

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

In accordance with Section 1.21 of RFP 22-68274, 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 amount entered in the Attachment D, Cost Proposal Template under "TOTAL ASSESSMENT FEE." 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**

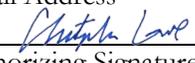
RFP#: 22-68274

**DUE DATE: October 19, 2021**

**TOTAL BID AMOUNT: \$57,829,079.00**

<input checked="" type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
<b>Company Name:</b> Bucher & Christian Consulting, Inc. D/B/A BCforward		<b>Contact Person:</b> Todd Tolson	
<b>Address:</b> 9777 North College Avenue Indianapolis, IN 46280		<b>E-mail:</b> Todd.Tolson@BCforward.com	
<b>Sub-Contract Amount:</b> \$1,680,891.00		<b>Telephone Number:</b> (317) 493-2000	<b>Fax Number:</b> (866) 881-7769
<b>Sub-Contract Percentage of Total Bid:</b> 2.91%		<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b> Professional Staffing Services, scoring tests.	
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b> 12/1/2021 – 12/1/2024 as base contract plus any potential renewals during time periods when tests will be scored.			

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
<b>Company Name:</b> Intrinz Inc.		<b>Contact Person:</b> Patricia Musariri	
<b>Address:</b> 12175 Visionary Way Fishers IN, 46038		<b>E-mail:</b> info@intrinzincorp.com	
<b>Sub-Contract Amount:</b> \$90,000.00		<b>Telephone Number:</b> (317) 288-2267 Ext. 801	<b>Fax Number:</b> N/A
<b>Sub-Contract Percentage of Total Bid:</b> 0.16%		<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b> English Translation Services into several languages as required by the RFP for ILEARN, IREAD-3, and I AM Assessments as required by the Indiana Department of Administration.	
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b> 12/1/2021 – 12/1/2024 as base contract plus any potential renewals.			

Cambium Assessment, Inc.	(202) 926-2730
Respondent Firm	Telephone Number
1000 Thomas Jefferson St NW	N/A
Address	Fax Number
Washington, DC 20007	Christopher.Lowe@cambiumassessment.com
City/State/Zip Code	Email Address
Christopher Lowe	
Representative	Authorizing Signature
12/15/2021	Christopher Lowe, Director, Contracts
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.**

October 13, 2021

Mr. Steve Kromer, President  
Cambium Assessment, Inc.  
1000 Thomas Jefferson Street NW  
Washington, D.C. 20007

RE: State of Indiana Request for Proposal 22-68274

Dear Mr. Kromer,

This letter is confirmation of Bucher + Christian Consulting, Inc., D/B/A BCforward (BCforward) intent to participate with Cambium Assessment, Inc. on the State of Indiana, RFP 22-68274. This RFP is for ILEARN, IREAD-3, I AM Assessments released by the Indiana Department of Administration and Indiana Department of Education.

BCforward is pleased to have this opportunity to participate with Cambium Assessment on this RFP. This letter is also our commitment to abide by all State procurement regulations which include:

- Drug free workplace
- Non-collusion
- Equal Opportunity Employer
- Confidentiality

BCforward understands there is no commitment for work by Cambium Assessment, unless the RFP activity results in a contract/award with the State of Indiana. Should Cambium Assessment sign a contract with the State of Indiana, BCforward will participate in the contract by providing Professional Staffing Services. BCforward will be paid an estimated amount of \$1,680,891 for the three-year contract.

BCforward is an Indiana formed and a certified Minority Business Enterprise with the State of Indiana.

BCforward further certifies that Justin Christian, as signatory to this letter, is authorized to make such commitments on behalf of Bucher + Christian Consulting, Inc.

Sincerely,



Justin Christian  
President and CEO



# 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

June 10, 2020

Mr. Justin Christian  
Bucher & Christian Consulting, Inc.  
9777 N. College Ave.  
Indianapolis, IN 46280

Subject: Application for MBE Certification

Dear Mr. Christian,

***Congratulations!*** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that Bucher & Christian Consulting, Inc., is hereby certified as a Minority Business Enterprise (MBE).

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

### UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
80111600	Temporary personnel services
80111700	Personnel recruitment
80111701	Staff recruiting services
80161501	Office administration or secretarial services
80161504	Clerical services
81111506	Client or server programming services
81141500	Quality control
85121901	Pharmaceutical preparation services
85131701	Pharmaceutical research services
93141802	Recruitment services
83111507	Call center bureau services
84111500	Accounting services

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 **June 30, 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](http://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](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 [www.in.gov/idoa/mwbe/2743.htm](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 Ralph W. Adams Jr, Deputy Commissioner of Certifications, at (317)234-2820 or [RaAdams@idoa.IN.gov](mailto: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



12175 Visionary Way, Suite 430  
Fishers, IN 46038 USA

October 11, 2021

Mr. .Steve Kromer  
President  
Cambium Assessment, Inc.  
1000 Thomas Jefferson St,  
NW, Washington, DC 20007

RE: Letter of Commitment

Dear Mr. Kromer:

This letter is to confirm that my firm, Intrinz Inc. has committed to act as a certified MBE/WBE subcontractor to Cambium Assessment, Inc. should they be awarded the contract for (RFP) # 22-68274, ILEARN, IREAD-3, and I AM Assessments. As a subcontractor, we will provide translation services as required for these programs; Intrinz has experience working with the languages required in the RFP. The total Subcontract Amount will be \$ 90,000. I understand that the dollar commitment could vary up or down depending on the total amount Cambium Assessment is able to bill the state. Cambium Assessment has indicated my firm is anticipated to provide subcontractor services from 12/01/21 – 11/30/24 (Three-year base) and Renewals if awarded: 12/01/25 – 11/30/26 (Year 4), and 12/01/26 – 11/30/27 (Year 5) to the state of Indiana and that I will continue to provide services for as long as Cambium Assessment has the contract with the state.

Please feel free to contact me if you have any questions.

Best Regards,

Sincerely,

A handwritten signature in black ink, appearing to read "Patricia Musariri".

Patricia Musariri

President

Intrinz Inc.



# 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

April 4, 2019

Ms. Patricia Musariri Gurnell  
IntrinZ, Inc.  
12175 Visionary Way, #430  
Fishers, IN 46037

Subject: Application for M/WBE Certification

Dear Ms. Musariri Gurnell:

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

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

### UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
80101500	Business and corporate management consultation services
80101502	Corporate mergers consultation services
80101511	Human resources consulting service
80101600	Project management
80101603	Economic or financial evaluation of projects
80101706	Professional procurement services
80151600	International trade services
82110000	Writing and translations
82111804	Written translation services
82112000	In person language interpretation services
84111700	Corporate finance
84111701	Treasury services
84111800	Taxation issues and preparation
84111802	Tax advisory services
93171600	International trade
93171603	Global trade policies or procedures

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 **April 30, 2022**. 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](http://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](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.

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We ask that you please contact Amy L. Wolf, Deputy Director of Certification, at (317) 232-3061 or [awolf@idoa.in.gov](mailto:awolf@idoa.in.gov) if you have any questions or concerns about your letter.

Sincerely,



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