



OPERATIONAL SERVICES DIVISION

SUPPLIER DIVERSITY OFFICE

Reginald Nunnally
Executive Director

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Kristen Lepore
Secretary

Gary J. Lambert
Assistant Secretary for
Operational Services

June 12, 2015

Ms. Angela Cameron
KO Stone, Inc.
210 New Boston Street, Suite A
Woburn, MA 01801

Dear Ms. Cameron:

Congratulations on your certification! The Supplier Diversity Office (SDO) is pleased to notify you that your firm was certified as a minority-owned business enterprise (MBE) with the certified business description, **A RAPID RESPONSE CONSTRUCTION SUPPORT SERVICE SPECIALIZING IN DEMOLITION, PROGRESSIVE AND FINAL CLEANING; PROVIDES SKILLED LABOR, PRESSURE WASHING, AND WINDOW CLEANING IN ADDITION TO LIVE LOAD DEBRIS AND SCRAP REMOVAL.** This letter serves as sole and exclusive proof of your firm's SDO certification.

Your company will be listed in both the SDO Directory and in the Massachusetts Central Register, which are published at regular intervals. The SDO Directory is sent to other state agencies and private organizations that seek to fulfill MBE utilization requirements.

Furthermore, you have a continuing duty to notify SDO of a change in any information that is relevant to the firm's certification eligibility and to ensure that the information and documentation relied upon by SDO to certify or to maintain the certification of the business enterprise is accurate, complete and not misleading. You are required to notify SDO in writing of any change of such information or documentation within thirty calendar days. By way of example and not limitation, any change in ownership, control, investment, ongoing or independence may be considered material. Failure to abide by the continuing duty requirements shall constitute grounds for the business entity's decertification.

Certification is not a fixed designation and SDO reserves the right to monitor your company, do random spot checks, site visits and to conduct periodic reviews of your company's books, contracts, company structure, facilities, job locations; to seek other relevant information and documentation; and to revoke certification of your firm should this become necessary.

Your company's certification will automatically expire two years from the date of certification. If your company continues to meet all applicable certification criteria, no later than thirty (30) business days before your firm's certification renewal date of June 11, 2017, and every two years thereafter, please send SDO the following documents to renew your certification:

- 1) All company financial statements since the date of the company's then most recent SDO certification;

- 2) A signed copy of all U.S. Tax Returns and Schedules since the date of the company's then most recent SDO renewal;
- 3) Corporations must submit all Annual Reports/Letters of Good Standing filed with the Secretary of (YOUR) State since the date of the company's then most recent renewal; and

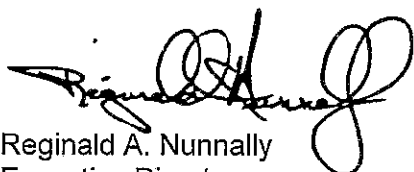
PLEASE NOTE THAT THE FOLLOWING ITEMS 4-6 CAN BE COMBINED ON ONE NOTARIZED STATEMENT:

- 4) A notarized statement that indicates:
"I certify under the pains and penalties of perjury that no significant changes affecting eligibility as a certified Minority/Minority-Woman/Woman business enterprise have occurred since the date of the company's then most recent date of SDO certification as defined in State regulations 425 CMR 2.00 The Supplier Diversity Office."
- 5) A notarized statement that indicates either "A or B" as referenced below.
A. "I certify under the pains and penalties of perjury that (Insert your Company Name) has not received any contract(s) as a result of having been SDO certified."
B. "I certify under the pains and penalties of perjury that: (Insert your Company Name) has received a contract(s) as a result of having been SDO certified." List all contract names, contract amounts and the names of the agencies with which you have contracted from the date of your last SDO renewal."
- 6) A notarized statement that indicates:
"I certify under the pains and penalties of perjury that (Insert your Company Name) has (number) of employees for each year end given; include owner(s)."

Additionally, every six years, certified companies that wish to remain certified must undergo a substantive review of their certification status with a SDO certification specialist who will re-evaluate the company to determine whether it continues to meet the applicable certification criteria. If you wish to recertify your company when it becomes due for substantive review, you will need to submit the applicable recertification application and all required information and documentation to SDO no later than forty-five (45) business days prior to the date of certification expiration (i.e., the recertification date). At that time, a certification specialist will be assigned to evaluate your company and will make a report and recommendation to the Certification Committee (CC) on whether or not the company continues to meet the applicable certification criteria.

As provided above in 425 CMR 2.00, if your company has a change of company name, address or telephone number, please send a signed letter within thirty days of the change on company letterhead to notify SDO of the change. Please be sure to inform the agency or awarding authority you are contracting with of this change for proper payment.

Very truly yours,

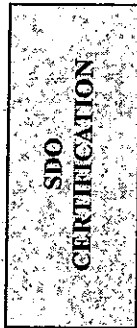


Reginald A. Nunnally
Executive Director



OPERATIONAL SERVICES DIVISION
THE SUPPLIER DIVERSITY OFFICE

I'm MBE/WBE SDO Certified! What's my next step?



SDP TECHNICAL & SUPPORT SERVICES

- Supplier Diversity Program Basic Training
- Check the SDO and SDP websites for training and networking opportunities
- www.mass.gov/sdo
- www.mass.gov/sdp
- www.mass.gov/sbpp

DEVELOPING PARTNERSHIPS & NETWORKING EVENTS

- Look for partnership opportunities & relationship building
- Attend networking events

MARKETING TO PUBLIC ENTITIES

- Developing relationships that work
- Outreach & market to SDP Supplier Diversity Officers
- Develop marketing materials for public agencies
- Identify yourself as an SDO certified business
- Include the information in all your marketing material
- Follow us on Twitter @MASS_OSD
- Use social media

OSD TRAINING PROGRAM

- Webcast, webinars & instructor-led formats
- Training classes:
 - Basic SDP and SDP Plan
 - COMMBUYS
 - Small Business Purchasing Program
 - Connecting Your Business to the Commonwealth
- More information at www.mass.gov/osd

NAVIGATING COMMBUYS ONLINE SOLICITATION OPPORTUNITIES

- Register in COMMBUYS
- www.COMMBUYS.com
- Sign up for the SBPP if applicable
- View all bidding opportunities
- Find bids
- Submit bids
- Attend bidder's conference



The Supplier Diversity Program



Program Overview

The Supplier Diversity Program (SDP) was established to promote supplier diversity in public contracting. The SDP is housed in the Operational Services Division's Supplier Diversity Office (SDO). The program institutes policies to encourage the award of state contracts in a manner that develops and strengthens certified Minority and Women Business Enterprises (M/WBEs). Our mission is to increase business opportunities for M/WBEs.

How it works

A vendor's certification serves as a marketing tool and is valuable in the contracting process. The SDP provides ongoing training and marketing events for M/WBEs and continues to try to find opportunities for diversity within Statewide Contracting.

The Supplier Diversity Program provides procurement policies and guidance to Executive Branch departments and participating state entities to assist them in implementing SDP objectives for procurements. In an effort to increase the use of M/WBEs in statewide purchasing, the Supplier Diversity Program has a liaison in each of the Executive Branch departments and is responsible for tracking participating departments' procurement expenditures with certified M/WBEs. In addition, any business interested in doing business with the Commonwealth is strongly encouraged to develop creative initiatives to help to foster business relationships with certified M/WBEs in the public marketplace. Executive Branch Department contracts with a total value of \$150,000 or more must include a Supplier Diversity Plan.

Services and Events

- SDP Helpdesk: Assistance to Vendors and Public Purchasers at SDP@state.ma.us
- Statewide Networking Events
- Procurement Workshops for Vendors: Basic SDP Overview
- Outreach and Education to Develop SDP Partnerships between M/WBEs and Prime Contractors
- Technical Assistance Offered to all Contractors for SDP Plan Procurement Submissions
- Up-to-Date Procurement tools available online www.mass.gov/sdp

Program Goals

- Stimulating Economic Growth
- Assisting M/WBE Capacity Building
- Creating Jobs for the Local Community
- Supporting Massachusetts Businesses
- Educating and Empowering M/WBEs
- Providing Outreach and Training Services
- Promoting M/WBEs in Public Procurement

The Supplier Diversity Program
 The Operational Services Division
 Supplier Diversity Office
 Supplier Diversity Program
 One Ashburton Place, Suite 1017
 Boston, MA 02108
www.mass.gov/sdp



Follow us on Twitter: @Mass_OSD

EXECUTIVE AGENCIES SPENDING WITH CERTIFIED MINORITY & WOMEN OWNED BUSINESSES

The Commonwealth has spent \$5,571,041,724 from FY07 to FY14.

Combined M/WBE Goods & Services Spending



*The Supplier
Diversity
Program
Works!*

Small Business Purchasing Program



Program Overview

Governor Patrick signed **Executive Order 523** on Tuesday, June 29th, 2010 establishing a Small Business Purchasing Program (SBPP) in Massachusetts.

The mission of the SBPP is to support the existence and growth of small businesses in Massachusetts by directing state spending for non-construction goods and services to SBPP-participating vendors in COMMBUYS.

The Operational Services Division, the Commonwealth's central procurement and contracting office, is responsible for SBPP development and implementation including policies, training, capacity-building, and annual benchmarks. For more information on the Operational Services Division please visit: www.mass.gov/osd.

How will my company benefit?

There are many benefits for SBPP participation including:

- **COMMBUYS ACCOUNT:** Your company will receive automatic email notification of procurements posted in your areas of interest, and on-line submission of bid responses.
- **STATE BUSINESS PARTNER PREFERENCE:** Executive Departments conducting procurements for non-construction goods and services will RESTRICT AWARD to small businesses for bids between \$10,000 and \$150,000.
- **COMMBUYS BUSINESS DIRECTORY PRIORITY:** SBPP participating companies are listed ahead of non-participating companies in the searchable, central directory used by public purchasers seeking vendors.
- **FREE SBPP TRAINING:** Access to free training about the SBPP, the Commonwealth's procurement process and the Commonwealth's online bidding system, COMMBUYS.

Need more information?

- To learn more about the SBPP and the many benefits of participation, please visit the SBPP website at www.mass.gov/sbpp.
- Businesses with questions about the SBPP or the COMMBUYS subscription process can request assistance by sending an email to the COMMBUYS Help Desk at COMMBUYS@state.ma.us

Is training available?

Training is critical to success in the SBPP. Review the training information on the website (www.mass.gov/sbpp) carefully and be sure to register for classroom training as close as possible to the time that you enroll in SBPP through COMMBUYS.

For complete details on SBPP training, please go to www.mass.gov/sdo Instructor-Led training web pages and direct training specific questions to: osdtraining@state.ma.us.

What is a Small Business?

An entity, including all of its affiliates combined, is eligible to participate in the SBPP if that entity, exclusively through COMMBUYS accepts the participation agreement and attests to the criteria below, as applicable:

- has its principal place of business in Massachusetts;
- has been in business for at least one year;
- currently employs a combined total of 50 or fewer full-time equivalents in all locations;
- has gross revenues of \$15M or less, based on a 3-year average, and;

Either

For any entity attesting to Business Type "For-Profit":

- is organized under laws of the Commonwealth or is properly registered to do business in the Commonwealth; and
- is independently owned and operated.

Or

For any entity attesting to a Business Type "Non-Profit"

- is registered as a nonprofit or charitable organization with and up to date on its filings with the Massachusetts Attorney General's Office; and
- is tax-exempt under Section 501(c) of the Internal Revenue Code.