

**ATTACHMENT A – Category 5 – Health & Beauty  
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 5- Health & Beauty**

RFP#: 22-69035

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

**TOTAL BID AMOUNT: Health & Beauty Total \$3,467,120.48 for 2 years and \$1,733,560.24 for 1 year**

<input checked="" type="checkbox"/> <b>MBE Firm</b> <input type="checkbox"/> <b>WBE Firm</b>			
<b>Company Name:</b> Rivers Resource, LLC		<b>Contact Person:</b> Eddie L. Rivers, Jr. - President & CEO	
<b>Address:</b> 7114 Lakeview Parkway West Dr. Indianapolis, IN 46268		<b>E-mail:</b> eddie.rivers@riversresources.net	
<b>Sub-Contract Amount:</b> \$173,356.02 for 1 year Estimate of \$346,712.05 for 2 years		<b>Telephone Number:</b> (317) 572-5029	<b>Fax Number:</b> (800) 454-7091
<b>Sub-Contract Percentage of Total Bid:</b> 10%/year		<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b> Keefe will purchase health and beauty/hygiene products through this supplier for this contract.	
<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.			

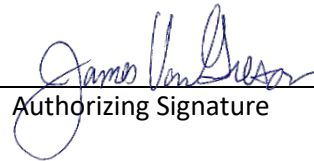
<input type="checkbox"/> <b>MBE Firm</b> <input type="checkbox"/> <b>WBE Firm</b>			
<b>Company Name:</b>		<b>Contact Person:</b>	
<b>Address:</b>		<b>E-mail:</b>	
<b>Sub-Contract Amount:</b>		<b>Telephone Number:</b>	<b>Fax Number:</b>
<b>Sub-Contract Percentage of Total Bid:</b>		<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</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.**



September 29, 2022

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

RE: Rivers Resource, LLC, Letter of Intent

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 MBE. Rivers Resource, LLC plans to be your supplier for purchasing health and beauty products to be sold through the program. The approximate dates for the contract to begin are upon award of the new contract for two years, with the option for extensions and renewals after the base term. The contract value for Rivers Resource is roughly 10% of the total health and beauty contract amount of \$3,467,120.48 for 2 years and \$1,733,560.24 for 1 year, or a total of \$173,356.02 in purchases annually (total of \$346,712.05 for 2 years).

We look forward to establishing a long-term relationship while providing the highest level of customer satisfaction.

Thank you for the opportunity to do business.

Sincerely,

*Eddie Rivers*

Eddie Rivers



# 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

November 2, 2021

Mr. Eddie Rivers  
**Rivers Resources, LLC**  
7114 Lakeview Parkway W Dr  
Indianapolis, IN 46216

Subject: Application for MBE Certification

Dear Mr. Rivers,

**Congratulations!** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that **Rivers Resources, LLC** 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>
44120000	Office supplies
56101700	Office furniture
72102903	Snow removal services
76110000	Cleaning and janitorial 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 **November 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.

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](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](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.

Referencing: **Rivers Resources, LLC**

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](mailto: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

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# 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

November 3, 2021

Mr. Eddie Rivers  
**Rivers Resources, LLC**  
7114 Lakeview Parkway W Dr  
Indianapolis, IN 46216

Subject: Indiana Veteran Owned Small Business Enterprise Certification

Dear Mr. Rivers,

Congratulations! The Indiana Department of Administration Division of Supplier Diversity ("Division") is pleased to inform you that **Rivers Resources, LLC** is hereby certified as an Indiana Veteran Owned Small Business Enterprise ("IVOSB").

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted IVOSB participation:

### UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
44120000	Office supplies
56101700	Office furniture
72102903	Snow removal services
76110000	Cleaning and janitorial services

**Rivers Resources, LLC** certification is valid from **November 3, 2021**, through **November 3, 2023**. Annually, the company must complete the Affidavit of Continued Eligibility Form and submit it to the Division. The company must complete the recertification process every two years. The Division recommends that you start this process at least 90 days prior to the expiration of the company's certification to avoid any lapse in your certification. More information regarding this process, along with additional information about the IVOSB program and available opportunities, can be found at: <https://www.in.gov/idoa/2863.htm>.

Please contact our office at (317) 232-3061 or [indianaveteranspreference@idoa.in.gov](mailto:indianaveteranspreference@idoa.in.gov) if you should have any questions or concerns.

Sincerely,

*Kesha Rich*

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





**DEPARTMENT OF VETERANS AFFAIRS  
Center for Verification and Evaluation  
Washington DC 20420**

11/19/2021  
In Reply Refer To: **00VE**

Mr. Eddie L. Rivers, Jr.  
Rivers Resources, LLC  
DUNS: 603375937  
7114 Lakeview Parkway W. Drive  
Indianapolis, IN 46268

Dear Mr. Rivers:

On behalf of the U.S. Department of Veterans Affairs (VA), Center for Verification and Evaluation (CVE), I am writing to inform you that your application for reverification has been approved. Rivers Resources, LLC will remain eligible to participate in Veterans First Contracting Program opportunities with VA as a verified Service-Disabled Veteran-Owned Small Business (SDVOSB).

**This verification is valid for three (3) years from the date of this letter.**

Please retain a copy of this letter to confirm Rivers Resources, LLC's continued program eligibility in accordance with 38 Code of Federal Regulation (CFR) § 74.12. You may reapply 120 days prior to your new expiration date by logging into <https://www.vetbiz.va.gov/>.

To promote Rivers Resources, LLC's verified status, you may use the following link to download the logo for use on your marketing materials and business cards: [https://www.va.gov/OSDBU/docs/cve\\_completed\\_s.jpg](https://www.va.gov/OSDBU/docs/cve_completed_s.jpg). In addition, please access the following link for information on next steps and opportunities for verified businesses: <http://www.va.gov/osdbu/verification/whatsNext.asp>.

While CVE has confirmed that Rivers Resources, LLC is presently, as of the issuance of this notice, in compliance with the regulation, Rivers Resources, LLC must inform CVE of any changes or other circumstances that would adversely affect its eligibility. Eligibility changes not reported to CVE within 30 days could result in a referral to the Office of Inspector General (OIG), a referral to the Debarment and Suspension Committee, and the initiation of cancellation proceedings—all of which could result in Rivers Resources, LLC being removed from the VIP Verification Program.

Please be advised all verified businesses may be required to participate in one or more post-verification audits at CVE's discretion. Additionally, this letter and other

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Enabling Veteran Business Opportunities by Protecting the Veteran Advantage - One Vet at a Time"*

information pertaining to Rivers Resources, LLC's verification application may be subject to Freedom of Information Act (FOIA) requests. However, FOIA disclosures include exceptions regarding the personal privacy of individuals, and VA policy similarly provides limitations on the release of individuals records.

If Rivers Resources, LLC receives a negative size determination from the U.S. Small Business Administration (SBA), CVE must act in accordance with 38 CFR § 74.2(e). Also note, if at any time Rivers Resources, LLC discovers that it fails to meet the size standards for any NAICS Code(s) listed on its VIP profile, CVE requires such NAICS Code(s) be removed within five (5) business days. If these NAICS Codes are not removed within the allotted five (5) business days, CVE may request SBA conduct a formal size determination. In addition, CVE may initiate a referral to OIG, a referral to the Debarment and Suspension Committee and pursue cancellation proceedings. All of the aforementioned referrals and procedures could result in Rivers Resources, LLC being removed from the VIP Verification Program.

Thank you for your service to our country and for continuing to serve America through small business ownership.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Scott Wilson". The signature is fluid and cursive, with a large initial "D" and a stylized "W".

Douglas Scott Wilson  
Deputy Director  
Center for Verification and Evaluation