



# 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 W478  
Indianapolis, IN 46204  
(317) 232 - 3061

May 13, 2014

Ann Waters  
Conference & Travel Services, Inc.  
10202-D Coldwater Rd  
Fort 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 & Travel Services, Inc. is hereby certified as a Women 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 WBE participation:

UNSPSC CODE(S)	
<i>Code</i>	<i>Description</i>
90121500	Travel agents

On September 13, 2010, the Governor's Commission on Minority and Women's Business Enterprises approved the department's effort to streamline its recertification process. Instead of conducting an onsite visit to each company seeking recertification, the department now has the discretion to waive the visit after a thorough review of the company's file and recertification documents. We have approved your recertification and it is valid through May 31, 2017. Please note that IDOA continues to reserve the right to conduct a site visit or phone interview at any time to certified companies.

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 an ACE form annually will result in revocation of your certification. Changes include, but are not limited to, changes in location, contact information, ownership and 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.

Reference: Conference & Travel Services, Inc.

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

Sincerely,



Terrie F. Daniel, Deputy Commissioner  
Indiana Department of Administration  
Minority and Women's Business Enterprises Division

TFD:LT