

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! The Supplier Diversity Office (SDO), on behalf of the Massachusetts Unified Certification Program (MassUCP), is pleased to notify you that your company has been certified as a disadvantaged business enterprise (DBE). We will list your firm in Massachusetts Central Register and our DBE Directory as certified in the following NAICS: 238990 and 238910 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**. We commend you on your new certification and wish you success over the coming year.

Your firm's designation as a DBE will appear in the Massachusetts Central Register and the DBE Certified Business Listing of eligible firms for federal-aid transportation projects.

As a DBE, you must inform SDO in writing of changes affecting your size, disadvantaged status, ownership, control requirements or in any of the information provided in your application form. Changes in management responsibility among members of a limited liability company are covered by this requirement. You must attach supporting documentation describing in detail the nature of such changes. The notice must take the form of an affidavit sworn to by the owners of the firm before a person who is authorized by state law to administer oaths or of an un-sworn declaration executed under penalty of perjury of the laws of the United States. You must provide the written notification within thirty (30) days of the occurrence of the change. If you fail to make timely notification of such a change, you will be deemed to have failed to cooperate under 49 CFR 26.109(c).

You must update your firm's DBE certification, if it continues to meet the applicable criteria, on or before your firm's certification anniversary date of June 11, 2016, each year. To do so, you will need to submit:

- (1) No Change Affidavit
- (2) A **signed** copy of your company's, and all of its affiliates', U.S. Tax Returns including all schedules and attachments for the year(s) indicated.

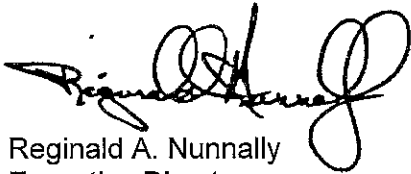
- (3) A signed copy of your Personal Tax Returns, for the year(s) indicated
- (4) If a sole proprietor, a **signed** copy of your complete tax return including the Schedule C. for year(s) indicated.
- (5) All financial statements of your company for the year(s) indicated.
- (6) A notarized statement of the number of full- and part-time employees (including owner) for each year indicated.
- (7) For out of state companies, please provide a copy of your most recent certification letter from your home state.

SDO reserves the right to monitor, perform random spot checks, re-evaluate the firm or revoke the firm's certification if it no longer meets the certification criteria.

If you have changed your company name or address, please notify Ms. Nedra D. White, in writing on the company's letterhead in order to update your state vendor file.

During the period of your certification, if you have further questions regarding annual reviews, please contact Ms. Nedra D. White, Director of Certification, at (617) 502-8852.

Very truly yours,



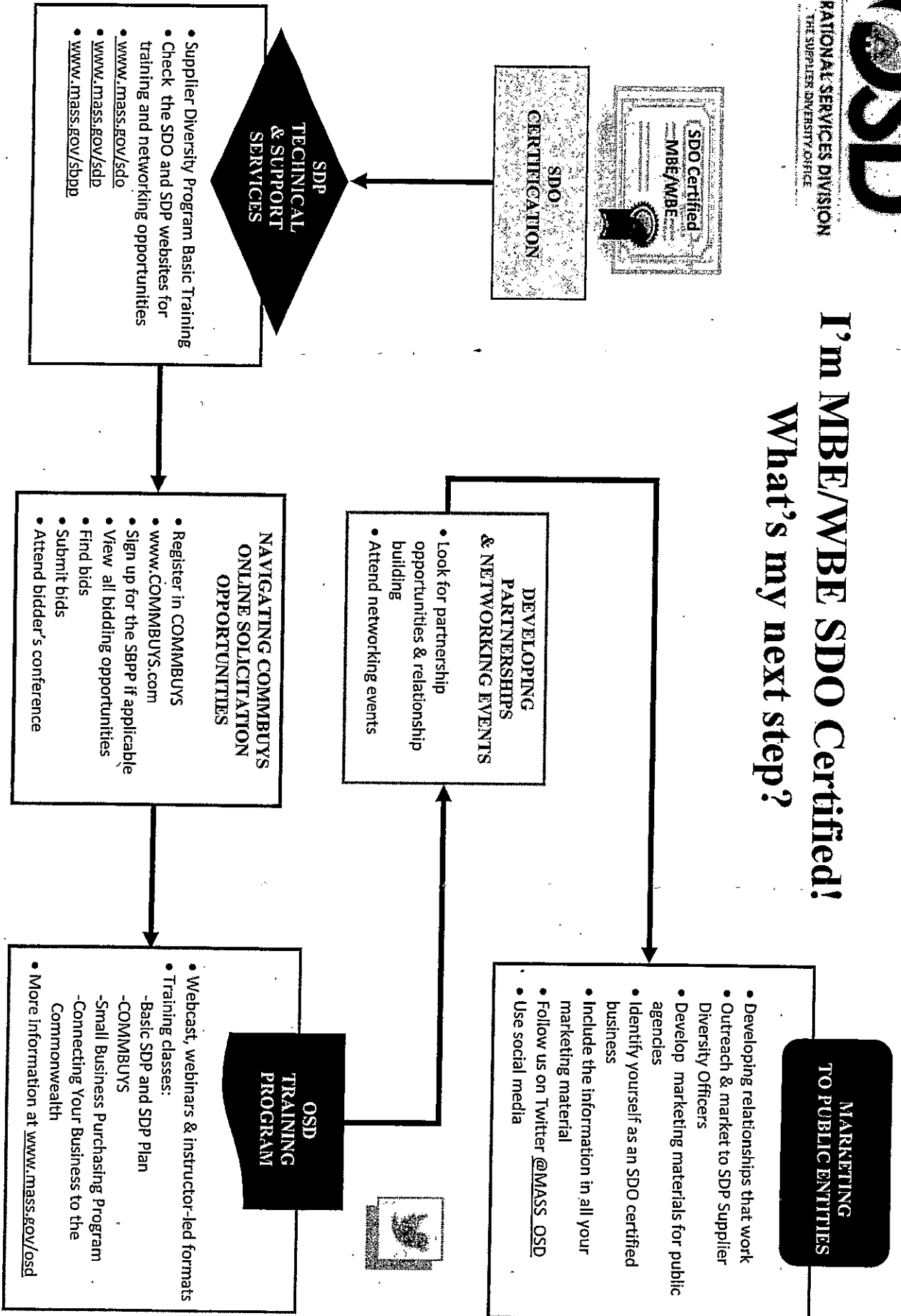
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I'm MBE/WBE SDO Certified! What's my next step?



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

DEVELOPING PARTNERSHIPS & NETWORKING EVENTS

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

NAVIGATING COMMBUYS ONLINE SOLICITATION OPPORTUNITIES

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

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

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



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Dear Newly Certified Vendors,

Congratulations! The Supplier Diversity Office (SDO) directory indicates that you have been recently certified or recertified as an MBE, WBE, M/WBE or M/W-NPO. The purpose for your certification status is to participate in the Commonwealth of Massachusetts' Supplier Diversity Program (SDP). The SDP develops policies and procedures to assist the increase of business opportunities for certified vendors by enhancing the utilization of M/WBEs in the state contracting process. Your certification serves as a marketing tool when pursuing business opportunities with state entities.

The Supplier Diversity Program, is a program within the Supplier Diversity Office and housed at the Operational Services Division, encompasses all four contracting areas including commodities (goods), services, construction and design. Participating state agencies and authorities appoint a highly placed individual as SDP Officer. There are over 70 SDP Officers who serve as your advocates within their respective departments. The contact information for our coordinators is available via our Internet website at www.mass.gov/sdp.

The SDP Director is responsible for the oversight and compliance of *Executive Order 524* by all participating state's entities. The SDP provides marketing and promotional opportunities to maximize the participation of the certified vendor community in the state procurement process. The SDP makes available a host of activities throughout each fiscal year. Some of these activities include:

- New Webcast for the SDP policy plan for goods and services contracts www.mass.gov/sdp
- Free Trainings: www.mass.gov/sdo (click Register for OSD Training)
 - Basic SDP Overview
 - Connecting your business with the Commonwealth
- Assistance with Marketing to State Agencies
- Community Outreach and Supportive Services
- Advocacy

As a certified business there are many opportunities to grow your business by selling to the state. You may also qualify to register for the Small Business Purchasing Program (SBPP). The mission of the SBPP is to support the growth of Massachusetts small businesses by increasing contract opportunities and dollars spent by the Commonwealth with participating small businesses. For more information please take a minute to read the SBPP flyer included in this package or visit our website at www.mass.gov/sbpp.

All program activities, news and updates will be posted on our website. You may also reach us via our email address: sdp@state.ma.us or call us at our Help Desk at (617) 720-3359. Please let us know if you have any questions regarding the Supplier Diversity Program.

Sincerely Yours,

Reginald A. Nunnally
Executive Director

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.