



# 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

August 28, 2019

Mr. Haskell D. Portee  
Professional Management Enterprises, Inc.  
9245 N. Meridian Street, Suite 210  
Indianapolis, IN 46260

Subject: Application for MBE Certification

Dear Mr. Haskell,

***Congratulations!*** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Professional Management Enterprises, Inc.** 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>
44120000	Office supplies
80000000	Management and business professionals and administrative services
80101504	Strategic planning consultation services
80101600	Project management
80110000	Human Resources services
80111600	Temporary personnel services
80111604	Temporary technician staffing needs
80111701	Staff recruiting services
80111707	Permanent technical staffing needs
80111716	Permanent information technology staffing needs
80131502	Commercial or industrial facility rental
82111602	Resume writing 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 **August 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.

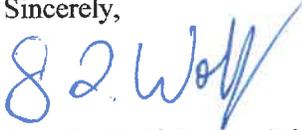
Although your certification is valid for a three-year period, you are required to submit an annual *Affidavit of Continued Eligibility (ACE)* form, located at [www.in.gov/idoa/mwbe/files/ACE\\_Form.pdf](http://www.in.gov/idoa/mwbe/files/ACE_Form.pdf). Please remember you must notify us immediately if 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 Amy L. Wolf, Deputy Director of Certification, at (317) 232-3061 or [awolf@idoa.in.gov](mailto:awolf@idoa.in.gov) if you have any questions or concerns about your letter.

Sincerely,



Amy L. Wolf, Deputy Director of Certification  
Indiana Department of Administration  
Division of Supplier Diversity

ALW:vc