

Dear Sir/Madam:

As you are aware, the Maryland Department of Transportation's Office of Minority Business Enterprise maintains an online directory of certified Minority Business Enterprise (MBE) firms. Your listing includes the option to name up to three professional references. This is not a mandatory requirement. It is, however, an opportunity to enhance your listing and provide valuable information to those seeking services from MBE firms.

If you choose to submit references, complete the reference data information form on the reverse side of this letter and return it by mail, email, or fax as identified below. Please note, the form must be signed.

Maryland Department of Transportation
Office of Minority Business Enterprise
7201 Corporate Center Drive
Hanover, MD 21076
FAX: 410-865-1309
Email: MBE@mdot.maryland.gov

Don't hesitate to contact our office at 410-865-1269 if you have any questions.

Sincerely,



Jan Walker-Emeogo, Director
Office of Minority Business Enterprise

REFERENCE DATA
CERTIFIED MINORITY/DISADVANTAGED BUSINESS ENTERPRISE FIRMS

Name of Firm: _____

Certification Number: _____

Reference Information:

 Company Name: _____

 Address: _____

 City: _____ State: _____ Zip Code: _____

 Contact Person: _____

Type of Work Performed: _____

Company Name: _____

 Address: _____

 City: _____ State: _____ Zip Code: _____

 Contact Person: _____

Type of Work Performed: _____

Company Name: _____

 Address: _____

 City: _____ State: _____ Zip Code: _____

 Contact Person: _____

Type of Work Performed: _____

By signing and submitting this document, I affirm that I am authorized by _____ (Name of Firm) to make these statements on its behalf. I also affirm that these statements are true and correct to the best of my knowledge, information, and belief. By providing this information, I agree on behalf of _____ (Name of Firm) to permit the State of Maryland to publish this information both electronically and in print, and release and discharge the State of Maryland, its departments, officers, agents, and employees from any claim, suit, judgement, expenses, damages, and costs of any kind arising out of or resulting from errors, omissions, or negligent acts relating to our concerning the publication of the information provided.

Signature: _____ Printed Name: _____

Title: _____ Company: _____

Date: _____