

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

In accordance with Section 1.21 of RFP 22-70334, the respondent is expected to submit with its proposal a Minority & Women's Business Enterprises (MWBE) RFP Subcontractor Commitment Form. 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](#).

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 under "TOTAL ASSESSMENT FEE." 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 MWBE 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](#), **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 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 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 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](#).

STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP#: 22-70334

DUE DATE: February 14, 2022

TOTAL BID AMOUNT: \$26,091,390.24

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm	
Company Name: Chamberlin/Dunn LLC	Contact Person: Molly Chamberlin
Address: 350 Massachusetts Avenue, Suite 300 Indianapolis, Indiana 46204	E-mail: molly.chamberlin@chamberlindunn.com
Sub-Contract Amount: \$162,050.00	Telephone Number: (317) 435-7490 Fax Number: n/a
Sub-Contract Percentage of Total Bid: .06%	Describe service/product to be provided: Chamberlin/Dunn, LLC ("C/D") will act as the research partner and evaluator for the project. C/D has extensive experience providing research and evaluation support for federal and state-funded programs. C/D will support CELL at UIndy in collecting and analyzing data to identify the extent to which the project is being implemented with fidelity, as well as to identify the extent to which the project is achieving desired school- and student-level outcomes. This will provide vital lessons not only to CELL, to support continuous improvement throughout the project, but also to IDOE in terms of lessons learned and recommendations related to the initiative.
Provide approximate dates when Sub-Contractor will perform on this project: April 1, 2022- September 30, 2024	

<input checked="" type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm	
Company Name: Bucher and Christian Consulting, Inc. D/B/A BCforward	Contact Person: Todd Tolson
Address: 9777 North College Avenue Indianapolis, Indiana 46280	E-mail: Todd.Tolson@BCforward.com
Sub-Contract Amount: \$470,000	Telephone Number: (317) 493-2017 Fax Number: (866) 881-7769
Sub-Contract Percentage of Total Bid: 1.76%	Describe service/product to be provided: Project management staffing and staff augmentation services.
Provide approximate dates when Sub-Contractor will perform on this project: April 1, 2022- September 30, 2024	

University of Indianapolis
Respondent Firm
1400 East Hanna Avenue
Address
Indianapolis, Indiana 46227
City/State/Zip Code

Representative
2/11/21
Date

317-788-3301
Telephone Number
n/a
Fax Number
dudichj@uindy.edu
Email Address

Authorizing Signature
Jason Dudich, VP of Finance & Administration, Treasurer
Printed Name and Title



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 21, 2021

Ms. Nicole Dunn
Ms. Mary Chamberlin
Chamberlin-Dunn, LLC
548 Woodruff Place East Drive
Indianapolis, IN 46201

Subject: Application for WBE Certification

Dear Ms. Dunn & Ms. Chamberlin,

Congratulations! The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Chamberlin-Dunn, 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)

<i>Code</i>	<i>Description</i>
80101500	Business and corporate management consultation services
80101600	Project management
80141500	Market research
80171500	Situation and stakeholder analysis and communications planning services
80171900	Stakeholder management and relations services
81112007	Content or data standardization services
81112009	Content or data classification services
81121505	Economic Development Consultancy
81131500	Methodology and analysis
86132100	Training planning, facilitation and delivery services
93141509	Social problems analysis or management 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 **September 30, 2024**. Please note that IDOA continues to reserve the right to conduct a site visit or phone interview at any time to certified companies.

Referencing: Chamberlin-Dunn, LLC

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. 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.

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.

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit <https://www.in.gov/idoa/mwbe/2743.htm> to verify certification status. Please contact our office at (317) 232-3061 or mwbe@idoa.in.gov if you have any other questions or concerns about your letter.

Sincerely,

Kesha Rich

Kesha Rich, Director of Certification
Indiana Department of Administration
Division of Supplier Diversity

KR/cb



February 7, 2022

To CELL at the University of Indianapolis, :

Chamberlin/Dunn LLC is a certified woman-owned business enterprise (WBE) with the State of Indiana, with a valid certification through September 30, 2024. We are pleased to partner with CELL at UIndy on *RFP 22-70334, STEM and Literacy Plan Work*.

We have a strong history providing research and evaluation for state and quasi-federal public agencies and working directly with state and federal grantees on site-level evaluation and technical assistance. We are prepared to support CELL in designing and executing a research agenda for the project. Specifically, C/D will work with CELL and IDOE to create and refine project research questions; to analyze data collected from training participants and schools to compile into research and evaluation reports; and to provide insight on the extent to which the project is achieving desired outcomes. These activities fall within the UNSPSC codes under which Chamberlin/Dunn is certified:

- 80101500 Business and corporate management consultation services
- 80101600 Project management
- 80171500 Situation & stakeholder analysis & communications planning svcs
- 80171900 Stakeholder management and relations services
- 81131500 Methodology and analysis
- 81112007 Content or data standardization services
- 81112009 Content or data classification services
- 93141509 Social problems analysis or management services

Attached is our certification letter. For the work described above, we understand we will be compensated \$162,050, or .06% of the total budget.

Chamberlin/Dunn is proud to be an Indiana WBE and looks forward to supporting CELL and the Indiana Department of Education in this important work.

Sincerely,

Molly Chamberlin, Director + Co-Founder





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 10, 2020

Mr. Justin Christian
Bucher & Christian Consulting, Inc.
9777 N. College Ave.
Indianapolis, IN 46280

Subject: Application for MBE Certification

Dear Mr. Christian,

Congratulations! The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that Bucher & Christian Consulting, 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>
80111600	Temporary personnel services
80111700	Personnel recruitment
80111701	Staff recruiting services
80161501	Office administration or secretarial services
80161504	Clerical services
81111506	Client or server programming services
81141500	Quality control
85121901	Pharmaceutical preparation services
85131701	Pharmaceutical research services
93141802	Recruitment services
83111507	Call center bureau services
84111500	Accounting services

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 certification and it is valid through **June 30, 2023**. 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 Ralph W. Adams Jr, Deputy Commissioner of Certifications, at (317)234-2820 or RaAdams@idoa.IN.gov if you have any questions or concerns about your letter.

Sincerely,

Ralph W. Adams Jr.

(Approved Electronic Signature COVID-19)

Ralph W. Adams Jr, Deputy Commissioner of Certifications
Indiana Department of Administration
Division of Supplier Diversity

RWA/cl

February 9, 2022

Carey Dahncke
Executive Director
University of Indianapolis, CELL
1400 East Hanna Avenue
Indianapolis, IN 46227

Dear Carey,

This letter is confirmation of Bucher + Christian Consulting, Inc., D/B/A *BCforward* (*BCforward*) intent to participate with the University of Indianapolis on the State of Indiana, RFP 22-70334. This RFP is for STEM and Literacy Plan Work for the Indiana Department of Education.

BCforward is pleased to have this opportunity to participate with the University of Indianapolis on this RFP. This letter is also our commitment to abide by all State procurement regulations which include:

- Drug free workplace
- Non-collusion
- Equal Opportunity Employer
- Confidentiality

BCforward understands there is no commitment for work by the University of Indianapolis, unless the RFP activity results in a contract/award with the State of Indiana. Should the University of Indianapolis sign a contract with the State of Indiana, *BCforward* will participate in the contract for the duration of the contract by providing Project Management services. Pursuant to our discussions, the total amount of *BCforward's* subcontract will account for 1.8% percent of the overall project bid, which has a dollar value of \$470,000.

BCforward is an Indiana formed and certified Minority Business Enterprise with the State of Indiana.

BCforward further certifies that Justin Christian, as signatory to this letter, is authorized to make such commitments on behalf of Bucher + Christian Consulting, Inc.

Sincerely,



Justin Christian
President and CEO