

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

In accordance with Section 1.22 of RFP 21-873 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](http://www.in.gov/idoa/2862.htm) 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](http://www.in.gov/idoa/2862.htm)) 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](http://www.in.gov/idoa/2352.htm) 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.

STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 21-873


DUE DATE: 9/15/2020

TOTAL BID AMOUNT: \$44,874,710

Company Name: Professional Management Enterprises	Contact Person: Danny Portee	
Address: 9245 N. Meridian Street, Suite 210, Indianapolis, IN 46260	E-mail: dportee@pme-indy.com	
Sub-Contract Amount: \$1,912,533	Telephone Number: (317) 541-0200	Fax Number: ()
Sub-Contract Percentage of Total Bid: 4.26%	Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> PME will provide staffing for this project who will perform quality assurance and mail-room fulfillment functions.	
Provide approximate dates when Sub-Contractor will perform on this project: January 20, 2021 through January 19, 2028.		

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:		

Irwin Hodson Group Indiana, LLC
 Respondent Firm
 2980 E. Coliseum Blvd. Ste. 102 (PO Box 5176)
 Address
 Ft. Wayne, IN 46805 (46895)
 City/State/Zip Code
 Brad Barondeau
 Representative
 Date: September 14th 2020

(260) 205-6869
 Telephone Number
 (503) 234-1761
 Fax Number
 bbarondeau@wihgroup.com
 Email Address

 Authorizing Signature
 Todd Lawrence President/CEO
 Printed Name and Title

☐ Please check if additional forms are attached.

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



Letter of Commitment RFP 21-873 Veteran Owned Small Business

Professional Management Enterprises
9245 North Meridian Street
Suite #210
Indianapolis, IN 46260

Mr. Brad Barondeau
Irwin Hodson Group
2980 E. Coliseum Blvd., Suite 102
Fort Wayne, IN 46895

Dear Mr. Barondeau,

This letter is confirmation of the intent for **Professional Management Enterprises Inc (PME)**, an Indiana Veteran Owned Small Business (IVOSB) registered with the State of Indiana as such, to participate with the Irwin Hodson Group (IHG) on the State of Indiana **RFP 21-873 – On Demand Production and Distribution of License Plates and Registration Documents**.

For this project, we have committed to support IHG in a variety of ways. Our scope of work includes:

- ◆ Employees will perform quality control functions and match registration forms to the corresponding license plate and insert the two into an envelope and mailing functions for preparing mailings into the USPS mail stream.
 - Computer/PC operators
 - Printer operators (for registration forms)
 - Inserting equipment operators
 - Quality Control inspectors

The work performed by Professional Management Services is estimated to commence approximately January 20, 2021 through January 19, 2028.

Professional Management Services is pleased to have the opportunity to participate with IHG on this RFP. We are registered to do business with the State of Indiana and are in good standing (IDOA Director of Certified Firms (Bidder ID# 0000015988). Additionally, we are registered with the Secretary of State under Control # 2005120200226 (FEIN # 20-4024802) Enclosed please find our IVOSB certification documentation.

Professional Management Enterprises, Inc.
9245 North Meridian St., Suite 210
Indianapolis, IN 46260
A Certified Minority and Service Disabled Veteran Owned Business

Professional Management Enterprises acknowledges that the work performed by PME in the amount to be charged by PMS amounts to \$1,912,533.00 which represents 4.26 percent of the total IHG bid amount of \$44,874,710

We are an Indiana company with our principal place of business in Indiana.

This letter is also our commitment to maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for the State.

Professional Management Services confirms that neither our company nor any of our principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Contract by any federal agency or by any department, agency or political subdivision of the State of Indiana.

Sincerely,

A handwritten signature in dark ink, appearing to read 'HDP', is enclosed within a thin black rectangular border.

Haskell D. Portee, President
Professional Management Enterprises