national organization that include:

- customer profile reports
- industry trend reports
- demographic reports including ring studies

We use SageWorks ProfitCents™ to provide you with high quality financial analysis. You can receive a report card on how you are doing in these areas:

- Liquidity
- Profits & Profit Margin
- Sales
- Borrowing
- Assets
- Employees

Affordable Training

We offer affordable over 150 workshops each year with topics that include these and many more:

- Learning the Basics of Marketing, Management and Money
- Business Plan
- Low and No Cost Marketing Ideas
- Choosing a Business Legal Structure
- QuickBooks
- Succeeding in an Economic Downturn
- Succession Planning
- State Taxes and State Taxes for Contractors
- Cash Flow Made Easy
- E-Newsletter for Small Businesses
- Your First Website
- Driving Visitors to Your Website

We will also design training to meet the needs of you and your staff. Contact us for a free needs assessment and a price quote.



Kansas State University Small Business Environmental Assistance

The Kansas Small Business Environmental Assistance Program (SBEAP) will help businesses identify and understand environmental compliance and pollution prevention.

SBEAP offers free consulting through a toll-free environmental hotline, site visits, workshops, and Webinars. These services are funded in part by the Kansas Department of Health and Environment.

Mailing Address

7001 W 21st Street N
Wichita, KS 67205

Or

133 Ward Hall
Manhattan, KS 66506-2508

Telephone

316-660-0104
800-578-8898

Fax

785-532-6952

Email Address

sbeap@ksu.edu

Web Site

www.sbeap.org

Free Technical Assistance

Trained regulatory and pollution prevention specialists can answer your questions or research options related to several different environmental compliance and pollution prevention topics including –

- Air permits
- Air emissions record keeping and compliance
- Hazardous waste identification
- Hazardous waste compliance
- Waste water permits
- Storm water permits
- Energy efficiency and conservation
- Waste minimization opportunities
- Water conservation opportunities
- Process engineering and material substitution
- Environmental interns
- Environmental awards

On-line Resources

The sbeap.org Web site is full of on-line resources including –

- Interactive training modules
- Archived Webinars
- Risk assessment tools
- Publications
- Case studies and cost-benefits
- Specialized resource links

SBEAP services are free, non-regulatory, and completely confidential. Call SBEAP with your environmental compliance questions.



Mailing Address
125 N. Market, Ste. 1260
Wichita, KS 67202

Telephone
316-264-5982

Fax
316-264-5983

E-mail Address
tradeservices@kansaswtc.org

Web Site
www.kansaswtc.org

Kansas World Trade Center

The Kansas World Trade Center aims to promote and facilitate international trade in the state of Kansas through education, communication and research. We provide fee-based services to individuals and business to assist in their international business endeavors, creating greater profit through world trade.

Membership

Numerous membership options are available which provide membership benefits including discounted rates for many of our services. For more information visit www.kansaswtc.org.

Training

We offer training seminars on different import/export topics throughout the year. Price per seminar varies. Members receive discounts to all seminars. For more information on upcoming seminars and rates, visit www.kansaswtc.org.

Professional Consultation

Customized consultation and research is available upon request. Initial meetings are charged a minimum of \$200 for one hour of service. Additional time is then charged in 15 minute increments at \$200/hr for executive staff and \$75/hr for all other staff.

International Trade Services:

- Professional Translation
- Foreign Supplier Research Packages
- General Country Information
- Product Classification Assistance
- Credit Reports
- Customized International Services

Contact tradeservices@kansaswtc.org for more information.

Trade Relations Services

The Kansas World Trade Center facilitates trade by creating business relations through tailored trade missions in order to achieve your established international trade objectives. We offer an array of services to meet your needs. Services provided include:

Trade Mission Services

- Conference & Event Coordination
- Site Visit Coordination
- Business-to-Business Meeting Coordination

Additional Services

- Hotel, Transportation & Leisure Accommodations
- Local Market Research
- Temporary Office Space Rental
- Translation & Interpretation



Mid-America Manufacturing Technology Center (MAMTC)

Mailing Address

8441 E 32nd St N, #100
Wichita, KS 67226

Street Address

8441 E 32nd St N, #100
Wichita, KS 67226

Telephone

316-636-9459

Fax

316-636-9910

Email Address

info@mamtc.com

Web Site

<http://www.mamtc.com>

The Mid-America Manufacturing Technology Center (MAMTC) provides measurable productivity and profitability gains to manufacturers throughout Kansas. As a not-for-profit organization, MAMTC's experts bring unbiased recommendations and world-class techniques to manufacturing, printing and distribution companies. MAMTC's 20/20 vision focuses on 20 percent growth and 20 percent cost reductions to keep manufacturing companies competitive and communities thriving.

MAMTC's key business areas include: Lean enterprise, quality management / ISO, Six Sigma, growth strategies, human resources, plant layout, leadership development, marketing, technology / automation, environmental compliance, business planning and supply chain management.

MAMTC is an affiliate of the National Institute of Standards and Technology Manufacturing Extension Partnership (NIST-MEP) and the Kansas Technology Enterprise Corporation (KTEC).



MidAmerica Minority Supplier Development Council

Mailing Address
200 E. 1st Street
Suite 303
Wichita, KS 67202

Street Address
200 E. 1st Street
Suite 303
Wichita, KS 67202

Telephone
316-303-1703

Fax
316-425-0339

Email Address
donna.wright@mambdc.org

Web Site
<http://mambdc.org>

The MidAmerica Minority Supplier Development Council (MAMSDC) serves as an advocate for the minority business community in Kansas City, Wichita, Western Missouri, and Kansas. The foremost objective is to facilitate greater corporate purchasing volume with *certified Minority Business Enterprise (MBE) suppliers.

Mission

The mission of the MAMSDC is to: Increase business development opportunities between majority and minority businesses and to strengthen our community.

Certification

The MAMSDC is a regional certifying agency for the National Minority Supplier Development Council. Certification is a process for verifying statements and other evidence that the individual(s) who own and manage a firm are members of a minority group. Verification is achieved through an examination of various documents, on-site visits and interviews. The documents that are examined depend on the type of business organization the firm has adopted, i.e. sole proprietorship, partnership or corporation.

Programs

We offer a number of programs to the members of the MAMSDC which aid in the growth of a company's capacity to contract products or services to majority companies and governmental agencies. These programs include, but are not limited to:

- Spotlight Luncheons
- Business Opportunity Fair
- Minority Business Initiative
- Vendor Fairs
- Enhanced Networking Workshops
- Industry Forums

Services

As a small business center we also offer developmental services to the small business community including:

- Business Plan Construction
- Strategic Planning
- Referral Services
- General Business Consulting
- Bid/Solicitation Development

We also serve as a consultant to major companies, public sector organizations, and governmental agencies for supplier diversity procedures, programs, and initiatives.



Occupational Safety and Health Administration (OSHA)

Mailing Address

OSHA Wichita Area Office
271 W. 3rd Street North
Suite 400
Wichita, KS 67202-1212

Street Address

OSHA Wichita Area Office
271 W. 3rd Street North
Suite 400
Wichita, KS 67202-1212

Telephone

316-269-6644
1-800-362-2896

Fax

316-269-6185

Email Address

mcdonnell.david@dol.gov

Web Site

<http://www.osha.gov>

Street Address

Kansas Department of Labor
Industrial Safety and Health
Section
800 SW Jackson, Suite 1500
Topeka, KS 66612-1227

Telephone

(785) 296-4386.

Email Address

steve.zink@dol.ks.gov

Web Site

www.dol.ks.gov

Under the Occupational Safety and Health Act of 1970, employers are responsible for providing a safe and healthy workplace for their employees. OSHA's role is to promote the safety and health of America's working men and women by setting and enforcing standards; providing training, outreach and education; establishing partnerships; and encouraging continual process improvement in workplace safety and health.

Another method of fostering workplace safety is through the consultation service. This service is provided by the Kansas Department of Labor, Industrial Safety and Health Section and is confidential and free of charge.

The state of Kansas has a contract with the federal Occupational Safety & Health Administration (OSHA) which allows state employees to provide a free consultation service. The consultation program (funded 90 percent by the federal government) provides assistance to employers by helping them recognize, evaluate, and control hazards in the workplace. The program is offered on a voluntary basis, without citations or penalties. All information is confidential.

The state of Kansas offers an incentive program, the Safety and Health Achievement Recognition Program (SHARP), for employers to become recognized as an exceptionally safe worksite in Kansas.



Patent and Trademark Information Center at the Wichita State University Libraries

Mailing Address

Ablah Library
Wichita State University
1845 Fairmount
Wichita, KS 67260-0068

Street Address

Wichita State University
Ablah Library
1st Floor
Wichita, Kansas 67260-0068

Telephone

316-978-5130
800-572-8368

Fax

316-978-3048

Email Address

nan.myers@wichita.edu

Web Site

<http://library.wichita.edu/govdoc/patents.html>



University Libraries
Wichita State University

The Patent and Trademark Depository Library at Wichita State University has been a designated PTDL by the United States Patent & Trademark Office (USPTO) since 1991 and is the only PTDL in the state of Kansas.

As a member of the Patent & Trademark Depository Library Program (PTDLP), the Wichita PTDL participates fully in the materials and training offered by the USPTO.

The Library offers instruction and assistance with all areas of intellectual property – patents, trademarks, and copyright. However, legal advice is not offered. PTDL staff offer assistance with a comprehensive preliminary patent or trademark search by appointment. Workshops on such topics as patent searching, trademark basics and copyright issues are offered at no charge.

Patrons have access to a state of the art computer workstation for searching patents or trademarks. U.S. patents may be searched from 1790 to the current week of issue. Users may access the USPTO web site, use the patent examiner systems Web-based Examiner Search Tool (WEST), or search other patent databases.

In addition to online access, the Library maintains a physical collection of patents, patent abstracts, indexes, and popular works on inventing, protecting, licensing and marketing inventions.



Sedgwick County...
working for you

Mailing Address

Wichita Metro Chamber
350 West Douglas
Wichita, Kansas 67202

Street Address

Wichita Metro Chamber
350 West Douglas
Wichita, Kansas 67202

Telephone

316-268-1139

Fax

316- 265-7502

Email Address

Sherdeill@wacc.org

Web Site

www.sedgwickcounty.org

Sedgwick County Economic Development / Foreign Trade Zone (FTZ) #161

Economic Development

Economic Development promotes a strong and diverse regional economy by helping local businesses grow, increasing opportunity for international trade, and attracting new jobs to Sedgwick County. Several programs are coordinated under Economic Develop to achieve this goal.

Sedgwick County Foreign Trade Zone (FTZ) #161

FTZ is a general purpose zone where foreign and domestic goods are not within U.S. Customs territory. The zone is ready to work for businesses involved in international trade whether it is manufacturing, assembly or even distribution. Air, rail and surface transportation users find the international trade services and facilities convenient, user friendly and highly cost effective in the long run

Users of the FTZ are exempt from paying duty or federal excise taxes while the goods remain in the zone until exported goods are picked up for local distribution and use. Funding is used to promote the zone also for training and travel expenses for the economic development staff.

Sedgwick County Micro-Loan Program

The program is designed to assist low to moderate income small business owners by providing loans and technical assistance, for businesses expansion and help insure success over time.

Loan funds can be used for:

- Startup equipment
- Expansion equipment
- Increase inventory
- Advertisement
- General working capital

Loan sizes:

- Up to \$15,000 for an existing or start-up business
- No limit on total project debt.
- Other funds available through companion programs for projects that qualify

Applications are available from: South Central Economic Development Dist.

Website: www.sckedd.org or call (316) 262-7035 and ask for *Christie Henry*



Service Corps of Retired Executives (SCORE) Wichita Chapter 143

Address

271 West 3rd Street
Suite 2500
Wichita, KS 67202

Telephone

316-269-6273

Fax

316-269-6499

Email Address

SCORE143@sbcglobal.net

Web Site

<http://www.score.org>

SCORE "Counselors to America's Small Business" is a national non-profit organization affiliated with the U.S. Small Business Administration. Its purpose is to provide free counseling and mentoring to small businesses and to individuals thinking of starting small businesses.

SCORE has counselors with over 500 years of business experience. Counselors come from backgrounds in banking, manufacturing, logistics, operations, legal, accounting, and small business ownership just mentioning a few. After hours counseling is also available most week days and weekends by appointment with a SCORE counselor. Counselors focus on development of business plans and reviewing business improvement opportunities. They offer a new set of eyes to review financial data. People interested in seeking small business counseling at no charge can reach SCORE by calling 316-269-6273.

The Wichita SCORE chapter also offers a workshop from 8:00 a.m.-3:00 p.m. on the third Saturday of each month excluding May and December at Office This on 4130 East Harry. There is a nominal charge of \$45 prepaid registration or \$50 at the door for the workshop.



South Central Kansas Economic Development District

Mailing Address

200 W. Douglas, Suite 710
Wichita, KS 67202

Street Address

200 W. Douglas, Suite 710
Wichita, KS 67202

Telephone

316-262-7035

Fax

316-262-7062

Email Address

Web Site

<http://www.sckedd.org>

The South Central Kansas Economic Development District (SCKEDD) is one of eleven planning and development regions in Kansas. SCKEDD consists of 14 counties including Butler, Chautauqua, Cowley, Elk, Greenwood, Harper, Harvey, Kingman, Marion, McPherson, Reno, Rice, Sedgwick and Sumner.

Our goal is to provide professional leadership and technical assistance in finance packaging and advice, and procedures to individuals, companies and government agencies for the purpose of stimulating the economy within this 14 county area. Our resources also extend towards programs that assist our cities and counties with community improvement, housing, and urgent need.

Loan Programs

SBA Microloan—If you own or are in the process of starting a small business and your loan request is for \$35,000 or less, you may qualify for a Microloan.

Revolving Loan Fund—If your business needs call for less than \$300,000, you may qualify for the Revolving Loan Fund (EDA).

SBA 7(a)—SCKEDD packages SBA guaranteed loans for banks and other lenders. If you are working through your bank to secure additional funding for your business, the SBA 7a loan may be the program you need.

SBA 504—The SBA 504 program provides long-term, low down-payment capital for growing businesses that enhance an area's local employment. SCKEDD can fund up to 40% of project cost with an injection of at least 10% from the borrower.

Intermediary Relending Program (IRP)—SCKEDD, through the U.S. Department of Agriculture (USDA) Rural Development (RD) offers direct loans up to \$250,000 with a 25% required match from other sources.

Community Development Block Grant (CDBG)—SCKEDD assists in packaging and administering CDBG funds for economic development and community improvement projects.

Weatherization/Home Repair

SCKEDD provides weatherization and emergency repair to low-income residents in the SCKEDD area for owned or rented dwellings. There are also programs in some areas for moderate rehabilitation to homes.



Sumner County Economic Development Commission

The Sumner County Economic Development Commission (SCEDC) provides assistance to new and existing business in Sumner County.

Our focus:

- Retention and expansion of existing businesses
- Recruiting businesses to locate within Sumner County and its communities
- Providing entrepreneurs/business startups with access to business plan writing, marketing, financial resource assistance
- Assistance with available sites and buildings
- Assistance with local, state, and federal programs to assist new and existing businesses
- Providing a resource and acting as a liaison for our businesses and communities to service providers and partner agencies
- Providing support to Chambers and communities in community development issues and needs

Mailing Address

P.O. Box 279
Wellington, KS 67152

Street Address

123 N. Jefferson
Wellington, KS 67152

Telephone

620-326-8779

Fax

620-326-6544

Email Address

scedc@co.sumner.ks.us

Web Site

www.gosumner.com



U.S. Small Business Administration

Address

271 West Third Street N–Suite 2500
Wichita, Kansas 67202-1212

Telephone

316-269-6616

Fax

316-269-6499

Email Address

Wichita_DO@sba.gov

Web Site

<http://www.sba.gov>

U.S. Small Business Administration Wichita District Office

Realize your dreams of entrepreneurship with a wealth of resources from the U.S. Small Business Administration. Whether your enterprise is a startup, an established or an expanding business, the SBA's resources and services can help you.

As *Your Small Business Resource*, the SBA can connect you with a network of services to fit your needs.

SBA Loan Guaranties

- Obtain the financing you need for startup, expansion, to export or working capital with a 7(a) loan through SBA participating lenders.
- Secure long-term, fixed-asset financing with a 504 loan provided by SBA Certified Development Companies.

Federal Contracting Assistance

- Certify your company with the 8(a) Business Development Program, which provides business development and federal contract support to eligible small, disadvantaged businesses.
- Obtain federal contract preferences in the HUBZone Program if your business is in a qualified historically underutilized business zone and meets ownership, control and employee residency requirements.
- Make one-to-one connections with procurement managers at Business Matchmaking events or online.

Business Counseling and Training

- Attend training workshops and receive one-on-one free consulting at the Wichita State University Small Business Development Center.
- Consult SCORE, "Counselors to America's Small Business," for mentoring and management counseling.
- Access more than 24 free, online training courses and a comprehensive e-library with hundreds of e-publications, electronic tools, and information resources with SBA's Small Business Training Network at www.sba.gov/training.
- Access resources designed specifically for young people who are interested in following their entrepreneurial dreams at www.sba.gov/teens.

Disaster Assistance

SBA provides low interest disaster loans to homeowners, renters, businesses of all sizes and private, nonprofit organizations impacted by a declared disaster.



Wichita Hispanic Chamber of Commerce

Mailing Address

Marina Point Office Park
1999 N. Amidon, Suite 365
WICHITA, KS 67203

Street Address

Marina Point Office Park
1999 N. Amidon, Suite 365
WICHITA, KS 67203

Telephone

316-265-6334

Fax

316- 462-9965

Email Address

events@wichitahispanicchamber.org

Web Site

<http://www.wichitahispanicchamber.org>

Who We Are

The Wichita Hispanic Chamber of Commerce, Inc. is a membership driven organization comprised of small business owners, corporate representatives, and associates representing various non-profit organizations.

When We Began

The Wichita Hispanic Chamber of Commerce, Inc. established in March of 2002, is Wichita's first minority Chamber of Commerce.

Why Join Us

WHCC membership offers many benefits, both directly and indirectly. Members have access to networking opportunities and special events. WHCC hosts two major events each year-the Annual Meeting and Awards Dinner in the spring which honors outstanding leaders, businesses and corporate partners and the Annual Golf Tournament in the summer.



Mailing Address
200 E. 1st St., Ste. 101
Wichita, KS 67202

Telephone
316-201-3264

Fax
316-201-3268

Email Address
admin@wiba.org
membership@wiba.org
insurance@wiba.org

Web Site
<http://www.wiba.org/>

Wichita Independent Business Association/ Kansas Independent Business Coalition

The Wichita Independent Business Association (WIBA) and the Kansas Independent Business Coalition (KIBC) are associations of privately owned businesses throughout the state of Kansas. Our membership ranges from the individual sole proprietor operating a home-based business to large corporations with thousands of employees – such as Via Christi and Koch Industries.

Currently, we have more than 800 business members representing approximately 250 industries, including more than 300 self-employed and home-based businesses.

What unites our members is the focus on independent business.

ASK. LISTEN. ACT

Valuable Help – Business Networking – Political Clout

Health Insurance

- 6 Health Care Plans
- 4 Limited Benefit Plans
- 4 Supplemental Plans
- Dental Insurance
- Vision Insurance
- Long-Term Care Insurance

Business Insurance

- Property & Casualty including Workmen's' Compensation

Events

- The WIBA Women's Leadership Alliance Luncheon
- Monthly Membership Luncheon
- Business Your Way networking events
- Connectors Club

Representation

- Government Affairs Committee
- Face to Face Forums with federal, state, and local officials
- Tracking of state legislation
- Tracking and alerts on federal legislation

Continuing Education

- Monthly seminars



WICHITA METRO
CHAMBER OF COMMERCE

Mailing and Street Address
350 West Douglas Avenue
Wichita, Kansas 67202-2970

Telephone
316.265.7771

Fax
316.265.7502

Email Address
probertson@wichitachamber.org

Web Site
www.wichitachamber.org

Wichita Metro Chamber of Commerce

The Wichita Metro Chamber of Commerce is Kansas' largest business member association. The goal of the Chamber's Business Services is to offer opportunities and resources to small business that will enable your growth.

The Chamber's programs and services focus on creating business connections, providing education, and promoting businesses. As a member, there are **five** major areas of interest in which you can participate:

Building your brand and your business. Use your membership to network for new customers and to highlight your business in our community. There are a variety of events and opportunities to connect with other business professionals.

Building "C" level executive and leadership skills. Small business owners benefit from connecting with each other to share ideas and approaches for addressing challenges. You also tell us you need leadership and managerial skills training. The Small Business CEO Roundtable and quarterly educational seminars are designed to meet these needs.

Building your team. Educating your employees can make them more successful at their jobs, yet it must be affordable and relevant for you. There are programs each month where current topics are presented and discussed. Additionally, special educational classes are offered.

Building your Community and Business Environment. The Chamber advocates, on business' behalf, to strengthen the Kansas business environment and to elect pro-business candidates to office. The Chamber is also involved in improving our community as a place to live, work, and play. Multiple opportunities exist for participation in these areas.

Young Professionals: One of the top YP programs in the nation, the goal of YPW is to make Wichita the city of choice for young professionals. The program can assist you in recruiting and retaining young professionals.

For more information on becoming a member, contact Angie Elliott, Holly Landon, or Phyllis Robertson.



Wichita Technology Corporation

- *Fostering Technology Advancement, Transfer & Commercialization in Kansas*

Address

7829 E. Rockhill Road
Suite #307
Wichita, KS 67206
(N. Rock Road & Rockhill)

Telephone

316-651-5900

Fax

866-810-6671

Email Address

wtc@wichitatechnology.com

Web Site

<http://www.wichitatechnology.com>

Contact:

Trish Brasted
President & CEO
brasted@wichitatechnology.com

WTC provides a variety of business services to inventors, entrepreneurs and early-stage technology businesses. Our services fall into two categories; business assistance/consulting services and access to capital.

Business Assistance & Consulting Services

Our team has years of combined experience in business development and will assist you with business plan development, market analysis, strategic planning, financial model development as well as a number of other services. Consulting services are fee-based and may consist of an equity position in the company, a royalty on future sales, a cash fee or any combination of the three.

Following is a list of the most common business assistance services provided by WTC:

- Business Plan Consulting
- Market Research & Market Validation
- Competitor Analysis
- Sales and Marketing Strategy Development
- Business Model Development
- Business Valuation
- General Management, Operations and Accounting Assistance
- Public Relations and Promotion
- Patent and Trademark Assistance
- Assistance in Locating and Accessing Debt and Equity Financing

Access to Capital

Wichita Technology Ventures, LLC, founded in 1994, is a seed and early-stage venture capital fund managed by WTC and funded by the Kansas Technology Enterprise Corporation (KTEC) and Wichita Area Development. WTV is looking for opportunities in early stage high-growth businesses. WTV's investment decisions are driven by return on investment criteria and in optimizing opportunities to invest in high growth technologies with entrepreneurs located primarily in Kansas. For more information, visit www.wichitatechnology.com.

Midwest Venture Alliance (MVA) is a membership organization of accredited private investors committed to investing in high-growth seed and early-stage technology companies in Kansas. Members share their knowledge and expertise during the investment selection process and with the companies that are funded and supported by the Alliance. For more information, visit www.midwestventure.com.

Great Plains Capital Conference (GPCC) brings together the region's technology leaders, entrepreneurs and angel investors for presentations by emerging businesses seeking funding. Presenting companies are seeking venture capital from several hundred thousand to \$5 million each. For more information, visit www.greatplainscc.com.

**Mailing Address**

150 N. Main St., Suite 200
Wichita, KS 67202

Street Address

150 N. Main St., Suite 200
Wichita, KS 67202

Telephone

316-263-4067

Fax

316-263-8306

Email Address

Andrew.Anderson@trade.gov

Web Site

<http://www.export.gov>

Wichita U.S. Export Assistance Center U.S. Commercial Service - USDOC

The U.S. Commercial Service provides export counseling and advice, information on markets abroad, international partner contacts and advocacy services. We are a federal government agency helping companies export their goods and services and compete in international markets.

The Wichita U.S. Export Assistance Center is part of an international office network covering all 50 states and over 80 countries. We work with companies who are seasoned exporters as well as those exporting for the first time.

Services

- free export counseling and advice
- on-line market research library containing free country and industry specific research
- customized market research
- foreign distributor searches – Intl Partner Search and Gold Key Service
- foreign company investigations – Intl Company Profile
- trade missions and programs at major domestic and foreign trade shows
- resources for pre/post export finance and receivables insurance
- export controls and compliance help
- referrals to other service providers to support your export business



Workforce Solutions

The Region's "One-Stop" For Workforce Solutions

Workforce Solutions, is a one-stop resource for employers that provides a single point of contact for all workforce development needs in the region.

Mailing Address

Workforce Solutions
Wichita Workforce Center
150 North Main, Suite 100
Wichita, Kansas 67202

Telephone

316-771-6614

Fax

316-771-6890

Email Address

cdoherly@kansascommerce.com

Web Site

www.workforce-ks.com

Our goals are to:

Provide valuable resources, such as

- Labor Market Information
- Referral assistance to other area resources

Assist with workforce recruitment by providing services, such as

- Job posting
- Regional employee outreach
- Hosting area job fairs
- Community orientations

Support with hiring efforts by

- Providing skill assessments and testing that are
 - standard to an industry
 - tailored to an employer
- Providing offsite interviewing facilities that includes
 - private office space
 - comfortable conference rooms

Provide support to help meet training needs, including

- Providing training needs assessment
- Facilitating the delivery of standard programs
- Facilitating the development of customized programs
- Selection and coordination of providers
- Classroom education
- Student recruitment / Career development

Provide assistance at accessing funds established by

- State Programs, such as the
 - Kansas Industrial Training (KIT) Program*
 - Kansas Industrial Retraining (KIR) Program*
- Federal Workforce Investment Act Programs, such as the
 - Incumbent Worker Training (IWT) Program*

Organization Referrals

If you are not sure which organization can best assist you, contact these groups for a targeted referral.

Network Kansas

A NetWork Kansas Resource Coordinator will listen to you and learn about your exact needs. They will research their resource partner network and connect you to the resources you need today. Call toll free at 877-521-8600 or use the “Resource Navigator” at <http://networkkansas.com>

Kansas Small Business Development Center at Wichita State University

The WSU KSBDC staff members stay in regular contact with area resources. They will be glad to refer you to the organizations that can best meet your current needs. Call 316-978-3193 for assistance.