

January 31, 2018

AltaStaff, LLC
ATTN: Ms. Wilson
19 S LaSalle St, Suite 800
Chicago, IL 60603-1404

RE: Certification No: 013118-02

Dear Ms. Wilson:

Congratulations! The Governor's Office of Diversity Business Enterprise is pleased to inform you that AltaStaff, LLC has been certified to be a Women Business Enterprise (WBE) as defined in T.C.A. 12-3-1102 et. seq.

To retrieve a copy of your Certification, please login <https://tn.diversitysoftware.com> to your Account and use the links on the left side of the page, click on View, then click on My Certifications. You will be able to save, print, or view your Certification.

The Governor's Office of Diversity Business Enterprise is the central point of contact for Minority, Women, and Small Business Enterprises seeking to participate in the State of Tennessee procurement and contracting activity.

Your certification period begins January 31, 2018 and is valid for a period of three (3) years. Your business will be included in the Go-DBE Certified Business Directory of which is published on the Go-DBE website. The directory is made available to state and local government agencies as well as private entities seeking to identify diversity firms for participation in procurement opportunities. Your certification will remain active with this office as long as your diversity status does not change.

Changes in the business status:

Certified diversity businesses must notify the Governor's Office of Diversity Business Enterprise in writing within five (5) calendar days of any changes that affect the diversity status of the business including but not limited to ownership, management, officers, contact information, and any other change(s). Information must be provided in writing to our office within the time frame specified. Failure to notify this office of such changes will affect the status of your certification.

Certification Requirements:

It is the responsibility of the business owner to keep their certification current and up to date with this office at all times. The new TN Go-DBE system will allow you to update your e-mail address and contact information at any time with an active certification status. Diversity members that do not keep their contact information up to date will be made Inactive and will not be included in the Certified Business Directory.

Certification Renewal:

To renew your certification with the Governor's Office of Diversity Business Enterprise, business owners must complete a re-certification application located on the TN Go-DBE electronic system prior to the expiration date of their certification. A copy of your most recent federal tax return is required for all certification renewals. Failure to renew your certification within six (6) months of expiration will require your company to repeat the certification process in its

entirety.

Please note the following:

All business owners seeking certification renewal must submit a copy of their most recent federal tax return. Firms that met the requirement for certification based on reciprocity from an approved certification agency must submit a copy of their current certification at the time of renewal.

All out-of-state businesses must submit evidence of an existing certification from their home state at the time of their initial registration and at each renewal period. Businesses certified as a Small Business Enterprise (SBE) meeting with the guidelines for number of employees, must submit copies of the prior three (3) Employer Quarterly Statements SF Form 941 and a copy of their most recent tax returns, including all schedules at the time of renewal.

If you have any questions regarding your certification, please contact Richard Van Norman, Diversity Business Liaison, at 615-253-4654.

Sincerely,

Shelia J. Simpson
Diversity Business Enterprise Program Director