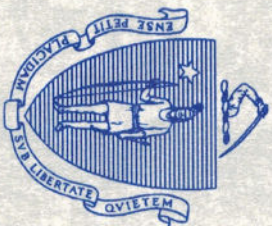


# Massachusetts Supplier Diversity Office



This Certificate Acknowledges and Recognizes that

**Acacia Industries, LLC**

Is certified as a Disadvantaged Business Enterprise (DBE)

Date Certified: 10/18/2012

Renewal Date: 10/18/2013



Massachusetts  
**Supplier Diversity Office**  
Fulfilling the Promise of Access and Opportunity

  
\_\_\_\_\_  
Reginald A. Dinnally, Executive Director



## OPERATIONAL SERVICES DIVISION

### SUPPLIER DIVERSITY OFFICE

Reginald Nunnally  
Executive Director

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

Deval L. Patrick  
Governor

Timothy P. Murray  
Lieutenant Governor

Jay Gonzalez  
Secretary

Gary J. Lambert  
Assistant Secretary for  
Operational Services

October 19, 2012

Ms. Carla Maynard  
Acacia Industries, LLC  
10324 Meadowview Drive  
Keithville, LA 71047

Dear Ms. Maynard:

Congratulations! The Supplier Diversity Office (SDO), on behalf of the Massachusetts Unified Certification Program (MassUCP), is pleased to notify you that your company has been certified as a disadvantaged business enterprise (DBE). We will list your firm in Massachusetts Central Register and our DBE Directory as certified in the following NAICS: 238990 and 237310 with the certified business description TRAFFIC CONTROL SALES AND RENTALS. We commend you on your new certification and wish you success over the coming year.

Your firm's designation as a DBE will appear in the Massachusetts Central Register and the DBE Certified Business Listing of eligible firms for federal-aid transportation projects.

As a DBE, you must inform SDO in writing of changes affecting your size, disadvantaged status, ownership, control requirements or in any of 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 thirty (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).

You must update your firm's DBE certification, if it continues to meet the applicable criteria, on or before your firm's certification anniversary date of October 18, 2013, each year. To do so, you will need to submit:

- (1) No Change Affidavit
- (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) A signed copy of your Personal Tax Returns, for the year(s) indicated
- (4) If a sole proprietor, a **signed** copy of your complete tax return including the Schedule C. for year(s) indicated.
- (5) All financial statements of your company for the year(s) indicated.
- (6) A notarized statement of the number of full- and part-time employees (including owner) for each year indicated.
- (7) Completed Personal Financial Statement and Statement of Disadvantage Forms. (see attached forms with instructions).
- (8) For out of state companies, please provide a copy of your most recent certification letter from your home state.

SDO reserves the right to monitor, perform random spot checks, re-evaluate the firm or revoke the firm's certification if it no longer meets the certification criteria.

If you have changed your company name or address, please notify Ms. Nedra D. White, in writing on the company's letterhead in order to update your state vendor file.

During the period of your certification, if you have further questions regarding annual reviews, please contact Ms. Nedra D. White, Director of Certification, at (617) 502-8852.

Very truly yours,



Reginald A. Nunnally  
Executive Director



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Congratulations! The Supplier Diversity Office (SDO) formerly known as SOMWBA directory indicates that you have been recently certified or recertified as an MBE, WBE, M/WBE or M/W-NPO. The purpose for your certification status is to participate in the Commonwealth of Massachusetts' Supplier Diversity Program (SDP). The SDP develops policies and procedures to assist the increase of business opportunities for certified vendors by enhancing the utilization of M/WBEs in the state contracting process. Your certification serves as a marketing tool when pursuing business opportunities with state entities.

The Supplier Diversity Program, housed at the Operational Services Division, encompasses all four contracting areas including commodities (goods), services, construction and design. Participating state agencies and authorities appoint a highly placed individual as Supplier Diversity Officer. There are over 70 Supplier Diversity Officers who serve as your advocates within their respective departments. The contact information for our coordinators is available via our Internet website at [www.mass.gov/sdp](http://www.mass.gov/sdp).

The SDP Director is responsible for the oversight and compliance of *Executive Order 524* by all participating state entities. The SDP provides marketing and promotional opportunities to maximize the participation of the certified vendor community in the state procurement process. The SDP makes available a host of activities throughout each fiscal year. Some of these activities include:

- The Annual Fiscal Year Networking Event in the Fall
- Basic Procurement Workshop Trainings
- Vendor Emails of Current SDP Business Opportunities
- Assistance with Marketing to State Agencies
- Community Outreach and Supportive Services
- Advocacy

All program activities, news and updates will be posted on our website. You may also reach us via our email address: [sdp@osd.state.ma.us](mailto:sdp@osd.state.ma.us) Please let us know if you have any questions regarding the Supplier Diversity Program.

Sincerely Yours,

Gladymar Parziale  
Director

*E. Chikara Program*

# Small Business Purchasing Program

## Program Overview

Governor Patrick signed **Executive Order 523** on Tuesday, June 29<sup>th</sup>, 2010 establishing a Small Business Purchasing Program (SBPP) in Massachusetts.

The mission of the SBPP is to support the existence and growth of small businesses in Massachusetts by directing state spending for non-construction goods and services to SBPP-participating vendors in Comm-PASS.

The **Operational Services Division**, the Commonwealth's central procurement and contracting office, is responsible for SBPP development and implementation including policies, training, capacity-building, and annual benchmarks. For more information on the Operational Services Division please visit: [www.mass.gov/osd](http://www.mass.gov/osd).

## How will my company benefit?

There are many benefits for SBPP participation including:

- **COMM-PASS SMARTBID ACCOUNT:** Your company will receive automatic email notification of procurements posted in your areas of interest, desktop tracking of procurements and on-line submission of bid responses.
- **STATE BUSINESS PARTNER PREFERENCE:** Executive Departments conducting procurements for non-construction goods and services will RESTRICT AWARD to small businesses for bids between \$5,000 and \$150,000.
- **COMM-PASS BUSINESS DIRECTORY PRIORITY:** SBPP participating companies are listed ahead of non-participating companies in the searchable, central directory used by public purchasers seeking vendors.
- **FREE SBPP TRAINING:** Access to free training about the SBPP, the Commonwealth's procurement process and the Commonwealth's online bidding system, Comm-PASS.

## Need more information?

- To learn more about the SBPP and the many benefits of participation, please visit the SBPP website at [www.mass.gov/sbpp](http://www.mass.gov/sbpp).
- Businesses with questions about the SBPP or the SmartBid subscription process can request assistance by sending an email to the Comm-PASS Help Desk at [comm-pass@state.ma.us](mailto:comm-pass@state.ma.us).

## Is training available?

Training is critical to success in the SBPP. Review the training information on the website ([www.mass.gov/sbpp](http://www.mass.gov/sbpp)) carefully and be sure to register for classroom training as close as possible to the time that you enroll in SBPP through SmartBid.

For complete details on SBPP training, please go to [www.mass.gov/sdo](http://www.mass.gov/sdo) Instructor-Led training web pages and direct training specific questions to: [osdtraining@state.ma.us](mailto:osdtraining@state.ma.us).

## What is a Small Business?

An entity, including all of its affiliates combined, is eligible to participate in the SBPP if that entity, exclusively through Comm-PASS SmartBid, accepts the participation agreement and attests to the criteria below, as applicable:

- has its principal place of business in Massachusetts;
- has been in business for at least one year;
- currently employs a combined total of 50 or fewer full-time equivalents in all locations;
- has gross revenues of \$15M or less, based on a 3-year average, and;

Either

For any entity attesting to Business Type "For-Profit":

- is organized under laws of the Commonwealth or is properly registered to do business in the Commonwealth; and
- is independently owned and operated.

Or

For any entity attesting to a Business Type "Non-Profit"

- is registered as a nonprofit or charitable organization with and up to date on its filings with the Massachusetts Attorney General's Office; and
- is tax-exempt under Section 501(c) of the Internal Revenue Code.



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Dear Certified DBE:

As part of the Disadvantaged Business Enterprise Supportive Services Program (DBE SS) an advisory board has been created to provide guidance and assistance in order to eliminate hurdles facing DBE's that are currently Ready, Willing, and Able (RWA) to participate on Federally Assisted Highway Construction in the Commonwealth of Massachusetts. The DBE SS Advisory Board created a "Pre-Construction Checklist" and has determined that this checklist will address the following hurdles facing RWA DBE's:

- The process of which to bid on Federally Assisted Highway Construction;
- Commonly overlooked costs and supplies associated with these projects;
- Ability to complete and compete viably with our Subcontractors bidding to Prime Contractors.

The DBE SS Advisory Board recommends using the checklist as a guide or overview when attempting to build relationships and establish work within Federally Assisted Highway Construction.

Sincerely,

Reginald A. Nunnally  
Executive Director  
Supplier Diversity Office

# Pre-Construction Check List

1. Need to send a quote
2. Quote units of measure that are in the contract. Example LF/EA/LS
3. Reference spec. section and pay items in quote
4. Makes sure you recognize Addenda
5. Clarify scope of work you are quoting. Spell out what you quote, including even spelling out what your quote excludes. (for example permit, power, water, disposal)
6. Labor Costs

Make sure your labor cost meet prevailing wage  
Allow for escalation in labor if the project runs for a length of time  
Know the project schedule for your work activity so you can project labor cost accurately  
Labor should include:  
FICA, Federal unemployment insurance, state unemployment insurance, employer liability insurance, workers comp, Health & Welfare  
Cost for training of employees –OSHA, ROW, HAZMAT,  
Drug testing fee
7. Equipment Cost

Fuel escalation, freight for moving equipment mob/demob, maintenance, Ownership/Leasing
8. Material Cost

Include Freight and any price escalation. Will there be a storage fee and insurance for stored materials offsite.  
Usually if the prime contractor has a builders' risk policy in place this will cover the subcontractors material stored on site or in transit.
9. Small tools & supplies

Hard hats, rain gear, boots, gloves, safety glasses, slings wrenches
10. Overhead Cost

Administrative cost for paperwork, certified payroll, manpower, taxes, insurance, bonds and submittals
11. Certification - Letters of Intent

Make sure you deliver to the prime on time. Make sure you and the prime understand what activities you are certified to participate in and which activities you are qualified or in the process of qualifying for.