



Alpha Rae Personnel Inc.  
MBE LETTER OF COMMITMENT  
Universal Staffing Services

Affiliates Nationally  
Web: <http://www.alpha-rae.com>

November 8, 2021

Liz Day, VP of HBS

Lifeline Youth & Family Services, Inc.

4150 Illinois Rd.

Fort Wayne, IN, 46804

Dear Ms. Day,

This letter of commitment is in response to RFP #22-69116 Adoption and Guardianship Services. We are excited about the opportunity to be a potential subcontractor on this contract with Lifeline Youth & Family Services.

Alpha Rae Personnel Inc. is registered with the Indiana Secretary of State and the Indiana Department of Administration. Alpha Rae Personnel Inc. is also certified as a Minority Business Enterprise (MBE). If the award is issued, Alpha Rae Personnel, Inc. will be a MBE subcontractor to Lifeline Youth & Family Services.

It is the intent of Alpha Rae Personnel Inc.; in the event Lifeline Youth & Family Services' is accepted, to enter into an agreement in order to fully provide professional services required under the RFP as specified in this letter of commitment. Under this agreement Alpha Rae Personnel Inc. will agree to the follow deliverables:

- Locating, vetting, and arranging contractors and consultants for specific trainings and topics surrounding adoption, diversity, and other needed topics.
- Recruiting for individuals with adoption and social work backgrounds
- Perform pre-hire verifications of background checks and drug screens
- Work to successful onboard candidates with in the program.
- Provide feedback to the organization.
- Ensure hiring needs for this program are met around the state
- Interview and work with hiring managers on ongoing needs of the program
- Hiring applicants
- Providing training on how to retain, train, prepare the workforce better.

These services to be provided to Lifeline Youth & Family Services by Alpha Rae Personnel, Inc. are estimated to be \$899,082 a year which is approximately 6% of the proposed bid amount. Services will start after the award is given and be ongoing through the life of the contract.

Sincerely,  
Rae Pearson, President/CEO