

**ATTACHMENT A**  
**RFP 22-71497**  
**MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR**  
**COMMITMENT FORM**

In accordance with Section 1.21 of RFP 22-71497, the respondent is expected to submit with its proposal a Minority & Women's Business Enterprises (MWBE) RFP Subcontractor Commitment Form. In order for the subcontractor commitment to result in evaluation points for the Respondent, the entity must be on the [State of Indiana Certified M/W/IVOSB list](#).

If participation is met through use of vendors who supply products and/or services directly to the Respondent, the Respondent must provide a description of products and/or services provided that are directly related to this proposal and the cost of direct supplies for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in "**TOTAL BID AMOUNT**" should match the TOTAL BID AMOUNT entered in **Cell F31** in Attachment D, Cost Proposal Template. The MBE and/or WBE subcontractor amount and subcontractor percentage is based on the initial term of the contract for scoring purposes only. The subcontractor commitment shall apply to the life of the contract including any time after the initial term.

Failure to meet these goals will affect the evaluation of your Proposal. The Department reserves the right to verify all information included on the MWBE Subcontractor Commitment Form.

**Prime Contractors must ensure that the proposed subcontractors meet the following criteria:**

- Must be on the [State of Indiana Certified M/W/IVOSB list](#), **on or before** the proposal due date
- Prime Contractor must include with their proposal the subcontractor's M/WBE Certification Letter provided by IDOA, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE, or IVOSB (see section 1.22)
- A Prime Contractor who is an MBE or WBE must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement (see 25 IAC 5-6-2(d))
- **Must serve a Valuable Scope Contribution (VSC). The firm must serve a value-added purpose on the engagement, as confirmed by the State.**
- Must provide goods or services only in the industry area for which it is certified.
- Must be used to provide the goods or services specific to the contract.
- National Diversity Plans are generally not acceptable

**MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR LETTER OF**  
**COMMITMENT (MWBE)**

A signed letter(s), on company letterhead, from the MBE and/or WBE must accompany the MWBE Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the MBE and/or WBE of its subcontract amount, a description of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract. The MBE and/or WBE subcontractor amount and subcontractor percentage is based on the initial term of the contract for scoring purposes only. The subcontractor commitment shall apply to the life of the contract including any time after the initial term.

The State may deny evaluation points if the letter(s) is not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount, subcontract amount as a percentage of the "**TOTAL BID AMOUNT**" and the anticipated period that the Subcontractor will perform work for this solicitation.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound the rules and requirements of the State's M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Division of Supplier Diversity at (317) 232-3061 or [the Supplier Diversity website](#).

# STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP#: 22-71497

DUE DATE: May 27, 2022

**TOTAL BID AMOUNT: \$5,200,000.00**

<input type="checkbox"/> <b>MBE Firm</b> <input checked="" type="checkbox"/> <b>WBE Firm</b>			
<b>Company Name:</b> Virtuoso Education	<b>Contact Person:</b> Dr. Renae Azziz, NCSP		
<b>Address:</b> 6929 E 10th Street Suite 248 Indianapolis, IN 46219	<b>E-mail:</b> razziz@virtuosoad.com		
<b>Sub-Contract Amount:</b> \$65,000/year or \$130,000/2-year initial term	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Telephone Number:</b> (317)386-6060 ext. 701</td> <td style="width: 50%;"><b>Fax Number:</b> (317)947-0608</td> </tr> </table>	<b>Telephone Number:</b> (317)386-6060 ext. 701	<b>Fax Number:</b> (317)947-0608
<b>Telephone Number:</b> (317)386-6060 ext. 701	<b>Fax Number:</b> (317)947-0608		
<b>Sub-Contract Percentage of Total Bid:</b> 2.5% (rounded to 3%)	<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b> External expertise would be needed in the area of cultural responsiveness. The IEP TA Center will subcontract with Virtuoso Education to ensure that the services and supports provided by the team are responsive to the diversity of the students served in Indiana. The scope of the work would include working with staff to support the development of equity-oriented mindsets and skillsets, to meet with staff to coordinate project activities, to review project tools and resources to ensure inclusion of an equity lens, and to collaborate with IEP TA Center staff to provide technical assistance across all tiers of support to identified schools and districts.		
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b> October 1, 2022 to September 30, 2024 – one day/week (or equivalent) not to exceed 52 days/year 1. Support the development of equity-oriented mindsets and skillsets of Project staff 2. Ongoing project meetings to coordinate project activities 3. Review project tools and resources to ensure inclusion of Equity lens. 4. Collaboration with Project staff to provide Technical Assistance across all Tiers of support to identified LEAs.			

<input checked="" type="checkbox"/> <b>MBE Firm</b> <input type="checkbox"/> <b>WBE Firm</b>			
<b>Company Name:</b> Inclusion and Beyond, Inc.	<b>Contact Person:</b> Maura G. Robinson		
<b>Address:</b> 6708 Newburgh Road Evansville, IN 47715	<b>E-mail:</b> maura@inclusionandbeyond.com		
<b>Sub-Contract Amount:</b> \$40,000/year or \$80,000/2-year initial term	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Telephone Number:</b> (812)457-8423</td> <td style="width: 50%;"><b>Fax Number:</b> (   )</td> </tr> </table>	<b>Telephone Number:</b> (812)457-8423	<b>Fax Number:</b> (   )
<b>Telephone Number:</b> (812)457-8423	<b>Fax Number:</b> (   )		
<b>Sub-Contract Percentage of Total Bid:</b> 1.5% (rounded to 2%)	<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b> It is critical that IEP TA Center staff continue to develop cultural responsiveness on an individual and collective level. The IEP TA Center will subcontract with Inclusion and Beyond, Inc. to work with and further develop our staff on recognizing implicit bias, eliminating microaggressions, and deepening awareness of different cultures. The work would include enhancing the IEP TA Center team's ability to facilitate intercultural conflict.		

**Provide approximate dates when Sub-Contractor will perform on this project:**

October 1, 2022 to September 30, 2023

1. Administration and implementation of the Intercultural Development Inventory (IDI) to fifteen staff members and consultants of the IEP Technical Assistance Center (virtual) during the first year of the contract.
2. One hour per month (or equivalent) of Diversity, Equity, Inclusion, and Belonging (DEIB) staff development (virtual or in person).
3. Two hours a month (or equivalent) of DEIB coaching and consulting to the IEP Technical Assistance Center.

October 1, 2023 to September 30, 2024

1. Administration and implementation of the Intercultural Conflict Style Inventory (ICS) to fifteen staff members and consultant of the IEP Technical Assistance Center (virtual).
2. One hour per month (or equivalent) of facilitating intercultural conflict staff development (virtual or in person).
3. Two hours a month (or equivalent) of facilitating intercultural conflict coaching and consulting to the IEP Technical Assistance Center.

Indiana State University	(812)237-3088
Respondent Firm	Telephone Number
200 North Seventh Street	(812_237-3092
Address	Fax Number
Terre Haute, IN 47809	ISU-CRO2@mail.indstate.edu
City/State/Zip Code	Email Address
Representative	<u>Gregory Bierly</u>
5/27/22	Authorizing Signature
Date	Greg Bierly, PhD, Chief Research Officer
	Printed Name and Title

☐ Please check if additional forms are attached.

Page 1 of 1

**FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.**






# RFP 22-71497 Attachment A MWBE Form - Indiana State University

Final Audit Report

2022-05-27

Created:	2022-05-27
By:	Liz Metzger (liz.metzger@indstate.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQbvSSmQGAlBlpjd-MEXYU4EVzv6txdrA

## "RFP 22-71497 Attachment A MWBE Form - Indiana State University" History

-  Document created by Liz Metzger (liz.metzger@indstate.edu)  
2022-05-27 - 6:29:04 PM GMT- IP address: 139.102.76.95
-  Document emailed to Gregory Bierly (Gregory.Bierly@indstate.edu) for signature  
2022-05-27 - 6:29:50 PM GMT
-  Email viewed by Gregory Bierly (Gregory.Bierly@indstate.edu)  
2022-05-27 - 6:35:37 PM GMT- IP address: 104.47.57.126
-  Document e-signed by Gregory Bierly (Gregory.Bierly@indstate.edu)  
Signature Date: 2022-05-27 - 6:36:00 PM GMT - Time Source: server- IP address: 139.102.188.105
-  Agreement completed.  
2022-05-27 - 6:36:00 PM GMT