

**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, cell D45. 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#: 24-75844 Kindergarten Readiness Assessment

**TOTAL BID AMOUNT: \$3,852,440**

<input checked="" type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
<b>Company Name:</b> Bucher + Christian Consulting, Inc. D/B/A BCforward	<b>Contact Person:</b> Todd Tolson, Global Account Manager		
<b>Address:</b> 9777 N College Ave. Indianapolis, IN 46280	<b>E-mail:</b> Todd.Tolson@BCforward.com		
<b>Sub-Contract Amount:</b> \$107,870	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Telephone Number:</b> (317) 493-2017</td> <td style="width: 50%;"><b>Fax Number:</b> (800) 881-7769</td> </tr> </table>	<b>Telephone Number:</b> (317) 493-2017	<b>Fax Number:</b> (800) 881-7769
<b>Telephone Number:</b> (317) 493-2017	<b>Fax Number:</b> (800) 881-7769		
<b>Sub-Contract Percentage of Total Bid:</b> 2.8%	<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract.</b>  BCforward will provide meeting support, training, and professional development services for this project.		
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b> January 1, 2024 – June 30, 2026			

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
<b>Company Name:</b> Briljent, LLC	<b>Contact Person:</b> Adam Gulla, Development Manager		
<b>Address:</b> 7615 W Jefferson Blvd. Fort Wayne, IN 46804	<b>E-mail:</b> agulla@briljent.com		
<b>Sub-Contract Amount:</b> \$30,820	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Telephone Number:</b> (317) 767-4140</td> <td style="width: 50%;"><b>Fax Number:</b> (260) 434-0991</td> </tr> </table>	<b>Telephone Number:</b> (317) 767-4140	<b>Fax Number:</b> (260) 434-0991
<b>Telephone Number:</b> (317) 767-4140	<b>Fax Number:</b> (260) 434-0991		
<b>Sub-Contract Percentage of Total Bid:</b> 0.8%	<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b>  Briljent will provide training and professional development services for this project.		
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b> January 1, 2024 – June 30, 2025			

Johns Hopkins University  
 Respondent Firm  
 3400 North Charles Street  
 Address  
 Baltimore, MD 21218  
 City/State/Zip Code  
 Jonathon Berry  
 Representative  
 1/24/2024  
 Date

443-927-3341  
 Telephone Number  
 Fax Number  
 Jberry41@jhu.edu  
 Email Address  
  
 Authorizing Signature  
 Jonathon Berry, Contracts Associate  
 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.**

January 24, 2024

Dr. Linda Carling, EdD  
Associate Research Professor  
Center Director, Center for Technology in Education  
Johns Hopkins University, School of Education  
2800 N. Charles St.  
Baltimore, MD 21218

RE: RFP# 24-75844 — M/WBE Letter of Commitment

Dear Ms. Carling:

This letter serves as confirmation of the intent of Bucher + Christian Consulting, Inc. D/B/A *BCforward* to support Johns Hopkins University (“JHU”) on the Kindergarten Readiness Assessment Request for Proposal (RFP #24-75844) issued by the Indiana Department of Administration on behalf of the Indiana Department of Education. *BCforward* is a certified Indiana Minority Business Enterprise (MBE) formed in the State of Indiana. We are committed to abiding by all state procurement regulations including all mandatory contract clauses as outlined in the RFP.

If JHU is the successful vendor, *BCforward* agrees to provide professional development/training services. We will begin work in Year 1 (2024/25) of the contract and continue as needed on an annual basis through the duration of the contract.

Dependent on the final negotiated contract price, it is expected that *BCforward* will receive an estimated \$107,870 under this subcontract.

*BCforward* represents that it meets the minority business enterprise requirements set forth in the RFP and all required documentation has been provided to JHU for its MBE/WBE submission.

We authorize JHU to list *BCforward* as a MBE subcontractor and look forward to the opportunity to serve the Indiana Department of Education on this project. If you have any questions, please feel free to contact me at the number above.

Sincerely,



Justin Christian  
President/CEO  
Bucher & Christian Consulting, Inc.  
D/B/A *BCforward*



January 24, 2024

Kristen W. Thompson  
Program Director for Business  
Systems & Technology Solutions  
Center for Technology in Education  
Johns Hopkins University  
2800 N. Charles Street  
Baltimore, MD 21218  
Phone: 443-927-0280  
Fax: 410-516-9818

IN RFP 24-75844 Kindergarten Readiness Assessment – Briljent Letter of Commitment

Dear Kristen,

Briljent, LLC is pleased to provide this letter of commitment to participate as a subcontracting partner with JHU in its response to the State of Indiana's Request for Proposal (RFP) # 24-75844 for the Kindergarten Readiness Assessment.

We look forward to assisting your firm on this RFP. Briljent understands that there is no commitment for work by JHU unless the RFP activity results in a contract award with the State of Indiana. Should JHU sign a contract with the State of Indiana, the Briljent team will provide training services in the amount of \$30,820, which represents .8% WBE participation through 6/30/25. It is anticipated that we will begin providing our services between the start of the project – June 2025.

Briljent LLC, a certified Women's Business Enterprise (WBE), is registered to do business with the State of Indiana under Bidder Registration # 000002628 and remains in good standing. This letter provides Briljent, LLC's commitment to abide by all state procurement regulations. Briljent, LLC is headquartered in Fort Wayne, Indiana.

We appreciate and value the potential opportunity to work with you and the state of Indiana on this important initiative!

Regards,

Matthew D. Odum  
President  
Briljent, LLC  
7615 W. Jefferson Blvd.  
Fort Wayne, IN 46804