<Date>

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

<CompanyName>

<Address>

<City>, <State> <ZipCode>

Dear <Mr/Ms>. <OwnerLastName>:

In accordance with Minnesota Rules Part 1230.1850, subpart 3, you are hereby notified that your company is being removed and disqualified from further participation under the provisions of the Minnesota Small Business Procurement Program. This removal is effective upon receipt of this letter.

Minnesota Rules 1230.1900, subpart 7, requires that certified businesses periodically recertify for participation in the Minnesota Small Business Procurement Program.

An initial request for recertification was made on <RequestForRecertificationDate>. This letter stated that your company would be removed from the program if you did not respond to that request. No response was received.

If you wish to avoid this disqualification and the appeal process, submit the requested information to me within fifteen (15) days and your certification will be re-evaluated. For your convenience, the original recertification forms are attached. If you have questions regarding this, please call me at <VendorSpecialistPhoneNumber>.

In accordance with Minnesota Rules Part 1230.1850, subpart 4, you may appeal this decision within fifteen (15) calendar days, in writing, to the Commissioner of Administration, in care of Dorothy Lovejoy, Assistant Director, Office of State Procurement, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155.

If you have any questions about the appeal process, please contact Ms. Lovejoy at 651.201.2403.

Sincerely,

<VendorSpecialistName>

Vendor Specialist

Office of Equity in Procurement

Minnesota Small Business Procurement Program

Enclosure