



# STATE OF INDIANA

Eric J. Holcomb, Governor

## DEPARTMENT OF ADMINISTRATION

Division of Supplier Diversity

Indiana Government Center South  
402 West Washington Street, Room W469  
Indianapolis, IN 46204  
(317) 232 - 3061

February 24, 2017

Vickie Wolcott  
M.J Schuetz Insurance Services, Inc.  
55 Monument Circle, Suite 500  
Indianapolis, IN 46204

Subject: Application for WBE

Dear Mrs. Vickie Wolcott:

*Congratulations!* The Indiana Department of Administration Division of Supplier Diversity is pleased to inform you that M.J Schuetz Insurance Services, Inc. is hereby certified as a WBE.

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Women Business participation:

### UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
84131509	Contractors all risks insurance
84131510	Comprehensive projects insurance
84131514	Fidelity guarantee insurance
84131605	Workmen's insurance
84131609	Employee assistance programs

This certification is valid through 2/29/2020.

Although your certification is valid for a three-year period, you are required to submit an annual Affidavit of Continued Eligibility (ACE) form, located at [http://www.in.gov/idoa/files/ACE\\_Form.pdf](http://www.in.gov/idoa/files/ACE_Form.pdf). Please remember you must notify us immediately if any changes occur. Failure to notify us of changes or to provide the ACE form annually will result in revocation of your certification. Changes include, but are not limited to, changes in location, contact information, ownership or control.

We encourage you to visit IDOA's procurement website, <http://www.in.gov/idoa/2463.htm>, and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors may use this information to contact you for business opportunities. For questions regarding your registration profile, you may contact our office at 317-232-3061

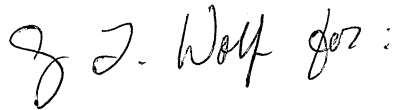
REC'D MAR 02 2017

RE: M.J Schuetz Insurance Services, Inc.

While this letter serves as notification of certification, it does not serve to prove continued eligibility.  
Please visit <http://www.in.gov/idoa/minority/Certifications.xls> to verify certification status

We ask that you please contact our office at (317) 232-3061, if you have any questions or concerns about your letter.

Sincerely,

A handwritten signature in black ink that reads "T. F. Daniel". The signature is written in a cursive style with a large initial "T" and "F".

Terrie F. Daniel, Deputy Commissioner  
Indiana Department of Administration  
Division of Supplier Diversity  
TFD/lms