



CITY OF PHILADELPHIA

COMMERCE DEPARTMENT

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LYNN T. NEWSOME

Deputy Commerce Director
Office of Economic Opportunity
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April 25, 2024

Mr. Rick Salcedo
Keystone Digital Imaging
Three Parkway
1601 Chestnut Street, Suite 1450
Philadelphia, PA 19102

RE:

CERTIFICATION DATE: April 25, 2024
EXPIRATION DATE: June 30, 2025
CERTIFICATION STATUS: Minority Business Enterprise (MBE)
REGISTRATION NUMBER: 111233

Dear Mr. Rick Salcedo:

CONGRATULATIONS!!! We are pleased to inform you that Keystone Digital Imaging has been placed in the City of Philadelphia Office of Economic Opportunity (OEO) Registry. Keystone Digital Imaging will remain on the City's Registry as long as the certification is current and your firm remains in good standing. **Please note, it is imperative that the certification/registration be renewed no later than three months after the certification expires. OEO will deactivate your OEO Registry listing three months after the certification expires. (Example - certification/registration expires 1/1/22, on 4/1/22 your business profile will be deactivated from the OEO Registry).**

Your placement in the OEO Registry offers you the following competitive advantages:

1. Free Advertisement 365 days a year. Now that your company is part of the OEO Registry, your company will be viewed by over 50 City of Philadelphia departments, in addition to for-profit, non-profit and private industries.
2. The Office of Business Services (OBS) is the City's one-stop-shop for all business related services. OBS can assist you with a wide range of issues, from navigating the permit process to identifying loan programs for which you may qualify. Please call 215-683-2100 for more information on how OBS may be of service.
3. When your firm is competitively selected and utilized for City of Philadelphia contracts, based on how you are certified (either MBE,WBE or DSBE) your certification can be counted towards the MBE/ WBE/DSBEs participation ranges.
4. Contractors, subcontractors, and professionals who are seeking vibrant and capable MBE/WBE/DSBEs for contracting opportunities, use the OEO Registry. Being part of the OEO Registry increases your ability to compete for private and public procurement opportunities.

Please inform us if there are any material changes to your certification. These changes may include but are not limited to:

1. your company name;
2. contact information;
3. change in ownership, sale or dissolution of your business;
4. NAICS Codes/services that you are **certified** to provide; and/or
5. loss of certification

Please note that OEO will not list NAICS Codes for your firm unless those codes have been provided by your approved certifying entity. If you desire additional NAICS codes, you must obtain them from your approved certifying entity that will evaluate whether your firm has demonstrated requisite control and legitimate capacity for the additional type of work or supply effort. If your firm is identified for work or supply effort on a City bid without the corresponding NAICS Code in the OEO Registry, the work/supply effort will not receive credit.

In addition to being part of the OEO Registry, if your business is headquartered in Philadelphia, we strongly encourage you to apply to the City's Procurement Department to become a certified Local Business Entity (LBE) with the City of Philadelphia. Being a certified LBE provides Philadelphia based businesses with the advantage of as preferred vendor status and being eligible for a bid preference on some City contracts.

Your company will be located in our OEO Registry under the following North American Industry Classification System (NAICS) Codes:

NAICS 423420: OFFICE EQUIPMENT MERCHANT WHOLESALERS

NAICS 423430: COMPUTER AND COMPUTER PERIPHERAL EQUIPMENT AND SOFTWARE MERCHANT WHOLESALERS

NAICS 424120: STATIONERY AND OFFICE SUPPLIES MERCHANT WHOLESALERS

For more information about what OEO and the Philadelphia Department of Commerce can do for you, please visit our website at www.phila.gov/business. Also, please visit the <https://contracts.phila.gov/#/> for current City of Philadelphia contracting opportunities.

If you have any questions, feel free to give us a call at 215-683-2071.

Sincerely,



Alice Dungee-James, MCA
Director of Registration and Outreach

C: Michelle Price, Director, Office of Business Services (OBS)
LaShawnda Tompkins, Director of Administration, Procurement Department
Marla Hamilton, Vice President, Philadelphia Industrial Development Corporation (PIDC)