<Date>

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

<CompanyName>

<Address>

<City>, <State> <ZipCode>

Dear <Mr/Ms>. <OwnerLastName>:

I would like to take this opportunity to congratulate you on the success of your business and to thank you for your recent participation in the Minnesota Small Business Procurement Program. The growth of your business has set an example for other <Designation> businesses.

According to the information provided on your recent recertification form, your business has grown considerably and no longer qualifies for participation in this program.

Therefore, I must inform you that your business is hereby removed from the Small Business Procurement Program because it is no longer a small business, as defined by Minnesota Statute 16C.16, subd. 2. This removal is effective immediately.

In accordance with Minnesota Rules, part 1230.1850, subpart 4, you may appeal this decision in writing within fifteen (15) calendar days to the Commissioner of Administration, in care of Dorothy Lovejoy, Assistant Director, 112 Administration Building, 50 Sherburne Avenue, St. Paul, Minnesota 55155. If you have any questions about the appeal process, you may contact Ms. Lovejoy at 651.201.2403.

If you should decide to appeal, the commissioner will request that you choose a formal review by a contested case hearing through the Office of Administrative Hearings, or an informal review by the commissioner or designee.

I wish you continued success in your business, and hope that you will continue submitting bids and proposals to the state. If you have any questions about the procurement process, feel free to contact the Office of Equity in Procurement at 651.201.2402, or call our HelpLine at 651.296.2600.

Sincerely,

<VendorSpecialistName>

Vendor Specialist

Office of Equity in Procurement

Minnesota Small Business Procurement Program