

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

In accordance with IC 4-13-16.5 and 25 IAC 5, it has been determined that there is a reasonable expectation of Minority and/or Women Business Enterprise subcontracting opportunities on a contract awarded under this RFP. The MWBE Subcontractor Commitment form is **Attachment A**. The MWBE Subcontractor Commitment Form is to be submitted as a part of the Respondent's proposal. 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 at <https://www.in.gov/idoa/mwbe>.

If participation is met through use of respondents 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 [INSERT TAB NAME AND CELL IDENTITY IF HELPFUL]. 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 MBE/WBE 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 at <https://www.in.gov/idoa/mwbe>, **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 IIVOSB (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(s) and/or WBE(s) 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/are 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 at <https://www.in.gov/idoa/mwbe>.

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

RFP#: 24-76492

**TOTAL BID AMOUNT: \$650,00.00**

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
Company Name: Coverdale Consulting, LLC		Contact Person: Ms. Rachael Coverdale	
Address: 11787 Lantern Road, Suite 103 Fishers, IN 46038		E-mail: rachael@coverdaleconsulting.com	
Sub-Contract Amount: \$65,000		Telephone Number: ( 317 ) 518-2243	Fax Number: (    )
Sub-Contract Percentage of Total Bid: 10%		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract.</u> Coverdale Consulting LLC will contact prospective respondents for the survey in Deliverable 1 and will also develop materials for Deliverables 3 & 5 for the School-based Mental Health Endorsement.	
Provide approximate dates when Sub-Contractor will perform on this project: <u>May 1, 2024 to January 31, 2026.</u>			

<input checked="" type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name: GreyPrint Consulting		Contact Person: Sharmaine Pechac, PhD, SHRM-SCP	
Address: 1567 Meeting House Lane Bloomington, IN 47403		E-mail: spechac@greyprint.org	
Sub-Contract Amount: \$32,500		Telephone Number: ( 330 ) 388-9870	Fax Number: (    )
Sub-Contract Percentage of Total Bid: 5%		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> Dr. Pechac will be providing evaluation services throughout the project, and will be working with PHDP to develop relationships with higher education.	
Provide approximate dates when Sub-Contractor will perform on this project: <u>May 1, 2024 to January 31, 2026.</u>			

<input checked="" type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name: Diverse Staffing		Contact Person: Amber Amores-Villalobos	
Address: 7135 Waldemar Drive Indianapolis, IN 46268		E-mail: avillalobos@diversegov.com	
Sub-Contract Amount: \$25,000		Telephone Number: ( 330 ) 385-5096x4118	Fax Number: ( 866 ) 436-5196
Sub-Contract Percentage of Total Bid: 3.8%		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> Diverse Staffing will be providing clerical support and transcription services for all Deliverables.	
Provide approximate dates when Sub-Contractor will perform on this project: <u>May 1, 2024 to January 31, 2026.</u>			

Respondent Firm  
Paramount Health Data Project, Inc  
Address 5601 Crawfordsville Rd, Suite 903  
Indianapolis, IN 46224  
City/State/Zip Code  
Indianapolis, IN 46224  
Representative  
Tommy Reddicks

Telephone Number  
(317) 691-5347  
Fax Number  
Email Address  
angelova@healthdataportect.org  
Authorizing Signature



Date 3-26-24

Printed Name and Title  
Tommy Reddicks, President, Board of Directors

X. Please check if additional forms are attached.

Page 4 of 11

**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 W462  
Indianapolis, IN 46204  
(317) 232 - 3061

September 22, 2023

Ms. Rachael Coverdale  
**Coverdale Consulting, LLC**  
11787 Lantern Road Suite 103,  
Fishers, IN 46038

Subject: Application for WBE Certification

Dear Ms. Coverdale,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that: **Coverdale Consulting, 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 (WBE) participation:

### UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
80171603	Publicity and Marketing Advisory Service
80171602	Online & Social Media Publicity service
82101603	Internet advertising
80171600	Publicity and Marketing Support Services
80171800	Media relations services
80141604	Branding of product naming services
82140000	Graphic design

This certification is valid through **September 30, 2026**.

Although your certification is valid for three years, you are required to submit an annual **Affidavit of Continued Eligibility (ACE)** form year. Instructions on how to receive and complete this form can be located at <https://www.in.gov/idoa/mwbe/minority-and-womens-business-enterprises/certify-your-business/>. Please remember that 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 the 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. You must review and update your profile regularly, because state purchasing agents and prime contractors may use this information to contact you for business opportunities.



March 23, 2024

Teresa Deaton-Reese, CPPB, CPPO  
Procurement Consultant  
Indiana Department of Administration  
Procurement Division  
402 W. Washington St., Room W468  
Indianapolis, IN 46204

Dear Ms. Deaton-Reese,

This letter serves as acknowledgement that Coverdale Consulting has agreed to serve as a subcontractor to Paramount Health Data Project, Inc. for the following work to be performed as part of the School Based Mental Health Provider Endorsement (RFP 24-76492):

- Recruitment for online survey and focus group interviews with school based mental health professionals, which will include finding contact information for potential respondents, designing and crafting messaging for email and text solicitations for participation in the survey and interviews, tracking responses, providing contact information of respondents to PHDP, follow-up responses to respondents.
- Lead strategic design and messaging discussions around the program to include naming, branding, and messaging. After the branding and messaging is determined, Coverdale Consulting will design recruitment / educational / promotional materials for the program to be distributed statewide to a variety of stakeholder communities, including currently licensed mental health providers, educational professionals currently in schools, university and community college faculty and students enrolled in mental health programs and majors and complementary majors such as criminal justice or communications.

This work entails a minimum commitment of at least \$65,000, which is 10% of all 21 months of the total bid amount of \$650,00.00. The work will begin May 1, 2024 and last to January 31, 2026 if options are exercised by the State of Indiana.

Sincerely,

Rachael Coverdale  
President, Coverdale Consulting



# STATE OF INDIANA

Eric J. Holcomb, Governor

DEPARTMENT OF ADMINISTRATION  
Division of Supplier Diversity

Indiana Government Center South 402  
West Washington Street, Room W462  
Indianapolis, IN 46204  
{317} 232 - 3061

April 25, 2023

Ms. Sharmaine Pechac  
**GreyPrint Consulting, LLC**  
1567 W Meeting House Lane  
Bloomington, IN 47403

Subject: Application for M/WBE Certification Dear

Ms. Pechac,

***Congratulations!*** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **GreyPrint Consulting, LLC** 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 (M/WBE) participation:

### UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
80101500	Business and corporate management consultation services
80101600	Project management
80111500	Human resource development
80111600	Temporary personnel services
80111700	Personnel recruitment
80171900	Stakeholder management and relations services
85911005	Educational counseling
86111500	Distance learning services
86111600	Adult education
86132000	Management education and training services
86132001	Executive coaching service
86132102	Training planning and development consultancy service
86132103	Training course design and content development service
86132200	Educational support services
86132203	Educational planning service
86132204	Curriculum Development Service
86132209	Educational administration service
86132212	Educational data collection service
86132214	Educational Evaluation service

86141500

Educational guidance services

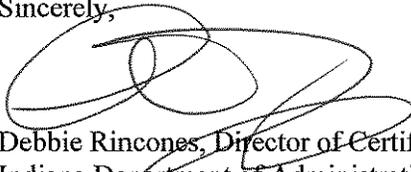
This certification is valid through April 30, 2026.

**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 Fonn.pdf](http://www.in.gov/idoa/mwbe/files/ACE_Fonn.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 the 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 serveto prove continued eligibility. Please visit <http://www.in.gov/idoa/mwbe/2743.htm> to verify your certification status. 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,



Debbie Rincones, Director of Certification  
Indiana Department of Administration  
Division of Supplier Diversity

**DR/prs**



March 23, 2024

Teresa Deaton-Reese, CPPB, CPPO  
Procurement Consultant  
Indiana Department of Administration  
Procurement Division  
402 W. Washington St., Room W468  
Indianapolis, IN 46204

Dear Ms. Deaton-Reese,

This letter serves as acknowledgement that GreyPrint Consulting has agreed to serve as a subcontractor to Paramount Health Data Project, Inc. for the following work to be performed as part of the School Based Mental Health Provider Endorsement (RFP 24-76492):

- Provide evaluation services to determine progress toward goals in all 5 project deliverables. GreyPrint Consulting will monitor progress on a monthly basis through interviews and email contacts with project staff and subcontractors.
- Provide professional advice to PHDP in service of the goals of Deliverable 5: collaborating and building relationships with post-secondary education institutions that offer Mental Health/Behavioral Health coursework credits in order to expand the reach of the School Based Mental Health Provider Endorsement to students studying in the mental health fields and complementary majors.

This work entails a minimum commitment of at least \$32,500, which is 5% of all 21 months of the total bid amount of \$650,000.00. The work will begin May 1, 2024 and last to January 31, 2026 if options are exercised by the State of Indiana.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sharr Pechac', written in a cursive style.

Sharmaine (Sharr) Pechac, PhD, SHRM - SCP  
Founder & Principal Consultant  
Cell Phone: 330.388.9870  
Website: [www.greyprint.org](http://www.greyprint.org)



# STATE OF INDIANA

Eric J. Holcomb, Governor

DEPARTMENT OF ADMINISTRATION  
Division of Supplier Diversity

Indiana Government Center South  
402 West Washington Street, Room W462  
Indianapolis, IN 46204  
(317) 232 - 3061

March 16, 2022

Mr. Clyde Harris  
**Diverse Staffing Services, Inc.**  
7135 Waldemar Drive  
Indianapolis IN, 46268

Subject: Application for MBE Certification

Dear Mr. Harris,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Diverse Staffing Services, 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>
80000000	Management and Business Professionals and Administrative Services
80111600	Temporary personnel services
80111700	Personnel recruitment
80111706	Permanent clerical or administrative assistance
93151504	Administrative reform services
93151505	Administrative agencies services
93151506	Administrative economic council services
93151507	Administrative procedures or services

On September 13, 2010, the Governor’s Commission on Supplier Diversity 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 **March 31, 2025**. 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 [https://www.in.gov/idoa/wbt/DSDCert\\_ACE/index.html](https://www.in.gov/idoa/wbt/DSDCert_ACE/index.html). 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.



March 25, 2025

Teresa Deaton-Reese, CPPB, CPPO

Procurement Consultant

Indiana Department of Administration, Procurement Division 402

W. Washington St., Room W468

Indianapolis, IN 46204

Dear Ms. Deaton-Reese,

This letter serves as acknowledgement that Diverse Staffing Services, Inc. a Minority Business Enterprise has agreed to serve as a subcontractor to Paramount Health Data Project, Inc. for the following work to be performed as part of the School Based Mental Health Provider Endorsement (RFP 24-76492):

- General Clerical — web searches for contact information of school personnel, adding data to Excel databases, using web-based texting and email tools, downloading data from a web-based survey platform into an Excel file, follow up emails and texts, using project management software (Asana), and creating and editing documents in Microsoft Word.
- Transcription— transcribe audio from Zoom and in-person interviews and focus groups.

This work entails a minimum commitment of at least \$25,000, which is 3.8% of all 21 months of the total bid amount of \$650,000.00. The work will begin May 1, 2024 and last to January 3, 2026 if options are exercised by the State of Indiana.

Sincerely,

A handwritten signature in black ink, appearing to read "Vanessa Cook".

Vanessa Cook

Systems Services Analyst

[ProgramServices@DiverseGOV.com](mailto:ProgramServices@DiverseGOV.com)

Diverse Staffing Services, Inc.

T: 317-813-8000

7135 Waldemar Drive

Indianapolis, IN 46268

7135 Waldemar Drive Indianapolis, IN 46268 | 317-813-8000