

ATTACHMENT A
MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR
COMMITMENT FORM

In accordance with 25 IAC 5-5, the respondent is expected to submit with its proposal a Minority & Women's Business Enterprises RFP Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) listed in the Minority and Women's Business Enterprises Division (MWBED) directory of certified firms located at <http://www.in.gov/idoa/2352.htm>.

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 amount entered in the Attachment D, Cost Proposal Template.

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 listed on the IDOA Directory of Certified Firms, **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.
- **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 service only in the industry area for which it is certified as listed in the directory at <http://www.in.gov/idoa/2352.htm>
- 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 only based on the initial term of the contract, unless the products and/or services are needed beyond the initial term. Any products and/or services desired after the initial term will require separate negotiations between the prime contractor and subcontractor. 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 by the regulatory processes involving the State's M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Minority and Women's Business Enterprises Division at (317) 232-3061 or <http://www.in.gov/idoa/2352.htm>.

STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP#: 21-3605

DUE DATE: 2/9/21

TOTAL BID AMOUNT: \$803,150.50

| | | |
|---|--|---|
| <input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm | | |
| Company Name: Transform Consulting Group, Inc. | | Contact Person: Amanda Lopez |
| Address: 144 South Wabash Street Wabash, IN 46992 | | E-mail: a.lopez@transformconsultinggroup.com |
| Sub-Contract Amount: \$30,870 | | Telephone Number: (317) 324-4070 x 800 Fax Number: () |
| Sub-Contract Percentage of Total Bid (Use two decimal places): 3.84% | | Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract</u> : TA and Training for grantees in the form of conferences or webinars. Ad hoc assistance as needed. Support and consultation for evaluation of community level agency initiatives. |
| Provide approximate dates when Sub-Contractor will perform on this project: Between July 2021 and June 2023 | | |

| | | |
|---|--|---|
| <input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm | | |
| Company Name: InAct, LLC | | Contact Person: Valory Myers |
| Address: 8251 Cloverdale Way Indianapolis, IN 46256 | | E-mail: valory.myers@inactllc.com |
| Sub-Contract Amount: \$29,500 | | Telephone Number: (317) 507-9816 Fax Number: () |
| Sub-Contract Percentage of Total Bid (Use two decimal places): 3.67% | | Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract</u> : Introductory meeting. Collaborate with PDA to develop survey instrument, survey design, and recruitment method(s). Select vendors (e.g., online panel provider, telephone sample & survey provider, and/or social media platforms). Manage recruitment and data collection to obtain the target 850 surveys. Prepare raw dataset and brief writeup of study methods. This is critical to the collection of quality feedback about the ISDH's Tobacco Prevention and Cessation programming among Indiana's youth. |
| Provide approximate dates when Sub-Contractor will perform on this project: Between July 2021 and June 2023 | | |

Professional Data Analysts, GBC
 Respondent Firm
 655 19th Avenue NE, Suite 100
 Address
 Minneapolis, MN 55418
 City/State/Zip Code
 Harlan Luxenberg
 Representative
 February 5, 2021

612-623-9110
 Telephone Number
 612-623-8807
 Fax Number
 harlan@pdastats.com
 Email Address *Harlan Luxenberg*
 Authorizing Signature
 Harlan Luxenberg, President & CEO

Date _____

Printed Name and Title _____

Please check if additional forms are attached.

Page _____ of _____

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



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

May 14, 2020

Ms. Valory Myers
InAct, LLC
8251 Cloverdale Way
Indianapolis, IN 46256

Subject: Application for WBE Certification

Dear Ms. Myers,

Congratulations! The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that InAct, LLC, is hereby certified as a Women's 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's Business Enterprise participation:

UNSPSC CODE(S)

| <i>Code</i> | <i>Description</i> |
|-------------|--|
| 80140000 | Marketing and distribution |
| 80141500 | Market research |
| 80141506 | Internet based market research |
| 80141509 | Market intelligence or competitive analysis |
| 80141510 | Market research telephone surveys |
| 80141511 | Market research paper surveys |
| 80141512 | Market research on location surveys |
| 80141513 | Market research one on one interviews |
| 80141514 | Market research mail surveys |
| 80141501 | Marketing analysis |
| 80141516 | Non subscription market research service |
| 80141517 | Custom Market Research |
| 80171600 | Publicity and Marketing Support Services |
| 60105409 | Brand marketing or advertising instructional materials |

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 certification and it is valid through **May 31, 2023**. 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. 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, 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 to verify certification status. Please contact our office at (317) 232-3061 if you have any other questions.

We ask that you please contact Ralph W. Adams Jr, Deputy Commissioner of Certifications, at (317)234-2820 or RaAdams@idoa.IN.gov if you have any questions or concerns about your letter.

Sincerely,

Ralph W. Adams Jr.

(Approved electronic signature COVID-19)

Ralph W. Adams Jr, Deputy Commissioner of Certifications
Indiana Department of Administration
Division of Supplier Diversity

RWA/cl

February 4, 2021

Julie Rainey
Professional Data Analysts (PDA)
RE: RFP For External Evaluation Services

Dear Julie:

Thank you for the opportunity to partner with PDA on your proposal to the Indiana Department of Administration (IDOA), acting on behalf of the Indiana Department of Health (IDH) for External Evaluation Services. InAct LLC (InAct) is an Indiana certified WBE and we are pleased to participate with you on this RFP. This letter is also our commitment to abide by all state procurement regulations including all mandatory contract clauses and that InAct meets all of the requirements for a subcontractor as listed in the RFP. We have agreed to contract with PDA for over the term of the contract.

We look forward to assisting your firm by providing the following services: Introductory meeting. Collaborate with PDA to: develop survey instrument, survey design, and recruitment method(s). Select vendors (e.g., online panel provider, telephone sample & survey provider, and/or social media platforms). Manage recruitment and data collection to obtain the target 850 surveys. Prepare raw dataset and brief writeup of study methods.

InAct understands that there is no commitment for work by PDA unless the RFP activity results in a contract award with IDOA/IDH. Should PDA sign a contract with IDOA/IDH, InAct will participate in the contract award for \$29,500, which is 3.67% of the total bid amount. It is anticipated that we will provide our services between July 2021 and June 2023.

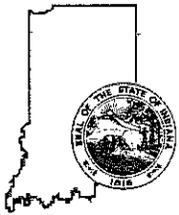
InAct is a certified Indiana Women's Business Enterprise (WBE) listed in the IDOA Directory of Certified Firms (Bidder ID # 0000047935). Additionally, we are registered with the Secretary of State under Control # 201802051238129, Creation Date 2/5/2018. Our tax ID number is 82-4316152.

InAct further certifies that Valory Myers, as signatory to this letter, is authorized to make such commitments on behalf of InAct. We appreciate and value the potential opportunity to work with PDA and the IDOA/IDH on this important program!

Best Regards,

A handwritten signature in black ink, appearing to read "V. Myers", is written over a light blue horizontal line.

Valory Myers, Principal
InAct LLC



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

March 29, 2019

Ms. Amanda Lopez
Transform Consulting Group, Inc.
144 S. Wabash St.
Wabash, IN 46992

Subject: Application for WBE Certification

Dear Ms. Lopez:

Congratulations! The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Transform Consulting Group, Inc.** is hereby certified as a Women's 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's Business Enterprise (WBE) participation:

UNSPSC CODE(S)

| <i>Code</i> | <i>Description</i> |
|-------------|---|
| 80101500 | Business and corporate management consultation services |
| 80101600 | Project management |
| 86132000 | Management education and training services |
| 80101513 | Process and procedures management consultation service |
| 80161500 | Management support services |

This certification is valid through **March 31, 2022**.

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. Please remember you must notify us immediately if any changes occur. Failure to notify us of changes or to provide the ACE form annually will result in revocation of your certification. Changes include, but are not limited to, changes in location, contact information, ownership or control.

We encourage you to visit IDOA's procurement website, <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 <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 Wolf, Deputy Director of Certification, at (317) 232-3061 or awolf@idoa.in.gov if you have any questions or concerns about your letter.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Wolf", written over a faint, illegible typed name.

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

**WOMEN'S BUSINESS ENTERPRISE (WBE)
SUBCONTRACTOR LETTER OF COMMITMENT**

February 5, 2021

Subject: Indiana Department of Health, RFP 21-3605, External Evaluation
Services



To Whom It May Concern:

We appreciate the opportunity to partner with Professional Data Analysts in its response to Indiana Department of Health, RFP 21-3605, External Evaluation Services. We are pleased to participate in this bid as a subcontractor. This letter is a commitment by Transform Consulting Group (TCG) to be bound by the regulatory processes of the Governor's Commission on Minority and Women's Business Enterprises if an award is made to Professional Data Analysts.

TCG was formed in the State of Indiana as a for-profit S corporation. It is registered with the Indiana Secretary of State and Indiana Department of Administration (IDOA). In addition, TCG is certified with IDOA as a Women's Business Enterprise (WBE).

As a subcontractor, TCG commits to provide technical assistance (TA) and training for grantees in the form of conferences or webinars, ad hoc assistance as needed, and support and consultation for evaluation of community-level agency initiatives.

TCG states that it is willing to carry out its responsibilities as a subcontractor if Professional Data Analysts is awarded this project. In accordance with this bid, TCG will perform work on this project with Professional Data Analysts to provide the identified services immediately after contract award and throughout the project, for the term of the contract (anticipated between July 2021 and June 2023). The anticipated value of the services provided to Professional Data Analysts is \$30,870; 3.84% of the total bid.

We appreciate and value the opportunity to work with Professional Data Analysts and the State of Indiana on this exciting initiative.

Best Regards,

A handwritten signature in black ink that reads 'Amanda Lopez'.

Amanda Lopez, President
Transform Consulting Group

144 South Wabash Street
Wabash, IN 46992
Offices in Indiana and Michigan

317-324-4070

transformconsultinggroup.com