

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 (MWBED) directory of certified firms located at <http://www.in.gov/idoa/2352.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.

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 <http://www.in.gov/idoa/2352.htm>
- 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 <http://www.in.gov/idoa/2352.htm>.

STATE OF INDIANA MBE/WBE 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

<input type="checkbox"/> MBE Firm	<input checked="" type="checkbox"/> WBE Firm
Company Name: Eloquence Language Services, LLC	
Address: 3555 Inverness Blvd Carmel, IN 46032	
Sub-Contract Amount: \$ 122,669.35	
Sub-Contract Percentage of Total Bid: 9.0%	
Contact Person: Karen Friedman E-mail: eloquencelanguage@gmail.com Telephone Number: (317) 446-0951 Fax Number: () Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> Will provide telephonic interpreters as required by this contract	
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.	

<input checked="" type="checkbox"/> MBE Firm	<input type="checkbox"/> WBE Firm
Company Name: Intriniz Inc.	
Address: 11650 Lantern Rd #125 Fishers, IN 46038	
Sub-Contract Amount: \$ 122,669.35	
Sub-Contract Percentage of Total Bid: 9%	
Contact Person: Patricia Gurnell E-mail: patricia.musariri@intrinzincorp.com Telephone Number: (317) 288-2267 Fax Number: () Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> Will provide telephonic interpreters as required by this contract	
Provide approximate dates when Sub-Contractor will perform on this project: : Sept 2020 thru Sept 2022, plus any optional renewals	

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
Division of Supplier Diversity

Indiana Government Center South
402 West Washington Street, Room W469
Indianapolis, IN 46204
(317) 232 - 3061

June 26, 2018

Ms. Karen Friedman
Eloquence Language Services, LLC
3555 Inverness Boulevard
Carmel, IN 46032

Bidder ID #000015518

Subject: Application for WBE Certification

Dear Ms. Friedman:

Congratulations! The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that Eloquence Language Services, 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)

Code	Description
60103700	Foreign languages resources
82110000	Writing and translations
90121700	Guides and interpreters

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, 2021**. 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. 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, 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 to verify certification status. Please contact our office at (317) 232-3061 if you have any other questions.

	<p style="text-align: center;"><i>ELOQUENCE</i> <i>Language Services LLC</i> Smart Translation. Smart Choice. 3555 Inverness Blvd. Carmel, IN 46032-9381 U.S.A. Tel 317-446-0951 · E-fax: 559-751-2878 eloquencelanguage@gmail.com www.eloquencelanguage.com</p> <p style="text-align: center;"><i>A State of Indiana and City of Indianapolis Certified Woman-Owned Business Enterprise (WBE)</i></p>	
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June 19, 2020

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, Eloquence Language Services LLC, has committed to act as a subcontractor to Propio Language Services should it 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 9.0% 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 9.0% share would be \$122,669.35 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,



Karen I. Friedman
President



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

April 4, 2019

Ms. Patricia Musariri Gurnell
Intrinz, Inc.
12175 Visionary Way, #430
Fishers, IN 46037

Bidder # EXT 0000 32653

Subject: Application for M/WBE Certification

Dear Ms. Musariri Gurnell:

Congratulations! The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Intrinz, Inc.** 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 participation:

UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
80101500	Business and corporate management consultation services
80101502	Corporate mergers consultation services
80101511	Human resources consulting service
80101600	Project management
80101603	Economic or financial evaluation of projects
80101706	Professional procurement services
80151600	International trade services
82110000	Writing and translations
82111804	Written translation services
82112000	In person language interpretation services
84111700	Corporate finance
84111701	Treasury services
84111800	Taxation issues and preparation
84111802	Tax advisory services
93171600	International trade
93171603	Global trade policies or procedures

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 **April 30, 2022**. Please note that IDOA continues to reserve the right to conduct a site visit or phone interview at any time to certified companies.

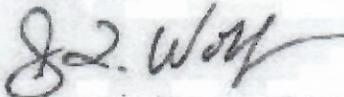
Although your certification is valid for a three-year period, you are required to submit an annual *Affidavit of Continued Eligibility (ACE)* form, located at www.in.gov/idoa/mwbe/files/ACE_Form.pdf. Please remember you must notify us immediately if any changes occur. Failure to notify us of changes 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, 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 to verify certification status. Please contact our office at (317) 232-3061 if you have any other questions.

We ask that you please contact Amy L. Wolf, Deputy Director of Certification, at (317) 232-3061 or awolf@idoa.in.gov if you have any questions or concerns about your letter.

Sincerely,



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



12175 Visionary Way, #430, Fishers, IN 46038, USA

Bidder # EXT 0000032653

June 20,2020

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, Intrinz Inc. 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 9.0% 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 9.0% share would be \$122,669.35 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,

Patricia Musariri

President

Intrinz Inc.