



THE COMMONWEALTH OF MASSACHUSETTS  
Executive Office for Administration and Finance  
**OPERATIONAL SERVICES DIVISION**  
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**OPERATIONAL SERVICES DIVISION**  
**SUPPLIER DIVERSITY OFFICE**

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Gary J. Lambert  
Assistant Secretary for  
Operational Services

January 26, 2016

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

Dear Mr. Olson:

The Supplier Diversity Office (SDO) is in receipt of your certification renewal information (application). This consists of your request to renew the certification of Smead Manufacturing Company, (The) and the required certification renewal information and documentation. Accordingly, SDO has updated your file with this information and documentation. No substantive review of your company was done at this time. **This letter serves as sole and exclusive proof of your firm's SDO certification.**

Based on your certification renewal information (application), the certification of Smead Manufacturing Company, (The) as a woman-owned business enterprise (WBE) with the business description of OFFICE FILING SUPPLIES RECORDS MANAGEMENT SOFTWARE has been renewed effective the date of this letter. The company will remain listed in the SDO Directory of certified businesses and The Massachusetts Central Register, which is published by the Office of the Secretary of State unless its certification is revoked. Unless revoked, this certification will last for a period of two years and will automatically expire as of January 8, 2018, unless by that date, the certification of the company is renewed again or the company is recertified.

To renew the company's certification at that time, you will need to submit the following information to SDO no later than 30 business days prior to January 8, 2018.

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

4) A notarized statement that indicates:

"I certify under the pains and penalties of perjury that no significant changes affecting eligibility as a certified Minority/Minority-Woman/Woman business enterprise have occurred since the date of the company's then most recent date of SDO certification as defined in State regulations 425 CMR 2.00 The Massachusetts Supplier Diversity Office."

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 SDO 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 SDO certified." List all contract names, contract amounts and the names of the agencies with which you have contracted from the date of your last SDO renewal."

6) A notarized statement that indicates:

"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)."

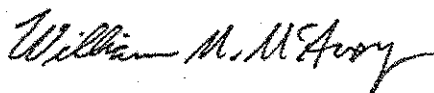
Furthermore, you have a continuing duty to notify SDO of a change in any information that is relevant to the firm's certification eligibility and to ensure that the information and documentation relied upon by SDO to certify or to maintain the certification of the business enterprise is accurate, complete and not misleading. You are required to notify SDO 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.

Additionally, every six years, certified companies that wish to remain certified must undergo a substantive review of their certification status with a SDO 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 SDO 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 address or telephone number, please send a signed letter within thirty days of the change on company letterhead to notify SDO of the new address or telephone number.

During the period of your certification, if you have any further questions regarding your certification renewal, please direct them to Mr. Tom Hall, SDO Legal Counsel, at (617) 502-8853.

Very truly yours,



William M. McAvoy  
Deputy Assistant Secretary and  
Chief Legal Counsel