



# STATE OF INDIANA

Michael R. Pence, Governor

DEPARTMENT OF ADMINISTRATION  
Minority and Women's Business Enterprises Division

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

October 7, 2013

Ms. Vickie L. Wolcott and Ms. Kimberly J. Pace  
M. J. Schuetz Insurance Services, Inc.  
55 Monument Circle, Suite 500  
Indianapolis, IN 46204

Subject: Application for WBE certification

Dear Ms. Wolcott and Ms. Pace,

**Congratulations!** The Indiana Department of Administration, Minority and Women's Business Enterprises Division is pleased to inform you that M. J. Schuetz Insurance Services, Inc. is hereby certified as a Women's Business Enterprise (WBE).

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

UNSPSC CODE(S)

Code	Description
84131510	Contractors all risks insurance
84131509	Comprehensive projects insurance
84131514	Fidelity guarantee insurance
84131605	Workmens insurance
84131609	Employee assistance programs

This certification is valid through **October 31, 2016**.

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). **We do not send reminder letters, so it is your responsibility to timely submit the ACE form.** 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.

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. Please contact our office at (317) 232-3061 if you have any other questions.

**We ask that you please contact Luther Taylor, Deputy Director of Certification and Operations, at (317) 234-3424 or [ltaylor@idoa.in.gov](mailto:ltaylor@idoa.in.gov) if you have any questions or concerns about your letter.**

Sincerely,

Luther Taylor Jr, Deputy Director of Certification and Operation  
Indiana Department of Administration  
Minority and Women's Business Enterprises Division  
LTJ/JKW /NIW