



Kelly Copeland <k.copeland@hawkinspartners.com>

Go-DBE: Recertification Approval

1 message

Tennessee Office of Diversity Business Enterprise <tn@diversitysoftware.com>
Reply-To: Tennessee Office of Diversity Business Enterprise <tn@diversitysoftware.com>
To: k.copeland@hawkinspartners.com

Thu, Sep 24, 2020 at 7:43 AM

Kelly Copeland
Hawkins Partners, Inc.
1900 Church Street #402
Nashville, TN 37203-3563

Dear Business Owner:

Congratulations! The Governor's Office of Diversity Business Enterprise is pleased to inform you that Hawkins Partners, Inc. has been re-certified to be a Women Business Enterprise (WBE) as defined in T.C.A. 2-3-1102 et. seq.

Your certification is valid for a period of three (3) years expiring on August 8, 2023. This letter will serve as proof of your continued certification with the Governor's Office of Diversity Business Enterprise. Your certificate will remain active and in good standing as long as you update by renewal at each interval within the appropriate time frame. Your firm will be included in the Certified Directory which is published on our website.

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 Diversity Software at <http://www.tn.diversitysoftware.com> not more than sixty (60) days prior to the expiration date of their original certification date.

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.

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.

Also, your contact information must be accurate and up to date at all times. Failure to maintain accurate and updated contact information including, but not limited to, address, telephone number, facsimile number, and e-mail address may be cause for your firm's diversity certification status to become Inactive in our Certified Directory.

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 Gwen Sanders, Diversity Business Liaison, at 615-741-6145.

Sincerely,

Gwen Sanders

Diversity Business Enterprise Program

9/24/2020

Hawkins Partners, Inc. Mail - Go-DBE: Recertification Approval

This message was sent to: k.copeland@hawkinspartners.com

Sent on: 9/24/2020 7:43:08 AM

System ReferenceID: 115463142