



March 25, 2025

Teresa Deaton-Reese, CPPB, CPPO

Procurement Consultant

Indiana Department of Administration, Procurement Division 402

W. Washington St., Room W468

Indianapolis, IN 46204

Dear Ms. Deaton-Reese,

This letter serves as acknowledgement that Diverse Staffing Services, Inc. a Minority Business Enterprise has agreed to serve as a subcontractor to Paramount Health Data Project, Inc. for the following work to be performed as part of the School Based Mental Health Provider Endorsement (RFP 24-76492):

- General Clerical — web searches for contact information of school personnel, adding data to Excel databases, using web-based texting and email tools, downloading data from a web-based survey platform into an Excel file, follow up emails and texts, using project management software (Asana), and creating and editing documents in Microsoft Word.
- Transcription— transcribe audio from Zoom and in-person interviews and focus groups.

This work entails a minimum commitment of at least \$25,000, which is 3.8% of all 21 months of the total bid amount of \$650,000.00. The work will begin May 1, 2024 and last to January 3, 2026 if options are exercised by the State of Indiana.

Sincerely,

A handwritten signature in black ink, appearing to read "Vanessa Cook", written over a light blue circular background.

Vanessa Cook

Systems Services Analyst

[ProgramServices@DiverseGOV.com](mailto:ProgramServices@DiverseGOV.com)

Diverse Staffing Services, Inc.

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