



# STATE OF INDIANA

JOSEPH E. KERNAN, Governor

Department of Administration

## MINORITY AND WOMEN'S BUSINESS ENTERPRISES DIVISION

Indiana Government Center South  
402 West Washington Street, Room W469  
Indianapolis, Indiana 46204-2297  
Telephone: (317) 232-3061

August 17, 2004

Ann K. Waters  
Conference and Travel Services, Inc.  
5701 Coventry Lane  
Ft. Wayne, Indiana 46804

SUBJECT: Certification for the WBE Program

Dear Ms. Waters:

The Indiana Department of Administration (IDOA) thanks you for submitting an application for certification as a Women's Business Enterprise (WBE).

We are pleased to inform you that **Conference and Travel Services, Inc.** hereby certified as a Women-owned Business Enterprise (WBE), in accordance with the information submitted and reviewed. This determination is based on information provided to IDOA that indicates your firm provides a commercially useful function in the area(s) of:

**NAICS CODE: 561599**  
**Travel Management Service**

This certification is valid through **August 31, 2007** inclusive. While the certification is valid for a three-year period, we will request annual updates regarding those issues critical to maintaining your certification.

If the firm should develop the resources, including equipment and personnel, to become involved in other areas and wishes to be certified in those areas, you must notify this office for a determination which may require additional documentation. If the firm no longer has the ability to perform in certain areas or loses its pre-qualification status in certain areas, IDOA must be notified of those changes within seven days of the firm's notification of the same. Failure to do so may result in your firm being removed from eligibility.

Also, location and/or telephone changes, changes in the ownership and/or managerial/operational control of the business shall be reported to IDOA within seven days of the change. Failure to do so may result in your firm being removed from eligibility.

IDOA reserves the right to rescind this certification if any of the following are found to be true: 1) the above requirements are not met; 2) the information upon which the certification is based proves to be false, inaccurate or misleading; 3) other just cause is determined through established investigative procedures.

This certification is not necessarily accepted by other states or agencies and does not validate the capability or capacity of your firm to perform in the area(s) for which you have been certified.

Questions regarding this certification may be addressed to the Indiana Department of Administration, Minority and Women Business Enterprise Division, at 317/232-3061.

Sincerely,

Ronalda R. Minnis, Deputy Commissioner  
Administration for Minority and Women Business Enterprise

RRM:LJT

cc: file



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Equal Opportunity Employer