**ATTACHMENT A**

**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:**

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| * 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**

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| **RFP#: 23-74828** |
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| **TOTAL BID AMOUNT: $288,509** |

\*\***NOTE: DDC will not be utilizing the services of Indiana MBE/WBE firms (See page 4 for additional information /explanation)**\*\*

|  |  |  |  |
| --- | --- | --- | --- |
| **❒ MBE Firm ❒ WBE Firm** |  |  | |
| **Company Name:** |  | **Contact Person:** | |
|  |
| **Address:** |  | **E-mail:** | |
|  |
|  | **Telephone Number:**  **( )** | **Fax Number:**  **( )** |
|  |
| **Sub-Contract Amount:**  **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:** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **❒ MBE Firm ❒ WBE Firm** |  |  | |
| **Company Name:** |  | **Contact Person:** | |
|  |
| **Address:** |  | **E-mail:** | |
|  |
|  | **Telephone Number:**  **( )** | **Fax Number:**  **( )** |
|  |
| **Sub-Contract Amount:**  **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:** | | | |

|  |  |  |
| --- | --- | --- |
| DNA Diagnostics Center, Inc. |  | 513-881-4005 |
| Respondent Firm  One DDC Way |  | Telephone Number  513-881-4004 |
| Address |  | Fax Number |
| Fairfield, OH 45014 |  | kleis@dnacenter.com |
| City/State/Zip Code  Kathy Leis |  | Email Address  LeisK |
| Representative  4/4/2023 |  | Authorizing Signature  Kathy Leis, Vice President, Operations |
| Date |  | 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.**

**Additional Information/Explanation from DDC:**

DNA Diagnostics Center has been a provider of these services under the current contract. DDC holds AABB accreditation as specified under #1 Service Level Requirements Table. All genetic testing services are provided at our laboratory operation located in Fairfield, Ohio. For reasons related to accreditation and confidentiality, no subcontracting of laboratory services are possible. Furthermore, due to the highly specified nature of the reagents and testing protocols required to perform these services, it is not possible to recruit or utilize suppliers that would quality as minority or women business enterprises. The only possible opportunity is that of an independent contracted specimen collector or business entity that performs specimen collections. As a current provider of many counties for DCS and CSE, DDC has a majority of counties that perform their own sample collections. For those that require a site, DNA Diagnostics Center was not able to find any brick and mortar entity that could provide these services. In addition, DDC did reach out to one provider listed on the State of Indiana Certified M/W (see below), but did not receive any response to see about potential opportunities. DNA Diagnostics currently utilizes 2 entities to perform collections for 2 counties and then 3 independent contracted collectors to perform collections at the counties where DNA Diagnostics Center currently provides services. DNA Diagnostics Center is certainly open to utilizing the services of a Minority or Women Business Enterprise if there was a need to seek a replacement collector and/or site. The current network of existing collectors and sites have been in place for many years and providing exemplary service to the counties where the coverage is provided.

Vendor listed as IVBE/MBE/WBE, Liberty Care LLC, DBA Sovereign Care Services, UNSPSC 80111606.

**From:** Lori Neff

**To:** nataya.cook@sovereigncare.net

**Subject:** Question

**Date:** Wednesday, March 29, 2023 9:31:00 PM

**Attachments:** image001.png

Hello,

We perform Genetic Parentage Testing services for the State of Indiana. Their bid is out for

services. Do you perform buccal sample collections? If so, could you send me information on your

business? We provide trained sample collections to collect buccal swab samples. Currently, we are

the provider for Marion County and provide a sample collector to collect at the Courthouse.

Thanks,

Lori

**Lori Neff**

**Director, Client Services & Government**

lneff@dnacenter.com

www.dnacenter.com

O: 513.881.4031

F: 513.881.4004