



# STATE OF INDIANA

Eric J. Holcomb, Governor

## DEPARTMENT OF ADMINISTRATION Division of Supplier Diversity

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

December 31, 2019

Stephen A. Reed  
Thomas & Reed, LLC  
148 E. Market Street, Ste. 300  
Indianapolis, IN 46204

Subject: Application for MBE Certification

Dear Mr. Reed,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Thomas & Reed, LLC** is hereby certified as a Minority 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 Business Enterprise participation:

### UNSPSC CODE(S)

| <i>Code</i> | <i>Description</i>   |
|-------------|--|
| 80101500    | Business and corporate management<br>consultation services |
| 84110000    | Accounting and auditing                                    |
| 93151607    | Government auditing services                               |

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 **December 31, 2022**. 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 [www.in.gov/idoa/mwbe/files/ACE\\_Form.pdf](http://www.in.gov/idoa/mwbe/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, [www.in.gov/idoa/2464.htm](http://www.in.gov/idoa/2464.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 [www.in.gov/idoa/mwbe/2743.htm](http://www.in.gov/idoa/mwbe/2743.htm) to verify certification status. Please contact our office at (317) 232-3061 if you have any other questions.

We ask that you please contact Ralph Adams at (317) 234-2820 or [RaAdams@idoa.IN.gov](mailto:RaAdams@idoa.IN.gov) if you have any questions or concerns about your letter.

Sincerely,

A handwritten signature in blue ink that reads "Ralph W. Adams Jr." with a stylized flourish at the end.

Ralph W. Adams Jr.  
Deputy Director of Certifications  
Indiana Department of Administration  
Division of Supplier Diversity

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