



June 25, 2023

Jeremy Elias, Founder and CEO
TrackMy Solutions, Inc.
8700 Monrovia Street Suite 310, Lenexa, KS 66215

RE: RFP 24-75743 - Vaccination, Immunization, Scheduling, Inventory, Testing, and Claims (VISIT) System

Dear Jeremy Elias,

aFit Staffing Inc. (aFit) is pleased to participate in the proposed bid of RFP 24-75743 - Vaccination, Immunization, Scheduling, Inventory, Testing, and Claims (VISIT) System for the Indiana Department of Administration on behalf of the Indiana Department of Health for the State of Indiana. In the event TrackMy Solutions, Inc. is chosen to fulfill this RFP, our company will serve as a subcontractor to TrackMy Solutions for the purpose of supporting the project activities.

Started in 2014 in Indianapolis, aFit is committed to be an ethical, responsive, and results-driven company providing information technology services. Our business is listed in the Indiana Department of Administration Directory of Certified Firms as a Women Business Enterprise (WBE). aFit's IDOA Bidder ID Number is 0000040063.

As an Indiana WBE subcontractor certified to provide information technology consultation, information technology service delivery, management advisory services, education and training services, among others, we anticipate providing services to support project management, OCM Lead, and Training Lead Services.

Our subcontracted services will be in the amount of \$326,690 as 8.24% of the TOTAL BID AMOUNT. As requested in the RFP, these services would be provided for the duration of the contract. aFit is willing to take on this project and to carry out our responsibilities as a subcontractor to TrackMy Solutions.

We look forward to working with TrackMy Solutions and the State of Indiana on this important initiative.

Regards,

A handwritten signature in blue ink that reads "Julie Booth Phillips".

Julie Booth Phillips
Owner 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 W462
Indianapolis, IN 46204
(317) 232 - 3061

August 30, 2022

Ms. Phillips
aFit Staffing, Inc.
8925 N. Meridian St., Suite 101
Indianapolis, IN 46260

Subject: Request for amendment to WBE certification

Dear Ms. Phillips,

Our office received a request for an amendment of the UNSPSC code(s) assigned to **aFit Staffing, Inc.** After a thorough review, the Indiana Department of Administration, Division of Supplier Diversity has determined the firm is eligible for an amendment to the previously granted UNSPSC code(s).

This determination is based on information submitted to us, which indicates that the company provides a commercially useful function in the areas listed below, which will be added to its certification listing. Below is a full listing of the UNSPSC code(s) it is now certified in:

UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
80100000	Management advisory services
80101504	Strategic planning consultation services
80101507	Information technology consultation services
80101600	Project management
80111600	Temporary personnel services
80111608	Temporary information technology software developers
80111609	Temporary information technology systems or database administrators
80111701	Staff recruiting services
80111707	Permanent technical staffing needs
80141612	Sales or marketing programs
81111808	Systems analysis
81111810	Software coding
81160000	Information technology service
86000000	Education and Training Services

Reference: **aFit Staffing, Inc.**

This certification is valid through **October 31, 2023**. Although your certification is valid for three years, you are required to submit an annual Affidavit of Continued Eligibility, which reflects updates regarding the issues critical to maintaining your certification. However, you must notify us immediately if any changes occur. Failure to notify us of changes or to provide the Affidavit of Continued Eligibility form annually will result in the revocation of your certification. Changes include, but are not limited to:

- Change in location or contact information (address, phone number, e-mail address, etc.)
- Change in services provided (amendment to certification)
- Change in ownership
- Change in control

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 your certification status. Please contact our office at (317) 232-3061 or mwbe@idoa.in.gov if you have any questions or concerns about your letter. if you have any other questions.

Sincerely,

Kesha Rich

Kesha Rich, Deputy Commissioner
Indiana Department of Administration
Division of Supplier Diversity

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, Cost Summary. 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 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(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#: 24-75743

TOTAL BID AMOUNT: \$ 12,101,433.92

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
Company Name: aFit Staffing, Inc.		Contact Person: Julie Phillips	
Address: 150 W. Market Street, Suite715, Indianapolis, IN 46204		E-mail: jphillips@afitstaffing.com	
Sub-Contract Amount: \$326,690		Telephone Number: (317) 418-5062	Fax Number: ()
Sub-Contract Percentage of Total Bid: 8.24%		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> aFit will be providing services that are valuable scope contributions to the contract including project management, training and Organizational Change Management.	
Provide approximate dates when Sub-Contractor will perform on this project: Contract start to finish			

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name:		Contact Person:	
Address:		E-mail:	
Sub-Contract Amount:		Telephone Number: ()	Fax Number: ()
Sub-Contract Percentage of Total Bid:		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u>	
Provide approximate dates when Sub-Contractor will perform on this project:			

aFit Staffing, Inc.
 Respondent Firm
 150 W. Market Street, Suite715,
 Address
 Indianapolis, IN 46204
 City/State/Zip Code
 Owner and CEO

Representative
 6/22/2023
 Date

(317) 418-5062
 Telephone Number
 N/A
 Fax Number
 jphillips@afitstaffing.com
 Email Address

 Authorizing Signature
 Julie Phillips, Owner and CEO
 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.