



**COMMONWEALTH OF MASSACHUSETTS**  
**DEPARTMENT OF BUSINESS AND TECHNOLOGY**  
**STATE OFFICE OF MINORITY AND WOMEN BUSINESS ASSISTANCE**

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January 8, 2008

Mr. Dale Olson  
**Smead Manufacturing Company, (The)**  
600 Smead Blvd.  
Hastings, MN 55033

Dear Mr. Olson:

Congratulations on your certification! The State Office of Minority and Women Business Assistance (SOMWBA) is pleased to notify you that your firm was **certified** as a **woman** owned business enterprise (**WBE**) with the certified business description, **OFFICE FILING SUPPLIES RECORDS MANAGEMENT SOFTWARE**.

Your company will be listed in both the SOMWBA Directory and in the Massachusetts Central Register, which are published at regular intervals. The SOMWBA 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 SOMWBA 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 SOMWBA to certify or to maintain the certification of the business enterprise is accurate, complete and not misleading. You are required to notify SOMWBA 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 SOMWBA 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 automatically will 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 **January 8, 2010**, and every two years thereafter, please send SOMWBA the following documents to renew your certification:

- 1) All company financial statements since the date of the company's then most recent SOMWBA certification;
- 2) A signed copy of all U.S. Tax Returns and Schedules since the date of the company's then most recent SOMWBA 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 ITEMS 4-6 CAN BE COMBINED ON ONE NOTARIZED STATEMENT**



- 4) **A notarized statement that indicates:**  
A. "I certify under the pains and penalties of perjury that no significant changes affecting eligibility as a certified Minority/Minority-Woman/Woman/Portuguese business enterprise have occurred since the date of the company's then most recent date of SOMWBA certification as defined in State regulations 425 CMR 2.00 State Office of Minority and Women Business Assistance."
- 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 SOMWBA 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 SOMWBA certified." List all contract names, contract amounts and the names of the agencies with which you have contracted from the date of your last SOMWBA renewal."
- 6) **A notarized statement that indicates:**  
A. "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 SOMWBA 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 SOMWBA 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 SOMWBA 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,



Mark Waterbury  
Deputy Director, Certification