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February 5, 2013

Ms. Elizabeth Becker  
Fourth Factor Engineering, LLC  
10636 Maryland Ave S  
Bloomington, MN 55438

Dear Ms. Becker :

Your application for participation in the Minnesota Small Business Procurement Program has been approved. Your business will be listed in the next directory of certified businesses as shown below. Your company was certified on February 5, 2013.

FOURTH FACTOR ENGINEERING, LLC  
10636 Maryland Ave S  
Bloomington, MN 55438  
State Vendor Number: 0000367071

Woman Owned Business (W)  
Elizabeth Becker  
Phone: (612) 708-2562  
Fax: ( ) -

Engineering Services: Product Safety; Systems Safety; Software Safety; Human Factors (HFE) & Ergonomics; Quality, Reliability, Maintainability, & Testability (RAM-T); Maintenance & Logistics. Email: [liz.becker@fourth-factor-engineering.com](mailto:liz.becker@fourth-factor-engineering.com)  
NAICS Codes: 541330, 541380, 541690, 541712

Preferences and subcontract opportunities are only valid for services as approved by and on file with this office, and are generally applied in accordance with the attached chart.

Because each agency in this state is empowered to enter into contracts for professional services, this office does not maintain a central bidders list. Major contracts (estimated value over \$50,000) for consulting, professional/technical, or computer-related services are advertised each Monday in the *State Register* available online at <http://www.comm.media.state.mn.us/bookstore/>.

For your information a list of state agencies and contact people who contract for professional services is available on our website at <http://www.mmd.admin.state.mn.us/mn05008.asp>. You may contact them directly to be placed on their solicitation lists.

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112 Administration Building / 50 Sherburne Avenue / St. Paul, MN 55155  
Phone: 651.201.2428 / Fax: 651.297.3996 / Email: [Stephanie.Selb@state.mn.us](mailto:Stephanie.Selb@state.mn.us)  
Persons with a hearing or speech disability may contact us by calling Minnesota Relay at 711

*The Department of Administration is an Equal Opportunity Employer*

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You are required to notify this office in writing of any and all changes in your business which could affect your eligibility for this program within thirty days of such change. Please also notify this office of any changes in address, telephone number, product line or services, etc. Your certification is valid until rescinded by this office. You may be asked to verify and update information on file at any time.

You are also certified to participate in similar state-funded programs at the Minnesota Department of Transportation (highway construction-related) and several metropolitan agencies. Contact the people listed on the enclosed sheet if you are interested in inquiring about opportunities in their purchasing programs for small businesses. The state certification does not apply to federal-funded programs administered by those agencies.

If you have any questions or need any assistance regarding the Administration Department Small Business Procurement Program, please feel free to contact me at 651.201.2428.

Sincerely,



Stephanie L. Selb  
Vendor Management Specialist  
Customer & Vendor Services  
Minnesota Small Business Procurement Program

Enclosures

**STATE OF MINNESOTA  
DEPARTMENT OF ADMINISTRATION**

**TABLE OF GROUPS EXPERIENCING DISPARITY  
IN STATE OF MINNESOTA PURCHASING & CONTRACTING  
CONDUCTED UNDER MINN. STAT. CHAPTER 16C**

(Based on the 2009 Disparity Study)

	<b>Construction PrimeContracts</b>	<b>Construction Subcontracts</b>	<b>Professional Services</b>	<b>Other Services*</b>	<b>Goods &amp; Supplies</b>
African American	X	X			X
American Indian	X	X	X		X
Asian American	X		X		X
Hispanic American	X	X	X	X	X
Nonminority Women	X	X	X	X	X
Disabled	X	X	X	X	X

\* For purposes of applying preferences, other services include the following categories:

- Janitorial and maintenance services
- Uniformed guard services
- Computer services (such as repairs)
- Certain job shop services
- Printing
- Graphics, photographic services
- Landscaping (except for large construction projects such as boulevards and highways)
- Other nontechnical or unlicensed services

Effective Date: March 25, 2010