<Date>

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

<CompanyName>

<Address>

<City>, <State> <ZipCode>

Dear <Mr/Ms>. <OwnerLastName>:

Your business has been certified for participation in the Minnesota Small Business Procurement Program based upon its status as a service-disabled veteran owned small. 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 products or services as approved by and on file with this office. The individual(s) in the Office of State Procurement who most often purchase the products or services you provide are listed on our website at <http://www.mmd.admin.state.mn.us/mn06003a.asp>.

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 Your certification is valid until rescinded by this office.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.

Your company is listed on the state's vendor list. If you have any questions about the state's purchasing 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). There you will also find a link to Solicitation Announcements, where the state's purchasing opportunities are published.

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

|  |  |  |
| --- | --- | --- |
| 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/>