



# 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

March 20, 2008

OfficeWorks Services, LLC dba Office Works, Inc.  
Attn: Tom O'Neil  
12000 Exit Five Parkway  
Fishers, IN 46037

Subject: Application for MBE certification

Dear Tom O'Neil:

**Congratulations!** The Indiana Department of Administration, Minority and Women's Business Enterprises Division is pleased to inform you that OfficeWorks Services, LLC dba Office Works, Inc. is hereby certified as a Minority-owned Business Enterprise (MBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Minority-owned Business Enterprise.

### UNSPSC CODES(S)

<i>Code</i>	<i>Description</i>
56101700	Office Furniture

This certification is valid through March 31, 2011. 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 control

In addition to your official notifications to this office, we encourage you to visit our website at [www.in.gov/idoa/2742.htm](http://www.in.gov/idoa/2742.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 will use this information to contact you for business opportunities. For questions regarding your registration profile, you may contact Shirley Houston at (317) 232-6870.

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.

Sincerely

  
Claudia Cummings, Deputy Commissioner  
Minority and Women's Business Enterprises Division

CC/ljt/niw