

**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 (MWBE) directory of certified firms located at <https://www.in.gov/idoa/mwbe/>.

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 <https://www.in.gov/idoa/mwbe/>.
- 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 <https://www.in.gov/idoa/mwbe/>.

**STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM**

RFP#: 22-70622

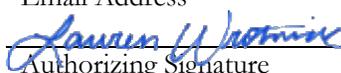
DUE DATE: April 4, 2022

TOTAL BID AMOUNT: \$929,606

<input type="checkbox"/> MBE Firm	<input checked="" type="checkbox"/> WBE Firm	
Company Name: <b>Briljent, LLC</b>		Contact Person: <b>Adam Gulla</b>
Address: 7999 Knue Road, Suite 200 Indianapolis, IN 46520		E-mail: <a href="mailto:agulla@briljent.com">agulla@briljent.com</a>
Sub-Contract Amount: \$110,560.75		Telephone Number: (317) 735-3443
Sub-Contract Percentage of Total Bid: <i>Use two decimal places.</i> 11.89%		Fax Number: N/A
		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> As a valuable scope contribution, Briljent will provide meeting management for national expert and practitioner panel and educator focus group facilitation. These services will help capture feedback and data to inform the alternate assessment design and delivery. These services relate to Briljent's certified areas of education and training services, project management, and event management.
Provide approximate dates when Sub-Contractor will perform on this project: <b>November 2022 – October 2023</b>		

<input checked="" type="checkbox"/> MBE Firm	<input type="checkbox"/> WBE Firm	
Company Name: <b>Bucher + Christian Consulting, Inc. d/b/a BCforward</b>		Contact Person: <b>Todd Tolson</b>
Address: 9777 N College Ave Indianapolis, IN 46280		E-mail: <a href="mailto:Todd.Tolson@bcforward.com">Todd.Tolson@bcforward.com</a>
Sub-Contract Amount: \$75,000.00		Telephone Number: (317) 493-2017
Sub-Contract Percentage of Total Bid: <i>Use two decimal places.</i> 8.07%		Fax Number: N/A
		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> As a valuable scope contribution, BCforward will be responsible for training of test administrators and cognitive lab observations related to sample test administration tasks. These services relate to BCforward's certified areas in recruitment.
Provide approximate dates when Sub-Contractor will perform on this project: <b>November 2022 – October 2023</b>		

WestEd  
 Respondent Firm  
 730 Harrison St  
 Address  
 San Francisco, CA 94107  
 City/State/Zip Code  
 Lauren Wrotniak  
 Representative  
 Apr 1, 2022  
 Date

(415) 615-3136  
 Telephone Number  
 (415) 565-3012  
 Fax Number  
 contracts@wested.org  
 Email Address  
  
 Authorizing Signature  
 Lauren Wrotniak, Interim Director, Contracts & Grants  
 Management  
 Printed Name and Title

Please check if additional forms are attached.

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



April 1st, 2022

WestEd  
Lauren Wrotniak  
Interim Director of Contracts and Grants  
730 Harrison Street  
San Francisco, CA 94107-1242

Dear Lauren,

Briljent, LLC is pleased to provide this letter of commitment to participate as a subcontracting partner with WestEd in its response to the State of Indiana's Request for Proposal (RFP) 22-70622 for I Am Research.

We look forward to assisting your firm on this RFP. Briljent understands that there is no commitment for work by WestEd unless the RFP activity results in a contract award with the State of Indiana. Should WestEd sign a contract with the State of Indiana, the Briljent team will provide meeting and focus group planning, implementation, and project management services in the amount of \$110,560.75 which is 11.89% of the total bid. It is anticipated that we will begin providing our services upon contract execution and throughout the duration of the contract.

Briljent LLC, a certified Women's Business Enterprise (WBE), is registered to do business with the State of Indiana under Bidder Registration # 000002628 and remains in good standing. This letter provides Briljent, LLC's commitment to abide by all state procurement regulations. Briljent, LLC is headquartered in Fort Wayne, Indiana.

We appreciate and value the potential opportunity to work with you and the state of Indiana on this important initiative!

Regards,

Matthew D. Odum  
President  
Briljent, LLC  
7615 W. Jefferson Blvd.  
Fort Wayne, IN 46804



**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 24, 2020

Ms. Kathy Carrier  
 Briljent, LLC  
 7615 W Jefferson Blvd  
 Fort Wayne, IN 46804

Subject: Application for WBE Certification

Dear Ms. Carrier,

***Congratulations!*** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Briljent, 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>
73151907	Compact disk CD duplication and printing services
80000000	Management and business professionals and administrative services
80101504	Strategic planning consultation services
80101507	Information technology consultation services
80101600	Project management
80110000	Human resources services
80111600	Temporary personnel services
80141500	Market research
80141505	Marketing plans
80141510	Market research telephone surveys
80141602	Public relation services
80141607	Events management
80141800	Mailing services
81111704	Database design
81112000	Data services
81112103	World wide web www site design services
81160000	Information technology service
82111500	Technical writing
82111804	Written translation services
82141502	Art design or graphics
86000000	Education and training services
86111500	Distance learning 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 recertification 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 our office at (317) 232-3061 or [mwbe@idoa.in.gov](mailto:mwbe@idoa.in.gov) if you have any questions or concerns about your letter.

Sincerely,

COVID-19

**Ralph W. Adams, Jr.**

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

RWA/vc

March 25, 2022

Dr. Marianne Perie  
WestEd  
730 Harrison Street  
San Francisco, CA

Dear Dr. Perie,

This letter is confirmation that it is the intent of Bucher + Christian Consulting, Inc., D/B/A *BCforward* (*BCforward*) to participate with WestEd on the State of Indiana Request for Proposals (“RFP”) 22-70622. This RFP is for I AM Research released by the Indiana Department of Administration and Indiana Department of Education.

*BCforward* is pleased to have this opportunity to participate with WestEd 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 WestEd, unless the RFP results in a contract/award with the State of Indiana. If WestEd signs a contract with the State of Indiana, *BCforward* will participate in the contract as an extension of the WestEd team to provide training and cognitive observation services. *BCforward* will be paid no less than 75,000 or 8% of the total contract, for its services across the duration of the initial contract term which is one year. *BCforward* will perform work upon contract initiation for the duration of the initial contract length.

*BCforward* is a certified Minority Business Enterprise (“MBE”) 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