



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

Massachusetts Transportation Building
Ten Park Plaza, Suite 3740, Boston, MA 02116
www.somwba.state.ma.us

DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

EDITH A. SILVA
EXECUTIVE DIRECTOR

Telephone
(617) 973-8692

Facsimile
(617) 973-8637

January 16, 2009

Ms. Gayle A. Williams
Apollo Professional Solutions, Inc.
f/k/a Apollo Design Services, Inc.
P O Box 1883
Haverhill, MA 01831

Dear Ms. Williams:

The State Office of Minority and Women Business Assistance (SOMWBA) is in receipt of your certification renewal information (application). This consists of your request to renew the certification of Apollo Professional Solutions, Inc., f/k/a Apollo Design Services, Inc., and the required certification renewal information and documentation. Accordingly, SOMWBA has updated your file with this information and documentation. No substantive review of your company was done at this time.

Based on your certification renewal information (application), the certification of Apollo Professional Solutions, Inc., f/k/a Apollo Design Services, Inc., as a woman business enterprise (WBE) with the business description of TEMPORARY TECHNICAL, MANUFACTURING AND CLERICAL PERSONNEL TO COMPANIES, has been renewed effective the date of this letter. The company will remain listed in the SOMWBA Directory of certified businesses and The 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 20, 2011, 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 SOMWBA no later than 30 business days prior to January 20, 2011.

- 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 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-Women/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:

“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 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.

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 address or telephone number, please send a signed letter within thirty days of the change on company letterhead to notify SOMWBA 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 Ms. Nedra D. White, Certification Specialist, at (617) 973-8648.

Very truly yours,

A handwritten signature in black ink, appearing to read 'ESD', with a long, sweeping horizontal stroke extending to the right.

Ediltr A. Silva
Executive Director