

**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: 09/09/2022 by 3:00 Pm ET**

**TOTAL BID AMOUNT: \$939,187.92**

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
Company Name: <a href="#">Langham Logistics</a>		Contact Person: <a href="#">Cathy Langham, President</a>	
Address: <a href="#">5335 W. 74th Street Indianapolis, IN 46268</a>		E-mail: <a href="mailto:cathylangham@elangham.com">cathylangham@elangham.com</a>	
Sub-Contract Amount: <a href="#">\$122,094.43</a>		Telephone Number: <a href="#">317-471-5120</a>	Fax Number: <a href="#">317-471-5120</a>
Sub-Contract Percentage of Total Bid: <a href="#">13%</a>		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract</u> : <a href="#">Langham Logistics will provide merchandise and services including trucking both from Ohio and locally to Plainfield IN and across Indiana, receiving, bulk-breaking, on-call replenishment as well as bulk clothing merchandise for the ICI commissary. This service is valuable to the scope of the contract as it ensures we have a proven reliable carrier to transport our merchandise on time to ICI to ensure we are always in stock and allows us to have replenishment of high movers just a few minutes away.</a>	
Provide approximate dates when Sub-Contractor will perform on this project: <a href="#">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.</a>			

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name:		Contact Person:	
Address:		E-mail:	
Sub-Contract Amount:		Telephone Number: (   )	Fax Number: (   )
Sub-Contract Percentage of Total Bid:		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract</u> :	
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  
L.D Hay, Executive Vice President  
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 A – Category 2 - Electronics**  
**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 2 - Electronics**

RFP#: 22-69035

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

**TOTAL BID AMOUNT: \$1,242,839.60**

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
<b>Company Name:</b> Langham Logistics	<b>Contact Person:</b> Cathy Langham, President		
<b>Address:</b> 5335 W. 74th Street Indianapolis, IN 46268	<b>E-mail:</b> cathy@langham.com		
<b>Sub-Contract Amount:</b> \$161,569.15	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Telephone Number:</b> 317-471-5120</td> <td style="width: 50%;"><b>Fax Number:</b> 317-471-5120</td> </tr> </table>	<b>Telephone Number:</b> 317-471-5120	<b>Fax Number:</b> 317-471-5120
<b>Telephone Number:</b> 317-471-5120	<b>Fax Number:</b> 317-471-5120		
<b>Sub-Contract Percentage of Total Bid:</b> 13%	<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b> Langham Logistics will provide merchandise and services including trucking both from Ohio and locally to Plainfield IN and across Indiana, receiving, bulk-breaking, on-call replenishment as well as bulk electronics merchandise for the ICI commissary. This service is valuable to the scope of the contract as it ensures we have a proven reliable carrier to transport our merchandise on time to ICI to ensure we are always in stock and allows us to have replenishment of high movers just a few minutes away.		
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b> 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.			

<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>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Telephone Number:</b> (   )</td> <td style="width: 50%;"><b>Fax Number:</b> (   )</td> </tr> </table>	<b>Telephone Number:</b> (   )	<b>Fax Number:</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>			

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  
L.D Hay, Executive Vice President  
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 A – Category 3 - Food**  
**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>.

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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.**
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- 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)**

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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

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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 3 - Food

RFP#: 22-69035

DUE DATE: 09/09/2020 by 3:00 PM ET

TOTAL BID AMOUNT: \$31,165,525.72

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
Company Name: Langham Logistics		Contact Person: Cathy Langham, President	
Address: 5335 W. 74th Street Indianapolis, IN 46268		E-mail: cathy@elangham.com	
Sub-Contract Amount: \$4,051,518.34		Telephone Number: 317-471-5120	Fax Number: 317-471-5120
Sub-Contract Percentage of Total Bid: 13%		Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract: Langham Logistics will provide merchandise and services including trucking both from Ohio and locally to Plainfield IN and across Indiana, receiving, bulk-breaking, on-call replenishment as well as bulk food merchandise for the ICI commissary. This service is valuable to the scope of the contract as it ensures we have a proven reliable carrier to transport our merchandise on time to ICI to ensure we are always in stock and allows us to have replenishment of high movers just a few minutes away.	
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.			

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name:		Contact Person:	
Address:		E-mail:	
Sub-Contract Amount:		Telephone Number: (   )	Fax Number: (   )
Sub-Contract Percentage of Total Bid:		Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:	
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  
L.D Hay, Executive Vice President  
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 A – Category 4 - Footwear**  
**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>.

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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

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## STATE OF INDIANA MBE/WBE 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

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
Company Name: <a href="#">Langham Logistics</a>		Contact Person: <a href="#">Cathy Langham, President</a>	
Address: <a href="#">5335 W. 74th Street</a> <a href="#">Indianapolis, IN 46268</a>		E-mail: <a href="mailto:cathylangham@elangham.com">cathylangham@elangham.com</a>	
Sub-Contract Amount: <a href="#">\$114,798.68</a>		Telephone Number: <a href="#">317-471-5120</a>	Fax Number: <a href="#">317-471-5120</a>
Sub-Contract Percentage of Total Bid: <a href="#">13%</a>		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract</u> : <a href="#">Langham Logistics will provide merchandise and services including trucking both from Ohio and locally to Plainfield IN and across Indiana, receiving, bulk-breaking, on-call replenishment as well as bulk footwear merchandise for the ICI commissary. This service is valuable to the scope of the contract as it ensures we have a proven reliable carrier to transport our merchandise on time to ICI to ensure we are always in stock and allows us to have replenishment of high movers just a few minutes away.</a>	
Provide approximate dates when Sub-Contractor will perform on this project: <a href="#">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.</a>			

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name:		Contact Person:	
Address:		E-mail:	
Sub-Contract Amount:		Telephone Number: (   )	Fax Number: (   )
Sub-Contract Percentage of Total Bid:		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract</u> :	
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  
L.D Hay, Executive Vice President  
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 A – Category 5 – Health & Beauty**  
**MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR**  
**COMMITMENT FORM**

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- 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 &amp; Beauty

RFP#: 22-69035

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

TOTAL BID AMOUNT: \$2,738,455.14

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
Company Name: Langham Logistics		Contact Person: Cathy Langham, President	
Address: 5335 W. 74th Street Indianapolis, IN 46268		E-mail: cathylangham@elangham.com	
Sub-Contract Amount: \$355,999.17		Telephone Number: 317-471-5120	Fax Number: 317-471-5120
Sub-Contract Percentage of Total Bid: 13%		Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract: Langham Logistics will provide merchandise and services including trucking both from Ohio and locally to Plainfield IN and across Indiana, receiving, bulk-breaking, on-call replenishment as well as bulk health & beauty merchandise for the ICI commissary. This service is valuable to the scope of the contract as it ensures we have a proven reliable carrier to transport our merchandise on time to ICI to ensure we are always in stock and allows us to have replenishment of high movers just a few minutes away.	
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.			

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name:		Contact Person:	
Address:		E-mail:	
Sub-Contract Amount:		Telephone Number: (   )	Fax Number: (   )
Sub-Contract Percentage of Total Bid:		Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:	
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  
L.D Hay, Executive Vice President  
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 A – Category 6 – Misc.**  
**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 6 – Misc.

RFP#: 22-69035

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

TOTAL BID AMOUNT: \$404,356.34

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
Company Name: Langham Logistics		Contact Person: Cathy Langham, President	
Address: 5335 W. 74th Street Indianapolis, IN 46268		E-mail: cathy@langham.com	
Sub-Contract Amount: \$52,566.32		Telephone Number: 317-471-5120	Fax Number: 317-471-5120
Sub-Contract Percentage of Total Bid: 13%		<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b> Langham Logistics will provide merchandise and services including trucking both from Ohio and locally to Plainfield IN and across Indiana, receiving, bulk-breaking, on-call replenishment as well as bulk miscellaneous merchandise for the ICI commissary. This service is valuable to the scope of the contract as it ensures we have a proven reliable carrier to transport our merchandise on time to ICI to ensure we are always in stock and allows us to have replenishment of high movers just a few minutes away.	
<b>Provide approximate dates when Sub-Contractor will perform on this project:</b> 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.			

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name:		Contact Person:	
Address:		E-mail:	
Sub-Contract Amount:		Telephone Number: (   )	Fax Number: (   )
Sub-Contract Percentage of Total Bid:		<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>			

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  
L.D Hay, Executive Vice President  
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 A – Category 7 – Office Supplies**  
**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 7 – Office Supplies

RFP#: 22-69035

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

TOTAL BID AMOUNT: \$202,399.38

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> WBE Firm			
Company Name: Langham Logistics		Contact Person: Cathy Langham, President	
Address: 5335 W. 74th Street Indianapolis, IN 46268		E-mail: cathy@langham.com	
Sub-Contract Amount: \$26,311.92		Telephone Number: 317-471-5120	Fax Number: 317-471-5120
Sub-Contract Percentage of Total Bid: 13%		Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract: Langham Logistics will provide merchandise and services including trucking both from Ohio and locally to Plainfield IN and across Indiana, receiving, bulk-breaking, on-call replenishment as well as bulk office merchandise for the ICI commissary. This service is valuable to the scope of the contract as it ensures we have a proven reliable carrier to transport our merchandise on time to ICI to ensure we are always in stock and allows us to have replenishment of high movers just a few minutes away.	
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.			

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name:		Contact Person:	
Address:		E-mail:	
Sub-Contract Amount:		Telephone Number: (   )	Fax Number: (   )
Sub-Contract Percentage of Total Bid:		Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:	
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  
L.D Hay, Executive Vice President  
Printed Name and Title

☐ Please check if additional forms are attached.  
Page \_\_\_\_\_ of \_\_\_\_\_

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