



# 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

January 9, 2018

Elizabeth Wilson  
AltaStaff, LLC  
19 S. LaSalle St, Suite 800  
Chicago, IL 60603

Subject: Request for amendment to WBE certification

Dear Ms. Wilson,

A request for amendment of the UNSPSC code(s) assigned to AltaStaff, LLC was received on November 14, 2017. After a thorough review, the Indiana Department of Administration, Division of Supplier Diversity has determined the firm is eligible for an amendment to the previously granted UNSPSC code(s).

This determination is based on information submitted to us, which indicates that the company provides a commercially useful function in the areas listed below, which will be added to its certification listing. Below is a full listing of the UNSPSC code(s) it is now currently certified in:

### UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
80111600	Temporary personnel services
80111605	Temporary financial staffing needs
80111606	Temporary medical staffing needs
80111616	Temporary customer service personnel
80111620	Temporary human resources services
80161601	Property management services

This certification is valid through **December 31, 2019**. Although your certification is valid for a three-year period, you are 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 ownership
- Change in control

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit <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.