

**ATTACHMENT A1**  
**INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR**  
**COMMITMENT FORM**

In accordance with Section 1.22 of RFP 20-1311, the respondent is expected to submit with its proposal an Indiana Veteran Owned Small Business (IVOSB) RFP Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Indiana Veteran Owned Small Business(es) listed in the VA OSDBU registry, or listed on the IDOA Directory of Certified Firms that conform to the IVOSB rules as laid out at <http://www.in.gov/idoa/2862.htm>.

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.

If the vendor responding to the RFP is an IVOSB certified entity, the letter confirming same should be submitted with their response. IDOA will verify the certification but will not check for it. Therefore the responding vendor has the responsibility to alert IDOA of their certification. The IVOSB respondent will receive the total points for the IVOSB evaluation criteria per section 3.2.7. Additional ISVOB subcontractors must be included if the IVOSB respondent is seeking the additional bonus point.

The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these goals may impact the evaluation of your Proposal. The Department reserves the right to verify all information included on the IVOSB Subcontractor Commitment Form.

**Prime Contractors must ensure that the proposed IVOSB subcontractors meet the following criteria:**

- Must be listed on Federal Center for Veterans Business Enterprise (VA OSDBU) registry or 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 veteran business Certification Letter provided by either IDOA or Federal Govt. (VA OSDBU), to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see section 2.3.7 - Department of Administration, Procurement Division)
- A Prime Contractor who is an IVOSB can 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 VA OSDBU or IDOA Certified Firm directories <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract

**INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT**

A signed letter(s), on company letterhead, from the IVOSB must accompany the IVOSB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSB 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 State reserves the right to deny evaluation points if the letter(s) is not attached. 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 policies and processes involving the State's IVOSB Program. Questions involving the regulations governing the IVOSB Subcontractor Commitment Form should be directed to: [indianaveteranspreference@idoa.in.gov](mailto:indianaveteranspreference@idoa.in.gov).

# STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 20-1311

Region: Statewide

DUE DATE: July 15, 2020

TOTAL BID AMOUNT: \$ 1,362,992.76 ← This amount is from page 7 of the RFP

<b>Company Name:</b> TOSCA LLC	<b>Contact Person:</b> Isadore Gurnell	
<b>Address:</b> 12175 Visionary Way, #430 Fishers, IN 46037	<b>E-mail:</b> igurnell@gmail.com	
<b>Sub-Contract Amount:</b> \$ 54,519.71  <b>Sub-Contract Percentage of Total Bid:</b> 4.0%	<b>Telephone Number:</b> ( 317 ) 938-6996	<b>Fax Number:</b> (    )
<b>Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u></b>  Will provide telephonic interpreters as required by this contract		
<b>Provide approximate dates when Sub-Contractor will perform on this project: Starting within 30 days after Propio begins to provide service to Indiana. The Sub-Contractor will continue to provide service as long as Propio has the contract.</b>		

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

Propio LS, LLC  
 Respondent Firm  
 11020 King Street, Ste. 420  
 Address  
 Overland Park, KS 66210  
 City/State/Zip Code  
 Marco Assis  
 Representative  
 07/01/20  
 Date

913-381-3143  
 Telephone Number  
 866-231-8176  
 Fax Number  
 Marco@Propio-LS.com  
 Email Address  
  
 Authorizing Signature  
 Marco Assis, 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.**



# STATE OF INDIANA

Eric J. Holcomb, Governor

DEPARTMENT OF ADMINISTRATION  
Indiana Veteran Business

Indiana Government Center South  
402 West Washington Street, Room W468  
Indianapolis, IN 46204

January 29, 2019

Mr. Isadore Gurnell  
Tosca, LLC  
12175 Visionary Way  
Fishers, IN 46037

Subject: Indiana Veteran Owned Small Business Certification

Dear Mr. Gurnell,

Congratulations! The Indiana Department of Administration is pleased to inform you that Tosca, LLC, is hereby certified as an Indiana Veteran Owned Small Business Enterprise ("IVOSB").

Tosca, LLC's certification is valid from January 30, 2019, through January 30, 2021. Annually, the company must complete the Affidavit of Continued Eligibility Form and submit it to the department. The company must complete the recertification process every two years. The Department recommends that you start this process at least 90 days prior the expiration of the company's certification to avoid any lapse in certification. More information regarding this process, along with additional information about IVOSB program and available opportunities can be found at:

<http://in.gov/idoa/2862.htm>.

If you should have any questions or concerns, please do not hesitate to contact the Department via email at [indianaveteranspreference@idoa.in.gov](mailto:indianaveteranspreference@idoa.in.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Amy L. Wolf".

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

ALW:cl

# Tosca LLC

12175 Visionary Way, Suite #430 Fishers, IN 46038  
317 938 6996

Bidder #  
8000049524

Indiana Dept. of Administration Procurement Division  
Attn: Ms. Traci Davidson  
402 W. Washington St., Room W468  
Indianapolis, Indiana 46204

Dear Sir or Madam:

This letter is to confirm that my firm, *Tosca LLC* has committed to act as a subcontractor to Propio Language Services should they be awarded the contract for RFP # 20-1311. As a subcontractor, we will provide telephone interpreting services. Propio has committed to my firm that it will be allocated 4.0% of the dollar value of the contract. Propio has estimated the total annual dollar value of the contract to be \$1,362,992.76 (see page 7 of the RFP), so my 4.0% share would be \$54,519.71 per year. I do understand that the dollar commitment could vary up or down depending on the total amount Propio is able to bill the state. Propio has indicated my firm will begin providing subcontractor services within 30 days of the start of services to Indiana and that I will continue to provide services for as long as it has the contract with the state.

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

Best Regards,

  
Mr. Isadore Gurnell  
President  
Tosca LLC.

317 938 6996

isadore@toscainc.com

12175 Visionary Way, Suite 430  
Fishers, IN 46208

