

November 17, 2020

Ms. Kerri Damon  
President  
**Information Systems Essentials, Inc.**  
**d/b/a ISE Office Plus**  
4422 Bronx Boulevard  
Bronx, NY 10470

**Re:** Small Business Enterprise (SBE) Certification  
**Category:** Commodity

Dear Ms. Damon:

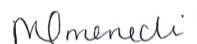
We are pleased to inform you that The Port Authority of NY & NJ has certified your business to participate in the agency's Small Business Enterprise (SBE) Program in the procurement category for Commodity. **Information Systems Essentials, Inc. d/b/a ISE Office Plus** is now included in the Port Authority's on-line directory of certified SBEs which can be accessed at:  
<https://panynj.diversitysoftware.com/FrontEnd/SearchCertifiedDirectory>.

Please be advised that we periodically review all certifications and reserve the right to decertify any firm that no longer meets our guidelines. You must notify the Office of Business Diversity and Civil Rights in writing within 30 days of any significant changes to your business. These include, but are not limited to, a change of officers, directors, location and business name. Failure to advise us of these changes can result in decertification of your business.

This certification will remain in effect for three years or until November 17, 2023, after which you must submit a new SBE recertification application with supporting documentation. The application can be accessed from our website: [www.panynjSD.com](http://www.panynjSD.com).

If you have any questions regarding your certification, you may contact me at (201) 395-3192 or via email at [mamenechi@panynj.gov](mailto:mamenechi@panynj.gov).

Sincerely,



Marie Amenechi  
Certification Analyst  
Office of Diversity & Inclusion