

**ATTACHMENT A – Category 1 - Clothing  
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. 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

## Category 1 - Clothing

RFP#: 22-69035

**DUE DATE: 9/19/2022 by 3:00 PM - to be updated by 9-30-2022**

**TOTAL BID AMOUNT: Clothing Total \$1,170,882.14 for 2 years and \$585,441.07 for 1 year**

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
<b>Company Name:</b> Gerber and Company Foods, LLC		<b>Contact Person:</b> LeAnn Gerber, President	
<b>Address:</b> 324 W South Street – Suite 713 Bluffton, IN 46714		<b>E-mail:</b> leann@gerberandcompany.com	
<b>Sub-Contract Amount:</b> \$70,252.93 for 1 year Estimate of \$140,505.86 for 2 years		<b>Telephone Number:</b> ( 260 ) 353-3054	<b>Fax Number:</b> ( ) n/a
<b>Sub-Contract Percentage of Total Bid:</b> 12%/year		<b>Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u></b> Keefe will purchase clothing products through this supplier for this contract opportunity.	
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b> Upon award of the contract to run for two years or the first contract term. After the two years, there may be two additional “two-year” renewal options to be discussed after the first contract term.			

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
<b>Company Name:</b>		<b>Contact Person:</b>	
<b>Address:</b>		<b>E-mail:</b>	
<b>Sub-Contract Amount:</b>		<b>Telephone Number:</b>	<b>Fax Number:</b>
<b>Sub-Contract Percentage of Total Bid:</b>		<b>Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u></b>	
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b>			

Keefe Group, LLC dba Keefe Supply Company

Respondent Firm

13870 Corporate Woods Trail

Address

Bridgeton, MO 63044

City/State/Zip Code

314-264-2900

Telephone Number

314-264-2901

Fax Number

mpohle@keefegroup.com

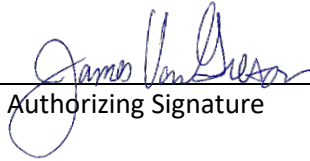
Email Address

Mike Pohle

Representative

September 29, 2022

Date



Authorizing Signature

James VanGieson

Executive Vice President/General Manager

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.**



"A Women Business Enterprise"  
260-353-3053 or 260-417-9152

Rodney Tolliver  
Purchasing Manager  
Keefe Group  
10880 Lin Page Place  
St. Louis, MO 63132

September 29, 2022

RE: Gerber & Company Foods, LLC – Letter of Intent

Dear Rodney,

It is our intent to work with Keefe Supply Company on the upcoming IN Department of Corrections Commissary/Package Program bid as your Certified WBE.

Gerber & Company Foods, LLC plans to be your supplier for purchasing clothing products to be sold through the program. The approximate dates for the contract to begin will be upon award of the contract for two years, with the option for extensions and renewals after the base term. The contract value for Gerber & Company Foods, LLC is roughly 12% of the clothing contract amount of \$1,170,882.14 for 2 years (total for 1 year is \$585,441.07), or a total of \$70,252.93 in purchases annually (\$140,505.86 for 2 years).

We look forward to establishing a long-term relationship while providing the highest level of customer satisfaction for we have worked with many minority contracts over the last 16 years.

Thank you for the opportunity to serve you in business!

Sincerely,

LeAnn Gerber  
President  
Gerber & Company Foods LLC



# 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

January 29, 2021

Ms. Leann R. Gerber  
**Gerber and Company Foods, LLC.**  
324 W South Street, Suite 713  
Bluffton, IN 46714

Subject: Application for WBE Certification

Dear Ms. Leann R. Gerber,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Gerber and Company Foods, 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 (WBE) participation:

### UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
80101706	Professional procurement services
93131607	Food distribution services

This certification is valid through **January 31, 2024.**

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](http://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 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, <http://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 <http://www.in.gov/idoa/mwbe/2743.htm> to verify certification status. We ask that you please contact our office at (317) 232-3061 or [mwbe@idoa.in.gov](mailto:mwbe@idoa.in.gov) if you have any questions or concerns about your letter.

Sincerely,

*Kesha Rich*

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

KR/cl

Referencing Gerber and Company Foods, LLC.