



# Central Certification CERT Program

October 15, 2010

Jennifer Smith  
Innovative Office Solutions  
151 East Cliff Rd.  
Burnsville, MN 55337

Dear Ms. Smith:

Thank you for submitting an application for certification. Your company has been certified as a **Woman-Owned Business Enterprise (WBE)** with the following product/service description and North American Industry Classification System (NAICS) Codes:

**Office products, paper, stationery, janitorial supplies, and office furniture sales.**  
**NAICS Codes: 423210, 453210**

Your company's annual gross revenues exceed the small business size limit, \$10.1 million for your industry. **Therefore, your certification is valid *exclusively* with the City of Saint Paul.** Your certification with the City of Saint Paul is valid for three years. Your company's certification expiration date is **October 20, 2013**. You will be asked to update key company information periodically, but at least once every three years. **Meanwhile, it is your responsibility to notify this office in writing of any changes to directory information such as your company's address, telephone number, or products/services. In addition, you are required to notify this office in writing of any and all changes which could affect your company's eligibility to participate in the program within 30 days of such change.**

Please visit our website at [www.govcontracts.org](http://www.govcontracts.org) for links to contracting opportunities and other CERT Program information. Questions regarding your certification may be directed to the CERT Program Coordinator at 651-266-8900.

Sincerely,

Stephanie L. Selb,  
CERT Program Coordinator

c/o Human Rights & Equal Economic Opportunity  
Room 280 City Hall/Court House  
15 West Kellogg Boulevard  
Saint Paul, Minnesota 55102-1674

Telephone: 651-266-8900  
Fax: 651-266-8919  
Saint Paul web: [www.stpaul.gov/hreco](http://www.stpaul.gov/hreco)  
CERT web: [www.govcontracts.org](http://www.govcontracts.org)