

March 25, 2024

Ms. Sarah Ciavarri  
LEVEL UP LEADERSHIP, LLC.  
20865 Xeon Avenue  
Jordan, MN 55352

Dear Ms. Ciavarri:

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 25, 2024.

LEVEL UP LEADERSHIP, LLC.  
20865 Xeon Avenue  
Jordan, MN 55352  
State Vendor Number: 0001040607

Woman Owned Business (W)  
Sarah Ciavarri  
Phone: (952) 210-7252

Level Up Leadership, LLC specializes in custom designed curriculum development and delivery of training and workshops to strengthen leadership, collaboration, and engagement across employees.

Primary NAICS Code: 611430  
Secondary NAICS Codes: 541618

Because each agency in this state is empowered to enter into contracts for professional services, this office does not maintain a central vendor 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 [www.mnbookstore.com](http://www.mnbookstore.com).

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

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](mailto: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 Your certification is valid until rescinded by this office.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 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 vendor list. Be sure to keep your supplier information updated by logging into the Supplier Portal at [www.mn.gov/supplier](http://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,

Aaron Anderson  
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/>