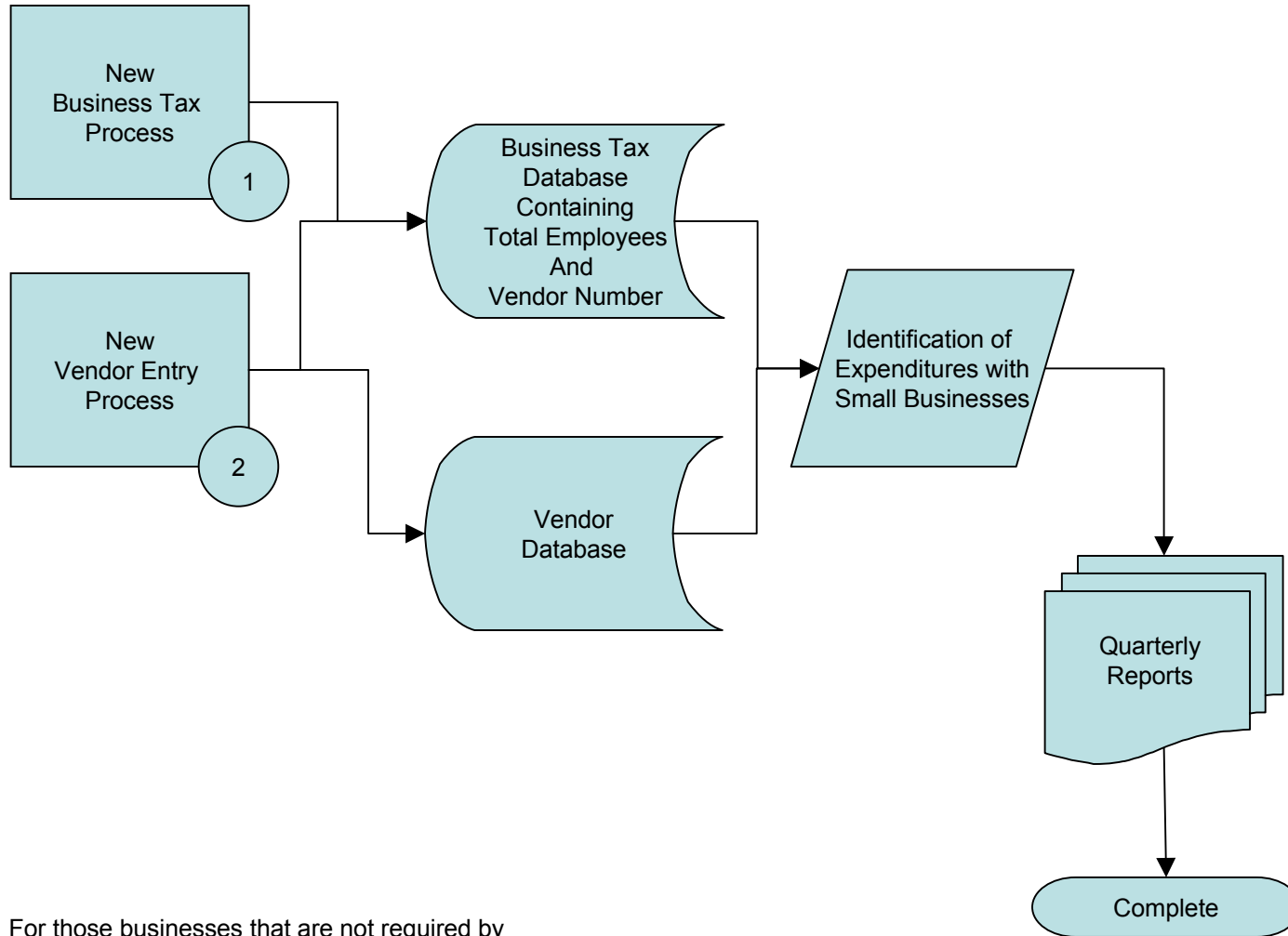


Attachment A

Small Business Opportunity Program Tracking Process



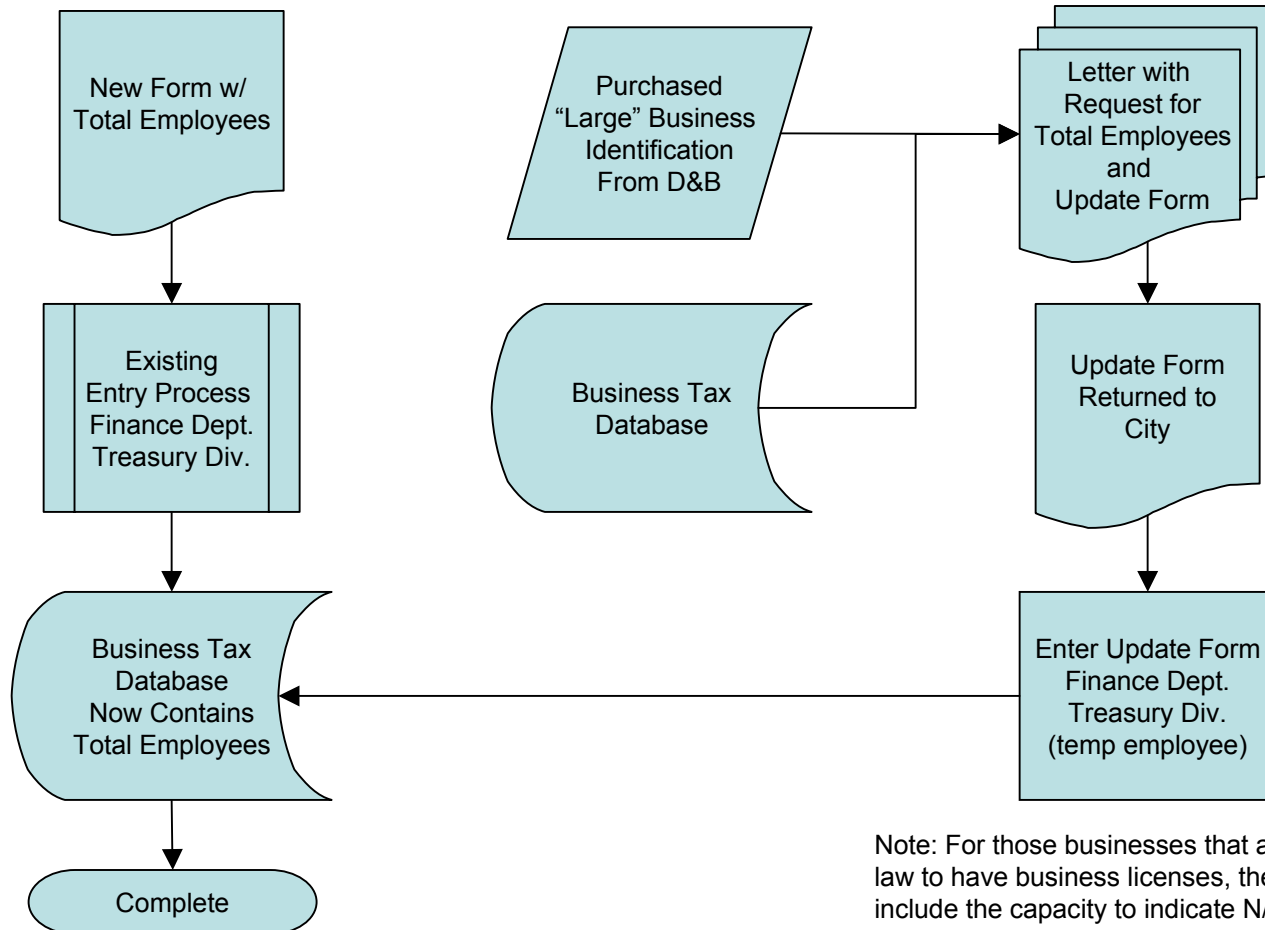
Note: For those businesses that are not required by law to have business licenses, these processes will include the capacity to indicate N/A.

Update Business Tax Process to Include Total Employees

1

New Businesses

Existing Businesses (w/ Business Tax Certificate Number)



Note: For those businesses that are not required by law to have business licenses, these processes will include the capacity to indicate N/A.

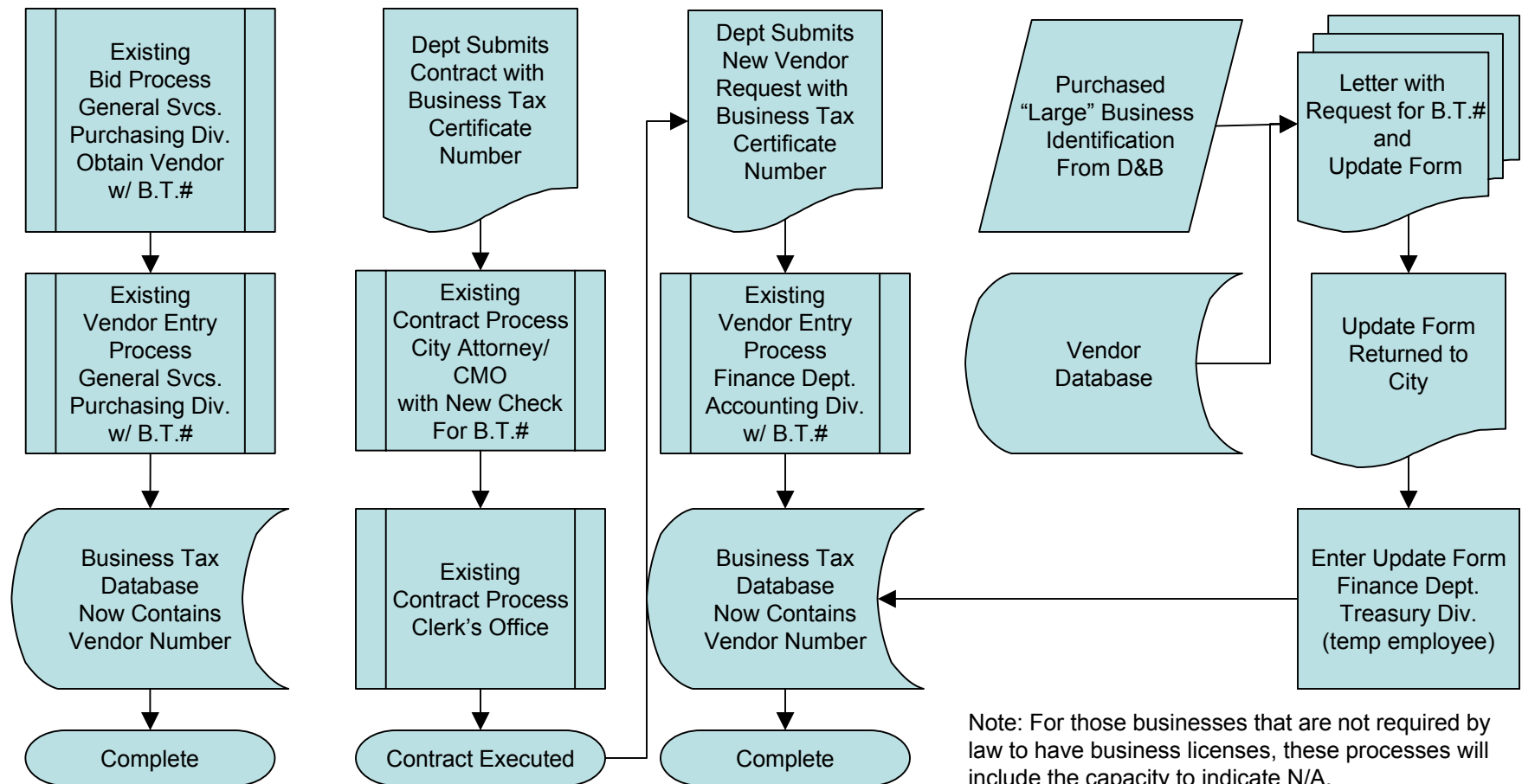
Update Vendor Entry Process to Include Business Tax Certificate Number (B.T.#)

New Vendor

Existing Vendor

Purchase Order

Contract



Note: For those businesses that are not required by law to have business licenses, these processes will include the capacity to indicate N/A.