


OPERATIONAL SERVICES DIVISION
SUPPLIER DIVERSITY OFFICE

 Reginald Nunnally
 Executive Director

THE COMMONWEALTH OF MASSACHUSETTS
 Executive Office for Administration and Finance
OPERATIONAL SERVICES DIVISION

 One Ashburton Place, Suite 1017
 Boston, MA 02108-1552

 Deval L. Patrick
 Governor

 Glen Shor
 Secretary

 Gary J. Lambert
 Assistant Secretary for
 Operational Services

September 3, 2013

 Ms. Lori DeRobbio
 Capital City Construction & Management Services, Inc.
 1578 Cranston Street, 2nd Floor
 Cranston, RI 02920

Dear Ms. DeRobbio:

Congratulations on your certification! The Supplier Diversity Office (SDO) is pleased to notify you that your firm was certified as a woman-owned business enterprise (WBE) with the certified business description, **SPECIALIZED GENERAL CONTRACTOR - SITE, TRUCKING, CONCRETE, CARPENTRY, DOORS, BOARD AND PLASTER, PAINTING. 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 WBE 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 August 22, 2015, 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;

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- 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-Women/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


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 Cranston, RI 02920

Dear Ms. DeRobbio:

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: 236118 with the certified business description SPECIALIZED GENERAL CONTRACTOR - SITE, TRUCKING, CONCRETE, CARPENTRY, DOORS, BOARD AND PLASTER, PAINTING. 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 August 22, 2014, 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.

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- (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) Completed Personal Financial Statement and Statement of Disadvantage Forms. (see attached forms with instructions).
- (8) 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,



Reginald A. Nunnally
Executive Director