



# STATE OF INDIANA

Mitchell E. Daniels Jr., Governor

DEPARTMENT OF ADMINISTRATION  
Minority and Women's Business Enterprises Division

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

September 28, 2011

Susan Binford-Taylor  
Binford Group of Indiana, Inc.  
14725 Herriman Boulevard  
Noblesville, IN 46060

Subject: Application for WBE certification

Dear Susan Binford-Taylor,

***Congratulations!*** The Indiana Department of Administration, Minority and Women's Business Enterprises Division is pleased to inform you that Binford Group of Indiana, Inc. is hereby certified as a Women Business Enterprise (WBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Women Business participation:

### UNSPSC CODES(S)

<i>Code</i>	<i>Description</i>
56120000	Classroom and instructional and institutional furniture and fixtures
56112000	Computer support furniture
56101700	Office furniture

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 **September 30, 2014**. 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 [http://www.in.gov/idoa/files/ACE\\_Form.pdf](http://www.in.gov/idoa/files/ACE_Form.pdf). ***We do not send reminder letters, so it is your responsibility to timely submit the ACE form.*** 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, <http://www.in.gov/idoa/2463.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.

**Please note that your Bidder Registration Number (BRN) also serves as your certification number.**

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.