



**OPERATIONAL SERVICES DIVISION**

**SUPPLIER DIVERSITY OFFICE**

Reginald Nunnally  
Executive Director

Deval L. Patrick  
Governor  
Glen Shor  
Secretary  
Gary J. Lambert  
Assistant Secretary for  
Operational Services

September 25, 2014

Ms. Regina Villa  
Regina Villa Associates, Inc.  
51 Franklin Street, 4th Floor  
Boston, MA 02110

Dear Ms. Villa:

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) 541910 and 541922 with the certified business description of **PUBLIC RELATIONS, PARTICIPATION, MARKETING, GRAPHIC DESIGN, EVENT MANAGEMENT, VIDEO PRODUCTION, PHOTOGRAPHY, SURVEY RESEARCH AND TRAINING**, 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 October 1, 2015, and each year thereafter, please send SDO the following documents:

- (1) Notarized originals of 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

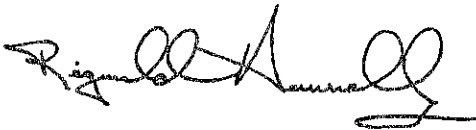
- (4) If a sole proprietor, a **signed** copy of your complete tax return including the Schedule C. for year(s) indicated.
- (5) All financial statements of your company for the year(s) indicated.
- (6) A notarized statement of the number of full- and part-time employees (including owner) for each year 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.

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.

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.

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,

A handwritten signature in black ink, appearing to read "Reginald A. Nunnally". The signature is stylized with a large initial "R" and a long, sweeping underline.

Reginald A. Nunnally  
Executive Director