



STATE OF INDIANA

Mitchell E. Daniels Jr., Governor

DEPARTMENT OF ADMINISTRATION
Minority and Women's Enterprises Division

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

November 17, 2010

Ms. Ann K. Waters
Conference and Travel Services, Inc. dba Travel Leaders
10202-D Coldwater Road
Ft. Wayne, IN 46825

Subject: Application for WBE certification

Dear Ms. Waters:

Congratulations! The Indiana Department of Administration, Minority and Women's Business Enterprises Division is pleased to inform you that Conference and Travel Services, Inc. dba Travel Leaders is hereby certified as a Women-owned 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 Business Enterprise participation:

UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
90121500	Travel agents

This certification is valid through November 30, 2013. Although your certification is valid for a three-year period, you will be required to submit an annual *Affidavit of Continued Eligibility*, which reflects updates regarding the issues critical to maintaining your certification. However, you must notify us immediately if any changes occur. Failure to notify us of changes or to provide the *Affidavit of Continued Eligibility* form annually will result in revocation of your certification. Changes include, but are not limited to:

- Change in location or contact information (address, phone number, e-mail address, etc.)
- Change in services provided (amendment to certification)
- Change in ownership
- Change in control

In addition to your official notifications to this office, we encourage you to visit our website at www.in.gov/idoa/mwbe and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors will use this information to contact you for business opportunities.

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 questions.

Sincerely,

Robert D. Wynkoop, Commissioner
Indiana Department of Administration

RW:jkw/nlw