



OPERATIONAL SERVICES DIVISION
SUPPLIER DIVERSITY OFFICE

THE COMMONWEALTH OF MASSACHUSETTS
Executive Office for Administration and Finance
OPERATIONAL SERVICES DIVISION
One Ashburton Place, Suite 1017
Boston, MA 02108-1552

Charles D. Baker
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Kristen Lepore
Secretary

Gary J. Lambert
Assistant Secretary for
Operational Services

March 25, 2016

Ms. Linda Smith
Standard Modern Company, Inc.
186 Duchaine Boulevard
New Bedford, MA 02745

Dear Ms. Smith:

Congratulations! The Supplier Diversity Office (SDO), on behalf of the Massachusetts Unified Certification Program (MassUCP), is pleased to notify you we have renewed your company as a disadvantaged business enterprise (DBE). Your company continues to be assigned NAICS Code(s) 323111, 511199 and 541430 with the certified business description of PROVIDES PRINTING, GRAPHIC DESIGN, FULFILLMENT AND MAILING PREMIUMS SERVICES, and will remain listed in our certified business directory. **This letter serves as sole and exclusive proof of your firm's DBE certification.**

As a DBE, you must inform SDO in writing of any change in circumstances affecting your ability to meet size, disadvantaged status, ownership, control requirements or any material change in the information provided in your application form. Changes in management responsibility among members of a limited liability company are covered by this requirement. You must attach supporting documentation describing in detail the nature of such changes. The notice must take the form of an affidavit sworn to by the owners of the firm before a person who is authorized by state law to administer oaths or of an un-sworn declaration executed under penalty of perjury of the laws of the United States. You must provide the written notification within 30 days of the occurrence of the change. If you fail to make timely notification of such a change, you will be deemed to have failed to cooperate under 49 CFR 26.109(c).

To renew your firm's DBE certification and if it continues to meet the applicable criteria, on or before your firm's certification anniversary date of April 19, 2017, and each year thereafter, please send SDO the following documents:

- (1) No Change Affidavit (**please complete the attached form**)
- (2) A **signed** copy of your company's, and all of its affiliates', U.S. Tax Returns including all schedules and attachments for the year(s) indicated.
- (3) If a sole proprietor, a copy of your Schedule C. for year(s) indicated.
- (4) A **notarized statement** of the **number** of full- and part-time employees (including owner) for each year indicated.

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