



Robert F. McDonnell
Governor

COMMONWEALTH OF VIRGINIA
Department of Minority Business Enterprise

Lisa M. Hicks-Thomas
Secretary of Administration

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Ida Outlaw McPherson
Director

April 22, 2011

Dear State Procurement Officer,

I am pleased to announce that we have reviewed and revised the SWaM certification process administered by our office. Every effort has been made to eliminate requests for documents that had a minimal impact on the initial application review process. We also compared our revised process to that of several other states, and believe that our program is a simpler certification process that requires only the fundamental documentation needed to maintain the integrity of the certification process.

Attached is an easy guide for reference which highlights the new steps of the application process. This streamlining has resulted in our ability to generally complete an application within a ten (10) day time period. We also continue to serve walk-in clients and visits to supplier locations if necessary to assist with certification and business development.

Should any of your suppliers have any problems or concerns, please ask them to give us a call and we will assign a certification officer to assist them personally.

Thank you for your cooperation in encouraging suppliers to take advantage of the opportunity that the State offers in this regard.

Sincerely

A handwritten signature in cursive script that reads "Ida McPherson".

Ida McPherson
Director