<Date>

<Mr/Ms>. <OwnerFirstName> <OwnerLastName>

<CompanyName>

<Address>

<City>, <State> <ZipCode>

Dear <Mr/Ms>. <OwnerLastName>:

Your application for participation in the Minnesota Small Business Procurement Program has been approved. Your business is now listed in the directory of certified businesses as shown below. Your company was certified on <CertificationDate>.

|  |  |
| --- | --- |
| <CompanyName>  <StreetAddress>  <City>, <State> <ZipCode>  State Vendor Number: <VendorID#>  <CompanyWebsite> | <Designation> Owned Business (<DesignationLetter>)  <OwnerFirstName> <OwnerLastName>  Phone: <PhoneNumber>  Fax: <FaxNumber> |
|  |  |
| <BusinessDescription>  Primary NAICS Code: <PNAICS>  Secondary NAICS Codes: <SNAICS> | |

Preferences are only valid for services as approved by and on file with this office, and are generally applied in accordance with the attached chart.

Because each agency in this state is empowered to enter into contracts for professional services, this office does not maintain a central vendor list. Major contracts (estimated value over $50,000) for consulting, professional/technical, or computer-related services are advertised each Monday in the *State Register* available online at [www.mnbookstore.com](http://www.mnbookstore.com).

For your information a list of state agencies and contact people who contract for professional services is available on our website at http://www.mmd.admin.state.mn.us/mn05008.asp. You may contact them directly to be placed on their solicitation lists.

You are required to notify this office in writing of any and all changes in your business which could affect your eligibility for this program within thirty days of such change. Please also notify this office of any changes in address, telephone number, product line or services, etc. Your certification is valid until rescinded by this office. You may be asked to verify and update information on file at any time.

You are also certified to participate in similar state-funded programs at the Minnesota Department of Transportation (highway construction-related) and several metropolitan agencies. The state certification does not apply to federal-funded programs administered by those agencies.

Your company is listed on the state's vendor list. If you have any questions about the state's contracting process, please feel free to call our HelpLine at 651.296.2600. Be sure to keep your vendor information current through the Supplier Portal Online Vendor Registration (link can be found on our home page at [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us)).

If you have any questions or need any assistance regarding the Minnesota Small Business Procurement Program, please feel free to contact the Office of Equity in Procurement at 651.201.2402.

Sincerely,

<VendorSpecialistName>

Vendor Specialist

Office of Equity in Procurement

Minnesota Small Business Procurement Program

Enclosures

|  |  |  |
| --- | --- | --- |
| https://mn.gov/admin/assets/Targeted%20Group%20Business_Cert-logo_tcm36-285610.png | https://mn.gov/admin/assets/Economically-Disadvantaged_Cert-logo_tcm36-285611.png | https://mn.gov/admin/assets/Veteran_Cert-logo_tcm36-285609.png |

The Office of Equity in Procurement now offers certified Targeted Group, Economically Disadvantaged, and Veteran-Owned small businesses a logo for use on their websites, emails, etc. To find this certification logo, please go to this website: <https://mn.gov/admin/business/vendor-info/oep/sbcp/cert-logo/>