



December 16, 2014

**M.J. Schuetz Insurance Services, Inc.**

Attention: Vickie L. Wolcott  
55 Monument Circle, Suite 500  
Indianapolis, IN 46204

Dear Ms. Wolcott:

The Office of the Mayor's Minority Business Development Division has completed its review of your firm's application for certification as a certified **Women Business Enterprise (WBE)**.

Your company is hereby certified with the City of Indianapolis as a **Services Provider** specializing in: **Bonding/Surety Services; Property & Casualty Insurance Sales; Contractors, Projects, Workers, Individuals and Employee Insurance Services.** This certification is issued pursuant to the City's Minority & Women Business Utilization Plan, part B.

Your certification is valid until **December 31, 2017** and is subject to revocation if: (1) changes in ownership; managerial or operational control causes your firm to no longer qualify for the City's M/WBE Program; (2) or if just cause is determined through established investigative procedures; or (3) The status of your home state certification has changed.

**M/WBE firms must inform DMWBD**, in the form of a sworn affidavit, of any changes affecting the ability of the Firm or its owners to meet the guidelines of the City's Utilization Plan with regards to ownership, control or the other certification requirements of the City Minority & Women Business Utilization Plan, part B. **(Affidavits must be received within thirty (30) days of the change.)** Additionally, M/WBE firms must provide yearly to the Office of the Mayor a **No Change Statement** stating that the qualifying owner(s) continue to meet the ownership and control requirements of the City's Utilization Plan. The No Change Statement will be mailed to your firm approximately sixty (60) days prior to your anniversary date.

**Please insure that your contact information is accurate and stays current.** Inaccurate information limits our ability to provide outreach of current and up to date business opportunities. This certification is not necessarily accepted by other States or Agencies and does not verify the ability of your firm to perform the types of work you may indicate.

Please go to the **Central Purchasing Division website** to register your business at: [www.indy.gov/purch](http://www.indy.gov/purch) or call (317) 327-4900 for further instructions.

Sincerely,

Ralph W. Adams Jr.  
Contract Compliance Manager  
DMWBD Certification Program  
cc: file

REC'D DEC 18 2014