



**DEPARTMENT OF
ADMINISTRATION**
EQUITY IN PROCUREMENT

March 28, 2024

Ms. Meredith Moore
Leverette Weekes
2544 Whitfield Drive
Mendota Heights, MN 55120

Dear Ms. Moore:

Your application for participation in the Minnesota Small Business Procurement Program has been approved. Your business is now listed in the directory of certified businesses as shown below. Your company was certified on March 28, 2024.

Leverette Weekes
2544 Whitfield Drive
Mendota Heights, MN 55120
State Vendor Number: 0001171081
leveretteweekes.com

Black Owned Business (B)
Meredith Moore
Phone: (612) 520-7569

Provides management communications consulting, including media relations, public relations campaigns, ghostwriting, and executive coaching to companies and business leaders.

Primary NAICS Code: 541613
Secondary NAICS Codes: 541618, 541820

Preferences and subcontract are only valid for products or services as approved by and on file with this office. The individual(s) the Office of State Procurement who most often purchase the products or services you provide are listed on our website at <http://www.mmd.admin.state.mn.us/mn06003a.asp>

Our office provides many services to Minnesota businesses to assist them with government procurement, such as understanding certification requirements, keeping vendor information current, locating, and responding to opportunities, and much more. Please contact our office at 651.201.2402 or Procurement.Equity@state.mn.us for more information and to schedule an appointment.

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certification is valid until rescinded by this office.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. The state certification does not apply to federal-funded programs administered by those agencies.

Your company is listed on the state's supplier list. Be sure to keep your supplier information updated by logging into the Supplier Portal at www.mn.gov/supplier. There you will also find a link to Bidding Opportunities, where the state's purchasing opportunities are published.

If you have any questions or need any assistance regarding the Minnesota Small Business Procurement Program, please feel free to contact the Office of Equity in Procurement at 651.201.2402.

Sincerely,

LaTanya Lombardi
Vendor Specialist
Office of Equity in Procurement
Minnesota Small Business Procurement Program

Enclosures



The Office of Equity in Procurement now offers certified Targeted Group, Economically Disadvantaged, and Veteran-Owned small businesses a logo for use on their websites, emails, etc. To find this certification logo, please go to this website: <https://mn.gov/admin/business/vendor-info/oep/sbcp/cert-logo/>