

ATTACHMENT A1 – Category 1 - Clothing
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR
COMMITMENT FORM¹

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 IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract for scoring purposes only. However, the subcontractor commitment shall apply to the life of the contract including any time after the initial term. 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 the Respondent to the solicitation is an IVOSB certified entity, the letter confirming same should be submitted with their response. Therefore, the Respondent has the responsibility to alert IDOA of their certification. The IVOSB Respondent will receive the total points for the IVOSB evaluation criteria per section 3.2.7. Additional ISVOB subcontractors must be included if the IVOSB Respondent is seeking the additional bonus point.

The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these goals may impact the evaluation of your Proposal. The Department will verify all information included on the IVOSB Subcontractor Commitment Form.

Prime Contractors must ensure that the proposed IVOSB subcontractors meet the following criteria:

- Must be listed on Federal Center for Veterans Business Enterprise VETBIZ at <https://www.vetbiz.va.gov/vip/> under INDIANA, or listed at 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 veteran business Certification Letter provided by either IDOA or Federal Govt. VETBIZ at <https://www.vetbiz.va.gov/vip/>, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see [Section 2.3.8](#) - [Department of Administration, Procurement Division](#)).
- A Prime Contractor who is an IVOSB **can** count their own workforce or companies to meet this requirement, (see IAC 25-9-4-1 (c))
- **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 as listed in the VETBIZ federal registry, at <https://www.vetbiz.va.gov/vip/> under INDIANA or at State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>. Must be used to provide the goods or services specific to the contract.

INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the IVOSB(s) must accompany the IVOSB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSB of its subcontract amount, a description

¹ The Indiana Veteran Business Program is governed by IC 5-22-14 and 25 IAC 9.

of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract. For scoring purposes only, the IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract. However, 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 by the rules and requirements of the State’s IVOSB Program. Questions involving the regulations governing the IVOSB Subcontractor Commitment Form should be directed to: Division of Supplier Diversity at indianaveteranspreference@idoa.in.gov, (317) 232-3061 or the Supplier Diversity website at <https://www.in.gov/idoa/mwbe>.

STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

Category 1 - Clothing

RFP#: 22-69035

DUE DATE: 09/09/2022 by 3:00 PM ET

TOTAL BID AMOUNT: \$939,187.92

Company Name: Vespa Group LLC	Contact Person: Tony Vespa	
Address: 201 N. Illinois St South Tower 16 th Floor Indianapolis, IN 46204	E-mail: vespa@vespa-group.com	
Sub-Contract Amount: \$46,959.40	Telephone Number: 410-533-6247	Fax Number: ()
Sub-Contract Percentage of Total Bid: 5%	Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract: Vespa Group will provide staff augmentation for local procurement, merchandise, and account management support for Union Supply’s services to ICI clothing products and the IDOC. This contributes valuable scope to the contract, because it allows us to have a local experienced staffing agency to help us grow our staff in Indiana and Ohio to help support the bulk commissary purchases from ICI.	
Provide approximate dates when Sub-Contractor will perform on this project: This service is already in place under our current contract, so it will be implemented with proven success starting on day 1 of the new contract. This service will be in place throughout the full term of the proposed contract.		

Company Name:	Contact Person:	
Address:	E-mail:	
	Telephone Number: ()	Fax Number: ()

Sub-Contract Amount:	Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u>
Sub-Contract Percentage of Total Bid:	
Provide approximate dates when Sub-Contractor will perform on this project:	

[Union Supply Group, Inc](#)
 Respondent Firm
[2500 Regent Blvd.](#)
 Address
[Dallas, TX 75261](#)
 City/State/Zip Code
[L.D. Hay](#)
 Representative
[September 9, 2022](#)
 Date

[469-957-5685](#)
 Telephone Number
[562-361-4805](#)
 Fax Number
LDHay@unionsupplygroup.com
 Email Address

 Authorizing Signature
LDHay@unionsupplygroup.com
 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.

ATTACHMENT A1 – Category 2 – Electronics
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR
COMMITMENT FORM¹

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The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these goals may impact the evaluation of your Proposal. The Department will verify all information included on the IVOSB Subcontractor Commitment Form.

Prime Contractors must ensure that the proposed IVOSB subcontractors meet the following criteria:

- Must be listed on Federal Center for Veterans Business Enterprise VETBIZ at <https://www.vetbiz.va.gov/vip/> under INDIANA, or listed at 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 veteran business Certification Letter provided by either IDOA or Federal Govt. VETBIZ at <https://www.vetbiz.va.gov/vip/>, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see [Section 2.3.8](#) - [Department of Administration, Procurement Division](#)).
- A Prime Contractor who is an IVOSB **can** count their own workforce or companies to meet this requirement, (see IAC 25-9-4-1 (c))
- **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 as listed in the VETBIZ federal registry, at <https://www.vetbiz.va.gov/vip/> under INDIANA or at State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>. Must be used to provide the goods or services specific to the contract.

INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the IVOSB(s) must accompany the IVOSB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSB of its subcontract amount, a description

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of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract. For scoring purposes only, the IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract. However, the subcontractor commitment shall apply to the life of the contract including any time after the initial term.

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STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

Category 2 - Electronics

RFP#: 22-69035

DUE DATE: 09/09/2022 by 3:00 PM ET

TOTAL BID AMOUNT: \$1,242,839.60

Company Name: Vespa Group LLC	Contact Person: Tony Vespa	
Address: 201 N. Illinois St South Tower 16 th Floor Indianapolis, IN 4620	E-mail: vespa@vespa-group.com	
Sub-Contract Amount: \$62,141.98	Telephone Number: 410-533-6247	Fax Number: ()
Sub-Contract Percentage of Total Bid: 5%	Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract: Vespa Group will provide staff augmentation for local procurement, merchandise, and account management support for Union Supply’s services to ICI electronics products and the IDOC. This contributes valuable scope to the contract, because it allows us to have a local experienced staffing agency to help us grow our staff in Indiana and Ohio to help support the bulk commissary purchases from ICI.	
Provide approximate dates when Sub-Contractor will perform on this project: This service is already in place under our current contract, so it will be implemented with proven success starting on day 1 of the new contract. This service will be in place throughout the full term of the proposed contract.		

Company Name:	Contact Person:	
Address:	E-mail:	
	Telephone Number: ()	Fax Number: ()

Sub-Contract Amount:	Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u>
Sub-Contract Percentage of Total Bid:	
Provide approximate dates when Sub-Contractor will perform on this project:	

Union Supply Group, Inc
 Respondent Firm
 2500 Regent Blvd.
 Address
 Dallas, TX 75261
 City/State/Zip Code
 L.D. Hay
 Representative
 September 9, 2022
 Date

469-957-5685
 Telephone Number
 562-361-4805
 Fax Number
 LDHay@unionsupplygroup.com
 Email Address

 Authorizing Signature
 LDHay@unionsupplygroup.com
 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.

ATTACHMENT A1 – Category 3 - Food
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR
COMMITMENT FORM¹

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The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these goals may impact the evaluation of your Proposal. The Department will verify all information included on the IVOSB Subcontractor Commitment Form.

Prime Contractors must ensure that the proposed IVOSB subcontractors meet the following criteria:

- Must be listed on Federal Center for Veterans Business Enterprise VETBIZ at <https://www.vetbiz.va.gov/vip/> under INDIANA, or listed at 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 veteran business Certification Letter provided by either IDOA or Federal Govt. VETBIZ at <https://www.vetbiz.va.gov/vip/>, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see [Section 2.3.8](#) - Department of Administration, Procurement Division).
- A Prime Contractor who is an IVOSB **can** count their own workforce or companies to meet this requirement, (see IAC 25-9-4-1 (c))
- **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 as listed in the VETBIZ federal registry, at <https://www.vetbiz.va.gov/vip/> under INDIANA or at State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>. Must be used to provide the goods or services specific to the contract.

INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT

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of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract. For scoring purposes only, the IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract. However, the subcontractor commitment shall apply to the life of the contract including any time after the initial term.

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STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM Category 3 - Food

RFP#: 22-69035

DUE DATE: 09/09/2022 by 3:00 PM ET

TOTAL BID AMOUNT: \$31,165,525.72

Company Name: Vespa Group LLC	Contact Person: Tony Vespa	
Address: 201 N. Illinois St South Tower 16 th Floor Indianapolis, IN 4620	E-mail: vespa@vespa-group.com	
Sub-Contract Amount: \$1,558,276.29	Telephone Number: 410-533-6247	Fax Number: ()
Sub-Contract Percentage of Total Bid: 5%	Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract: Vespa Group will provide staff augmentation for local procurement, merchandise, and account management support for Union Supply’s services to ICI food products and the IDOC. This contributes valuable scope to the contract, because it allows us to have a local experienced staffing agency to help us grow our staff in Indiana and Ohio to help support the bulk commissary purchases from ICI.	
Provide approximate dates when Sub-Contractor will perform on this project: This service is already in place under our current contract, so it will be implemented with proven success starting on day 1 of the new contract. This service will be in place throughout the full term of the proposed contract.		

Company Name:	Contact Person:	
Address:	E-mail:	
	Telephone Number: ()	Fax Number: ()

Sub-Contract Amount:	Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u>
Sub-Contract Percentage of Total Bid:	
Provide approximate dates when Sub-Contractor will perform on this project:	

Union Supply Group, Inc
 Respondent Firm
 2500 Regent Blvd.
 Address
 Dallas, TX 75261
 City/State/Zip Code
 L.D. Hay
 Representative
 September 9, 2022
 Date

469-957-5685
 Telephone Number
 562-361-4805
 Fax Number
 LDHay@unionsupplygroup.com
 Email Address

 Authorizing Signature
 LDHay@unionsupplygroup.com
 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.

ATTACHMENT A1 – Category 4 - Footwear
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR
COMMITMENT FORM¹

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 IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract for scoring purposes only. However, the subcontractor commitment shall apply to the life of the contract including any time after the initial term. 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>.

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The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these goals may impact the evaluation of your Proposal. The Department will verify all information included on the IVOSB Subcontractor Commitment Form.

Prime Contractors must ensure that the proposed IVOSB subcontractors meet the following criteria:

- Must be listed on Federal Center for Veterans Business Enterprise VETBIZ at <https://www.vetbiz.va.gov/vip/> under INDIANA, or listed at 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 veteran business Certification Letter provided by either IDOA or Federal Govt. VETBIZ at <https://www.vetbiz.va.gov/vip/>, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see [Section 2.3.8](#) - [Department of Administration, Procurement Division](#)).
- A Prime Contractor who is an IVOSB **can** count their own workforce or companies to meet this requirement, (see IAC 25-9-4-1 (c))
- **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 as listed in the VETBIZ federal registry, at <https://www.vetbiz.va.gov/vip/> under INDIANA or at State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>. Must be used to provide the goods or services specific to the contract.

INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT

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of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract. For scoring purposes only, the IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract. However, the subcontractor commitment shall apply to the life of the contract including any time after the initial term.

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STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

Category 4- Footwear

RFP#: 22-69035

DUE DATE: 09/09/2022 by 3:00 PM ET

TOTAL BID AMOUNT: \$883,066.76

Company Name: Vespa Group LLC	Contact Person: Tony Vespa	
Address: 201 N. Illinois St South Tower 16 th Floor Indianapolis, IN 4620	E-mail: vespa@vespa-group.com	
Sub-Contract Amount: \$44,153.34	Telephone Number: 410-533-6247	Fax Number: ()
Sub-Contract Percentage of Total Bid: 5%	Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract: Vespa Group will provide staff augmentation for local procurement, merchandise, and account management support for Union Supply’s services to ICI footwear products and the IDOC. This contributes valuable scope to the contract, because it allows us to have a local experienced staffing agency to help us grow our staff in Indiana and Ohio to help support the bulk commissary purchases from ICI.	
Provide approximate dates when Sub-Contractor will perform on this project: This service is already in place under our current contract, so it will be implemented with proven success starting on day 1 of the new contract. This service will be in place throughout the full term of the proposed contract.		

Company Name:	Contact Person:	
Address:	E-mail:	
	Telephone Number: ()	Fax Number: ()

Sub-Contract Amount:	Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u>
Sub-Contract Percentage of Total Bid:	
Provide approximate dates when Sub-Contractor will perform on this project:	

Union Supply Group, Inc

Respondent Firm

2500 Regent Blvd.

Address

Dallas, TX 75261

City/State/Zip Code

L.D. Hay

Representative

September 9, 2022

Date

469-957-5685

Telephone Number

562-361-4805

Fax Number

LDHay@unionsupplygroup.com

Email Address



Authorizing Signature

LDHay@unionsupplygroup.com

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.

ATTACHMENT A1 – Category 5 – Health & Beauty
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR
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- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see [Section 2.3.8](#) - [Department of Administration, Procurement Division](#)).
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- **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 as listed in the VETBIZ federal registry, at <https://www.vetbiz.va.gov/vip/> under INDIANA or at State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>. Must be used to provide the goods or services specific to the contract.

INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT

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STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

Category 5 – Health & Beauty

RFP#: 22-69035

DUE DATE: 09/09/2022 by 3:00 PM ET

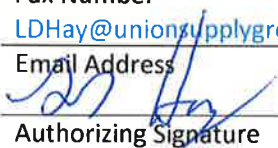
TOTAL BID AMOUNT: \$2,738,455.14

Company Name: Vespa Group LLC	Contact Person: Tony Vespa	
Address: 201 N. Illinois St South Tower 16 th Floor Indianapolis, IN 4620	E-mail: vespa@vespa-group.com	
Sub-Contract Amount: \$136,922.76	Telephone Number: 410-533-6247	Fax Number: ()
Sub-Contract Percentage of Total Bid: 5%	Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract: Vespa Group will provide staff augmentation for local procurement, merchandise, and account management support for Union Supply’s services to ICI health & beauty products and the IDOC. This contributes valuable scope to the contract, because it allows us to have a local experienced staffing agency to help us grow our staff in Indiana and Ohio to help support the bulk commissary purchases from ICI.	
Provide approximate dates when Sub-Contractor will perform on this project: This service is already in place under our current contract, so it will be implemented with proven success starting on day 1 of the new contract. This service will be in place throughout the full term of the proposed contract.		

Company Name:	Contact Person:	
Address:	E-mail:	
	Telephone Number: ()	Fax Number: ()

Sub-Contract Amount:	Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u>
Sub-Contract Percentage of Total Bid:	
Provide approximate dates when Sub-Contractor will perform on this project:	

Union Supply Group, Inc
 Respondent Firm
 2500 Regent Blvd.
 Address
 Dallas, TX 75261
 City/State/Zip Code
 L.D. Hay
 Representative
 September 9, 2022
 Date

469-957-5685
 Telephone Number
 562-361-4805
 Fax Number
 LDHay@unionsupplygroup.com
 Email Address

 Authorizing Signature
 LDHay@unionsupplygroup.com
 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.

ATTACHMENT A1 – Category 6 – Misc.
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR
COMMITMENT FORM¹

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 IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract for scoring purposes only. However, the subcontractor commitment shall apply to the life of the contract including any time after the initial term. 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 the Respondent to the solicitation is an IVOSB certified entity, the letter confirming same should be submitted with their response. Therefore, the Respondent has the responsibility to alert IDOA of their certification. The IVOSB Respondent will receive the total points for the IVOSB evaluation criteria per section 3.2.7. Additional ISVOB subcontractors must be included if the IVOSB Respondent is seeking the additional bonus point.

The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these goals may impact the evaluation of your Proposal. The Department will verify all information included on the IVOSB Subcontractor Commitment Form.

Prime Contractors must ensure that the proposed IVOSB subcontractors meet the following criteria:

- Must be listed on Federal Center for Veterans Business Enterprise VETBIZ at <https://www.vetbiz.va.gov/vip/> under INDIANA, or listed at 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 veteran business Certification Letter provided by either IDOA or Federal Govt. VETBIZ at <https://www.vetbiz.va.gov/vip/>, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see [Section 2.3.8](#) - [Department of Administration, Procurement Division](#)).
- A Prime Contractor who is an IVOSB **can** count their own workforce or companies to meet this requirement, (see IAC 25-9-4-1 (c))
- **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 as listed in the VETBIZ federal registry, at <https://www.vetbiz.va.gov/vip/> under INDIANA or at State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>. Must be used to provide the goods or services specific to the contract.

INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the IVOSB(s) must accompany the IVOSB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSB of its subcontract amount, a description

¹ The Indiana Veteran Business Program is governed by IC 5-22-14 and 25 IAC 9.

of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract. For scoring purposes only, the IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract. However, 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 by the rules and requirements of the State’s IVOSB Program. Questions involving the regulations governing the IVOSB Subcontractor Commitment Form should be directed to: Division of Supplier Diversity at indianaveteranspreference@idoa.in.gov, (317) 232-3061 or the Supplier Diversity website at <https://www.in.gov/idoa/mwbe>.

STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

Category 6 – Misc.

RFP#: 22-69035

DUE DATE: 09/09/2022 by 3:00 PM ET

TOTAL BID AMOUNT: \$404,356.34

Company Name: Vespa Group LLC	Contact Person: Tony Vespa	
Address: 201 N. Illinois St South Tower 16th Floor Indianapolis, IN 4620	E-mail: vespa@vespa-group.com	
Sub-Contract Amount: \$20,217.82	Telephone Number: 410-533-6247	Fax Number: ()
Sub-Contract Percentage of Total Bid: 5%	Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract: Vespa Group will provide staff augmentation for local procurement, merchandise, and account management support for Union Supply’s services to ICI miscellaneous products and the IDOC. This contributes valuable scope to the contract, because it allows us to have a local experienced staffing agency to help us grow our staff in Indiana and Ohio to help support the bulk commissary purchases from ICI.	
Provide approximate dates when Sub-Contractor will perform on this project: This service is already in place under our current contract, so it will be implemented with proven success starting on day 1 of the new contract. This service will be in place throughout the full term of the proposed contract.		

Company Name:	Contact Person:	
Address:	E-mail:	
	Telephone Number: ()	Fax Number: ()

Sub-Contract Amount:	Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u>
Sub-Contract Percentage of Total Bid:	
Provide approximate dates when Sub-Contractor will perform on this project:	

Union Supply Group, Inc

Respondent Firm

2500 Regent Blvd.

Address

Dallas, TX 75261

City/State/Zip Code

L.D. Hay

Representative

September 9, 2022

Date

469-957-5685

Telephone Number

562-361-4805

Fax Number

LDHay@unionsupplygroup.com

Email Address



Authorizing Signature

LDHay@unionsupplygroup.com

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.

ATTACHMENT A1 – Category 7 – Office Supplies
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR
COMMITMENT FORM¹

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 IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract for scoring purposes only. However, the subcontractor commitment shall apply to the life of the contract including any time after the initial term. 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 the Respondent to the solicitation is an IVOSB certified entity, the letter confirming same should be submitted with their response. Therefore, the Respondent has the responsibility to alert IDOA of their certification. The IVOSB Respondent will receive the total points for the IVOSB evaluation criteria per section 3.2.7. Additional ISVOB subcontractors must be included if the IVOSB Respondent is seeking the additional bonus point.

The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these goals may impact the evaluation of your Proposal. The Department will verify all information included on the IVOSB Subcontractor Commitment Form.

Prime Contractors must ensure that the proposed IVOSB subcontractors meet the following criteria:

- Must be listed on Federal Center for Veterans Business Enterprise VETBIZ at <https://www.vetbiz.va.gov/vip/> under INDIANA, or listed at 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 veteran business Certification Letter provided by either IDOA or Federal Govt. VETBIZ at <https://www.vetbiz.va.gov/vip/>, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see [Section 2.3.8](#) - [Department of Administration, Procurement Division](#)).
- A Prime Contractor who is an IVOSB **can** count their own workforce or companies to meet this requirement, (see IAC 25-9-4-1 (c))
- **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 as listed in the VETBIZ federal registry, at <https://www.vetbiz.va.gov/vip/> under INDIANA or at State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>. Must be used to provide the goods or services specific to the contract.

INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the IVOSB(s) must accompany the IVOSB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSB of its subcontract amount, a description

¹ The Indiana Veteran Business Program is governed by IC 5-22-14 and 25 IAC 9.

of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract. For scoring purposes only, the IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract. However, 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 by the rules and requirements of the State’s IVOSB Program. Questions involving the regulations governing the IVOSB Subcontractor Commitment Form should be directed to: Division of Supplier Diversity at indianaveteranspreference@idoa.in.gov, (317) 232-3061 or the Supplier Diversity website at <https://www.in.gov/idoa/mwbe>.

STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

Category 7 – Office Supplies

RFP#: 22-69035

DUE DATE: 09/09/2022 by 3:00 PM ET

TOTAL BID AMOUNT: \$202,399.38

Company Name: Vespa Group LLC	Contact Person: Tony Vespa	
Address: 201 N. Illinois St South Tower 16 th Floor Indianapolis, IN 4620	E-mail: vespa@vespa-group.com	
Sub-Contract Amount: \$10,119.97	Telephone Number: 410-533-6247	Fax Number: ()
Sub-Contract Percentage of Total Bid: 5%	Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract: Vespa Group will provide staff augmentation for local procurement, merchandise, and account management support for Union Supply’s services to ICI office products and the IDOC. This contributes valuable scope to the contract, because it allows us to have a local experienced staffing agency to help us grow our staff in Indiana and Ohio to help support the bulk commissary purchases from ICI.	
Provide approximate dates when Sub-Contractor will perform on this project: This service is already in place under our current contract, so it will be implemented with proven success starting on day 1 of the new contract. This service will be in place throughout the full term of the proposed contract.		

Company Name:	Contact Person:	
Address:	E-mail:	
	Telephone Number: ()	Fax Number: ()

Sub-Contract Amount:	Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u>
Sub-Contract Percentage of Total Bid:	
Provide approximate dates when Sub-Contractor will perform on this project:	

Union Supply Group, Inc

Respondent Firm

2500 Regent Blvd.

Address

Dallas, TX 75261

City/State/Zip Code

L.D. Hay

Representative

September 9, 2022

Date

469-957-5685

Telephone Number

562-361-4805

Fax Number

LDHay@unionsupplygroup.com

Email Address



Authorizing Signature

LDHay@unionsupplygroup.com

Printed Name and Title

☐ Please check if additional forms are attached.

Page _____ of _____

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