

Pennsylvania Department of Transportation
Bureau of Equal Opportunity
P.O. Box 3251
Harrisburg, PA 17105
Phone: (717)787-5891
Fax: (717)772-4026

October 11, 2016

Robnet, Inc.
3100 Washington Blvd.
Baltimore, MD 21230

RE: **Pennsylvania Unified Certification Program**
DBE Certification Continued Eligibility

DBE Certification #13433
Anniversary Date - Annually, on: August 9

Attention: Elizabeth Edelstein, President

The Pennsylvania Department of Transportation (PennDOT), a certifying participant in the Pennsylvania Unified Certification Program (PA UCP), has reviewed your Annual Affidavit as a Disadvantaged Business Enterprise (DBE) and is pleased to inform you that your firm appears to meet the requirements established by the United States Department of Transportation in Title 49, Part 26 of the Code of Federal Regulations. Consequently, your firm can continue as a DBE to participate in the program in the following classification(s) only:

NAICS Code 423710 "Hardware Merchant Wholesalers"
NAICS Code 423390 "Other Construction Material Merchant Wholesalers"
NAICS Code 423490 "Other Professional Equipment and Supplies Merchant Wholesalers"

DBE certification continues from the date of this letter, but is contingent on the firm renewing its eligibility annually with our office. You will be notified in advance of your obligation to provide to our office a copy of your renewal documents. These documents are also available online at www.paucp.com. However, the responsibility to assure continued certification is yours. Failure to continue your eligibility will result in immediate action to decertify the firm.

As long as your firm is listed in the PA UCP DBE Directory at www.paucp.com, you are DBE certified in Pennsylvania. In order to maintain an accurate Directory, we are requesting that you make the PA UCP aware of any changes in your address, telephone number or specific geographical area where your firm is willing to perform work. If you wish to expand your status to include another type of business, you must contact the PA UCP for reevaluation prior to undertaking any projects as a DBE in the expanded area.

Certifying Participants

Allegheny County
Department of Minority, Women and
Disadvantaged Business Enterprise

City of Philadelphia
Philadelphia International Airport
Office of Business Diversity

PENNDOT
Bureau of Equal
Opportunity

**Port Authority of
Allegheny County**
Diverse and Disadvantaged
Business Enterprises

SEPTA
DBE Program Office

In the event of a change in circumstances affecting your ability to meet size, disadvantage, ownership, and control requirements of Part 26 or any material change in the information provided in your application form; you must inform the PA UCP by means of a Notice of Change Affidavit describing in detail the nature of such changes. You must submit a Notice of Change Affidavit (also available online) within 30 days of the occurrence of the change. Failure to do so will be deemed a failure to cooperate. We would also remind you that the PA UCP reserves the right to review your firm at any time to ensure compliance with the program.

Supplier firms that wish to act as a regular dealer must be aware that regular dealer credit cannot be given for drop shipments.

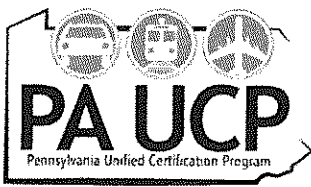
Certified firms with a "trucking" classification must be aware that certain conditions must be met in order to be considered commercially useful. Foremost, the DBE trucking firm must be responsible for the management and supervision of the entire trucking operation for which it is responsible on a particular contract, and there cannot be a contrived arrangement for the purpose of meeting DBE goals. The DBE trucking firm must itself own and operate at least one fully licensed, insured, and operational truck used on the contract. For a full list of these conditions, consult Part 26.55 (d)(1) through (6) of the aforementioned regulations.

We are pleased to continue you as a Disadvantaged Business Enterprise and wish you continued success in acquiring work within the DBE program. If you have any questions, please contact my office at 717-787-5891 or 1-800-468-4201.

Sincerely,

A handwritten signature in black ink, appearing to read 'K Peters', written in a cursive style.

Katherine Peters, Director
Bureau of Equal Opportunity



Moving Pennsylvania forward and creating economic opportunities for all.
www.paucp.com

October 5, 2016

Dear Stakeholder,

The Pennsylvania Unified Certification Program (PA UCP) website has a new look and exciting new features. Enhancements include the option for businesses to apply online for certification and submit documents through the site, which will simplify the certification process for applicants.

Certified firms will now receive email notifications and be able to upload annual affidavits online. The customer service improvements simplify the certification and continued eligibility process thus, eliminating the need to send paperwork through the mail.

Since notifications from the PA UCP will now be sent electronically, it is important that firms review their email contact information on the site to ensure it is current. Your firm's mailing address, phone number, and website should also be checked for accuracy so that contractors using the site have access to up-to-date information about your business. Agency purchasers, contractors and others use the PA UCP website when seeking firms to do business with, so it is critical that your information is accurate. The new site allows users to change contact information instantly—firms no longer need input from certifying staff to make these changes.

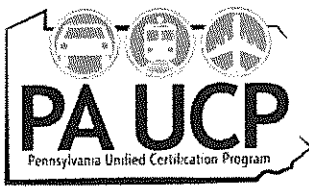
Updates have also been made to the site's directory search feature. Follow the tips provided below to maximize use of the site:

- Always use an asterisk (*) before and after search criteria. For example, if you are searching for firm name ABC, type *ABC* into the search box.
- If you are having trouble accessing the site, clearing your browser history may solve this issue.
- Please note the MBE and WBE designation will no longer be listed on the database. Those needing this information will need to contact the certifying participant listed for this firm.

Visitors to the site will notice the new PA UCP logo prominently displayed. The logo features and outline of the State of Pennsylvania along with symbols embodying the transportation agencies that represent the PA UCP. The new logo encompasses the PA UCP's mission: Moving Pennsylvania forward and creating economic opportunities for all.

Sincerely,

Myneca Y. Ojo, Chairperson
Pennsylvania Unified Certification Program



Moving Pennsylvania forward and creating economic opportunities for all.
www.paucp.com



www.paucp.com

New Website Provides Ease and Customer Convenience

The Pennsylvania Unified Certification Program (PAUCP) website has a new look and exciting features that streamline processes and provides customer convenience.

***NEW* Look and Logo**

Visitors to the site will notice the new PAUCP logo prominently displayed. The logo features and outline of the State of Pennsylvania along with symbols embodying the transportation agencies that represent the PAUCP. The new logo encompasses the PAUCP's mission: ***Moving Pennsylvania forward and creating economic opportunities for all.***

***NEW* Apply for DBE/ACDBE Certification Online**

New firms can now apply online for certification and upload information via the website.

***NEW* Online Annual Affidavits Forms**

Certified firms can now submit their continued eligibility through uploading the completed annual affidavit online.

***NEW* Electronic Notifications and Reminders sent to your Email Inbox.**

All PAUCP notifications will be sent electronically, unless otherwise requested. New certification and continued eligibility notifications and reminders will be sent online, thus eliminating the need for firms to send paperwork through the mail.

***NEW* Firm Search Option Allows for Better Matches**

No need to use "exact" names or be case sensitive when searching firms. By using the asterisk (*) before and after the search, firms similar in names will appear.

Search the Certified PAUCP Directory

Firm Name:	<input type="text" value="Company Name"/>
	<small>Not case sensitive and use an asterisk as a wildcard</small>
Work:	<input type="text" value="Work Description"/>
Description:	<input type="text" value="Work Description"/>
	<small>Not case sensitive and use an asterisk as a wildcard</small>

***NEW* Change Contact Information Online**

Certified firms can now update their contact information online to include changing the mailing address, email and contact numbers. It is important that firms review their email contact information on the site to ensure it is current. Your firm's mailing address, phone number, and website should also be checked for accuracy so that contractors using the site have access to up-to-date information about your business.