



December 1, 2017

M.J. Schuetz Insurance Services, Incorporated  
d/b/a M.J. Schuetz Insurance Services  
Attention: Vickie L. Wolcott  
55 Monument Circle, Suite 500  
Indianapolis, Indiana 46204

Dear Ms. Wolcott:

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

Your company is hereby certified with the City of Indianapolis as a **Service Provider**, specializing in **Insurance, Bonding and Surety Services**. This certification is issued pursuant to the City's Minority & Women Business Utilization Plan, part B.

Your certification is valid until **December 31, 2020**, 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/W/V/DOBE Program; or (2) if just cause is determined through established investigative procedures.

M/W/DOBE firms *must* inform OMWBD, 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/W/DOBE firms must provide, yearly, to the Office of Minority & Women Business Development a No Change Statement stating that the qualifying owner(s) continue to meet the ownership and control requirements of the City's Utilization Plan. Failure to provide a yearly No Change Statement may jeopardize your certification status.

Please ensure that your contact information is accurate and stays current. Inaccurate information limits our ability to provide outreach 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 Purchasing Division's website to register your business at: [www.indy.gov/purch](http://www.indy.gov/purch) or call (317) 327-4900 for further instructions, if you have not already done so.

Sincerely,

Fahad Beg  
M/W/V/DOBE Certification Program  
Contract & Finance Manager

REC'D JAN 11 2 0 17

Phone: 317.327.5262  
Fax: 317.327.4482

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