

ATTACHMENT A

John Smith Recruiting Services

111 John Smith Lane

Jamestown, Maryland 21111

RE: DOC #XX-XXXX

Dear Sir:

A review of our records associated with the above referenced contract between XXXXXX and your organization, revealed that you are not in compliance with Section _____ Subsection _____ regarding MBE payment reporting. As a result of the aforementioned, you and your subcontractor(s) must complete the applicable portions of Attachment A-1 and Attachment A-2. When completing Attachments A-1 and A-2, all dollar amounts requested should reflect activity through **June 30, 2000**. Your MBE subcontracting obligation is noted in Attachment A-1 on the line entitled "MBE Obligation Amount". To avoid delay of future payments, it is imperative that Attachments A-1 and A-2 be returned by **July 15, 2000**.

In addition, starting with July 2000 Attachments A-3 and A-4 must be completed and submitted (e.g. monthly, quarterly, etc.) in accordance with the terms of your contract. For your convenience, the report can be faxed to my attention at _____.

If you have any questions, I can be reached at _____.

Sincerely,