



PROCUREMENT DIVISION

Office of Small Business and DVBE Services

707 Third Street, 1st Floor, Room 400 • PO Box 989052

West Sacramento, California 95798-9052 • (800) 559-5529

May 27, 2010

DVBE APP

Supplier #34234
POTHOS INC
2260 EL CAJON BLVD #474
SAN DIEGO CA 92104-1192

Dear Business Person:

Congratulations on your certified Disabled Veteran Business Enterprise (DVBE) status with the State of California. Your certification entitles you to benefits under the state's DVBE Participation Program within state contracting, including the three percent DVBE participation goal for overall state contract dollars.

Certification Period

From May 3, 2010 to May 31, 2011

Business Types

Service

Classifications

- 781115 - Passenger air transportation**
- 781116 - Passenger railway transportation**
- 781117 - Passenger marine transportation**
- 781118 - Passenger road transportation**
- 781415 - Transport arranging services**
- 801419 - Trade shows and exhibits**
- 801615 - Management support services**
- 901115 - Hotels and motels and inns**
- 901215 - Travel agents**
- 901216 - Travel document assistance**

Proof of Certification Status

To verify your firm's small business certification status go to <http://www.eprocure.dgs.ca.gov/default.htm> and select "SB/DVBE Search."

Annual Submission Requirement

All DVBEs must submit to the Office of Small Business and DVBE Services (OSDS) each post certification tax year, a complete copy of the business' federal income tax return, including extensions, within 90 days of the tax return's filing due date. If your business is a partnership, each partner must also submit a complete copy of his or her individual tax return. Additionally, if you are a DVBE that is not a sole proprietorship and your firm rents equipment to the state, you must include in your submittal a complete copy of the personal federal income tax returns for each of your disabled veteran owners, including extensions, and within 90 days of the individual's tax return filing due date. Failure to comply will result in the suspension of your DVBE status and possible decertification, and it shall prohibit your business from participation any state contract until all requirements are met.

Maintaining Your Online Certified Firm Profile

To update your certified firm profile visit <http://www.eprocure.dgs.ca.gov/default.htm> and click on Login or Register to eProcurement (BidSync). You may report changes to the following: Mailing and Principal Office Address; Contact Information; United Nations Standard Products and Services Code, North American Industry Classification System (applicable only to Manufacturers); Keywords and Service Areas. If you update your certified firm profile beyond the aforementioned items, it will require a review of your file and may have an impact to your current certification.

This feature enables California certified small businesses and DVBEs with a convenient way to maintain certain company profile information, including customizing keywords to best describe business specialties. The keywords help many state, local government and other agency buyers and potential business partners find you or a pool of businesses like yours. Don't let a business opportunity pass you by. Keep your certified firm profile information current and your keywords fine-tuned.

Reporting Business Changes

Notify OSDS of all business changes or your certification status will be subject to revocation. To report changes, complete a "Certification Information Change" form located at <http://www.documents.dgs.ca.gov/pd/smallbus/certchange.pdf>. This form also identifies the type of changes which requires submission of a new certification application.

Certification Renewal

A renewal application will be mailed to you prior to the expiration of your DVBE certification. If you do not receive an application, please call us so that you may timely renew your certification.

If you have any questions, please contact me at 800.559.5529 (Procurement Division receptionist) or

916.375.4940 (OSDS receptionist), by email Sherry.Felder@dgs.ca.gov or by fax 916.375.4950. The Procurement Division oversees many programs that further state contracting participation. For more information regarding these programs, visit our website at www.pd.dgs.ca.gov/smbus or visit the Procurement Division's website at www.dgs.ca.gov/pd.

Sincerely,

**Sherry Felder
Certification Officer
Office of Small Business and DVBE Services**

Michael Patton, MA, CMM

From: OSDSHelp [OSDSHelp@dgs.ca.gov]
Sent: Monday, March 28, 2011 3:31 PM
To: Michael Patton, MA, CMM
Subject: Your DVBE or Small Business Certification was extended.



Governor Edmund G. Brown Jr.

March 28, 2011

Supplier # 34234
POTHOS INC
2260 EL CAJON BLVD #474
SAN DIEGO, CA 92104-1192

Dear Business Person:

The Office of Small Business and DVBE Services (OSDS) extended your certification. Your DVBE certification is being reconciled with your Small Business (SB) Micro certification. As a result of this extension, your renewal will now be required once every two years for both certifications. Once your business no longer meets the SB-Micro certification requirements, your renewal will be required annually for your DVBE and SB certifications.

Both certifications will now expire on Apr 30, 2012. Please submit a dual renewal application no sooner than 90 days prior to expiration of your *new* synchronized expiration date. You must renew your certifications whether or not you receive a renewal notice.

You must notify OSDS of all business changes or your certification status will be subject to revocation. To report changes, complete a "Certification Information Change" form located at <http://www.documents.dgs.ca.gov/pd/smallbus/certchange.pdf>. This form also identifies the type of changes which requires submission of a new certification application.

All certified firms must submit to OSDS each post certification tax year, a complete copy of the business' federal income tax return and if applicable individual tax returns within 90 days of filing tax returns. Failure to comply will result in the suspension of your DVBE status and possible decertification, and it shall prohibit your business from participation any state contract until all requirements are met.

If you have any questions, please send an email to OSDSHelp@dgs.ca.gov

Sincerely,

The Office of Small Business and DVBE Services

PROCUREMENT DIVISION – Small Business & DVBE Services | State of California | State Consumer Services Agency
707 3rd Street, 1st Floor, Room 400 | West Sacramento, CA 95605 | t 916.375.4940 f 916.375.4950