



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

100 North Senate Avenue
Room N750
Indianapolis, Indiana 46204

PHONE: (317) 233-4664
FAX: (317) 233-0891

Eric Holcomb, Governor
Michael Smith, Commissioner

06/09/2023

HQ Direct, LLC
535 Spence Lane
Nashville TN 37210

Dear Jolene Tate,

Subject: **DBE/ACDBE Certification Letter**

The Indiana Department of Transportation (INDOT) thanks you for submitting an application for certification as a Disadvantaged Business Enterprise (DBE).

We are pleased to inform you, based upon our review of the information submitted, your company is hereby certified to bid and participate as a DBE firm on State of Indiana federally-funded transportation-related contracts.

Your company is certified as a DBE only in the areas listed on the attachment to this letter. This sheet also shows the NAICS Codes we have assigned to the areas of work in which you are certified.

Please review the list of DBE Codes that can be accessed via link on the INDOT DBE website: [INDOT: Doing Business with INDOT: Equity Initiative Services](#) to ensure that the proper code has been assigned for the type of work that you have been certified to perform. Please note that the DBE Codes are very general and are used only to assist our customers in searching the INDOT DBE Directory at [INDOT: Doing Business with INDOT: DBE Directory](#) for certified firms to meet the contract goal. INDOT will assign the NAICS Code appropriate for your firm. If you disagree with our NAICS Code assignment, you may contact us to request reconsideration.

If your business should develop the resources and expertise, including equipment and personnel, to work in other fields and you wish to be certified in those areas, you must request an additional certification determination from this office prior to performing those functions for DBE credit. Such a request may require you to provide additional documentation and receive an additional site visit. Conversely, if your business no longer has the ability to perform certain types of work or loses its pre-qualification status in certain areas, INDOT must be notified of those changes within (7) business days of the change.

To maintain your DBE status, you must notify INDOT immediately of any change in location or contact information, including an updated email address. You must also inform INDOT in writing of any change in circumstances affecting your ability to meet size, disadvantaged status, ownership, or control requirements or any material change to the information provided in your application. The information above must be received by INDOT within seven business days of the change. Failure to do so may result in revocation of your firm's certification.

This certification status with INDOT remains effective provided there are no changes in your firm pertinent to your certification eligibility. You will be asked to submit an annual affidavit certifying that there have been no such changes.

INDOT 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 separate from INDOT's determination of contractor qualification pursuant to its Prequalification Program Indiana Code 8-23-2-6, 105 IAC11-1-1 et seq., and does not guarantee INDOT prequalification status. Also, this certification is not necessarily accepted by other states and does not validate the capability or capacity of your firm to perform in the area(s) for which you have been certified.

Please address questions regarding this certification to the Indiana Department of Transportation, Equity Initiative Services Division, at EISinquiry@indot.in.gov

Sincerely,



Derrick Casson
DBE Program Administrator, Equity Initiative Services
Indiana Department of Transportation
cc: file

NAICS/DBE Codes Assigned:

DBE Code	DBE Description	NAICS Code	NAICS Description	DBE Speciality Code Description
0055.93P	Temporary Help Services	561320	Temporary Help Services	Personnel Services, Temporary Clerical or Administrative Assistant, Temporary Warehouse Staff, Temporary Manual Labor, Construction Services