

**ATTACHMENT A1  
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR  
COMMITMENT FORM<sup>1</sup>**

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 **F63**. 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**

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

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 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](mailto: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

RFP#: 24-75439

TOTAL BID AMOUNT: \$78,050

<b>Company Name:</b> Bravia Services	<b>Contact Person:</b> Douglas Heath	
<b>Address:</b> 9465 Counselors Row Suite 200 Indianapolis, IN 46240	<b>E-mail:</b> doug.heath@braviaservices.com	
<b>Sub-Contract Amount:</b> \$4,200	<b>Telephone Number:</b> ( 317 ) 590-3684	<b>Fax Number:</b> (   )
<b>Sub-Contract Percentage of Total Bid:</b> 5.4%	<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b> Bravia Services will conduct the Physical Security Assessment effort. Bravia Services can provide local support with increased familiarity with the local environment and reducing travel costs.	
<b>Provide approximate dates when Sub-Contractor will perform on this project:</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>		

RubinBrown LLP  
 Respondent Firm  
 7676 Forsyth Blvd, Suite 2100  
 Address  
 St. Louis, MO 63105  
 City/State/Zip Code  
 Robert Rudloff  
 Representative  
 June 28, 2023  
 Date

303.952.1220  
 Telephone Number  
 Fax Number  
 Rob.Rudloff@rubinbrown.com  
 Email Address  
  
 Authorizing Signature  
 Robert Rudloff, Partner Cyber Security Services  
 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.**

# Bravia Services LLC



## Rubin Brown LLP Commitment Letter

State of Indiana Request for Proposal # 24-75439  
Indiana Department of Administration  
The State Lottery Commission of Indiana

June 19, 2023

Rubin Brown LLP  
Rob Rudloff, CISSP, CISA, QSA  
1900 16<sup>th</sup> Street, Suite 1700  
Denver, CO 80202

Phone (303) 952-1220  
Email: [Rob.Rudloff@RubinBrown.com](mailto:Rob.Rudloff@RubinBrown.com)  
RE: Letter of Commitment

Dear Mr. Rudloff,

Thank you for the opportunity. This letter is to inform you that Bravia Services LLC is committed to working with Rubin Brown LLP on the State of Indiana Request for Proposal # 24-75439 Security Audit Services. Please reference SOW #1 for a description of services to be provided.

I will be your main point of contact for the purpose of the bid process and can be reached at:

Douglas Heath  
Phone: 317-590-3684  
Email: [doug.heath@braviaservices.com](mailto:doug.heath@braviaservices.com)

Thank you for this opportunity to participate!

Sincerely,

A handwritten signature in blue ink that reads "Douglas Heath".

Douglas Heath  
President  
Bravia Services LLC  
[www.braviaservices.com](http://www.braviaservices.com)

The information contained herein is proprietary and confidential to Bravia Services LLC and shall not be released or disclosed to any third party without prior written approval from Bravia Services LLC.

# Bravia Services LLC



## STATEMENT OF WORK #1

### BETWEEN

**Rubin Brown LLP**

### AND

**BRAVIA SERVICES LLC**

This Statement of Work # 1 and any attachment(s) hereto ("SOW") between Rubin Brown LLP ("Customer") and Bravia Services LLC (Contractor") effective June 19, 2023 ("Agreement").

### Scope of Services and Project Deliverables

Now, therefore, in consideration of their mutual promises, Contractor agrees to perform this SOW as follows:

#### **A. Project Overview**

- 1. Description of Services:** Management and Business profession services for the State Lottery Commission of Indiana RFP 24-75439. These services are outlined in more detail in the table below.
- 2. SOW Term.** This SOW shall begin as soon as the contract is awarded, and shall end by December 31, 2024.
- 3. Work Location.** Work against this SOW shall be performed at the following location: Contractor premises and various State Lottery facilities.
- 4. Equipment Resources.** Tools for this engagement (personal computers, phone land lines, office space, etc.) shall be provided by: Contractor
- 5. Responsibilities of Each Party.** Contractor and Customer agree that each party is responsible for fulfilling certain key responsibilities in order to achieve a successful outcome of the SOW. The key responsibilities of each party are detailed as follows:

<u>Customer Responsibilities</u>	<u>Contractor Responsibilities</u>
<b>Provide Professional Management and administration support and documentation to perform the work required. This work includes a Physical Security Assessment of two (2) physical Lottery location and document of the assessment findings.</b>	<b>Provide Professional Management and administration support for the project by performing a Physical Security Assessment of two (2) physical locations and document the findings.</b>  <b>The audit shall address the following aspects of access control, video surveillance, and environmental systems:</b>

The information contained herein is proprietary and confidential to Bravia Services LLC and shall not be released or disclosed to any third party without prior written approval from Bravia Services LLC.

# Bravia Services LLC



	<ol style="list-style-type: none"><li>1. System design, installation, implementation and maintenance;</li><li>2. System management and reporting;</li><li>3. Access permissions implemented through electronic access control and key locks for facilities and sensitive areas within facilities;</li><li>4. Security system operator training and responsibilities;</li><li>5. Storage of sensitive materials; and</li><li>6. Environmental system implementation in information systems facilities.</li></ol>

**6. Key Personnel.** Following is a list of key personnel to be used on this SOW.

<u>Customer Key Personnel</u>	<u>Contractor Key Personnel</u>
<u>Rob Rudloff</u>	<u>Douglas Heath</u>

# Bravia Services LLC



- 7. Relevant Documents.** The following relevant documents are incorporated by reference into this SOW and attached as the following exhibits:

Exhibit A: Rubin Brown LLP Commitment Letter

Exhibit B:

Exhibit C:

**B. Payment Terms and Conditions.**

- 1. Pricing Schedule.** The cost for such Deliverables shall not exceed **\$4,200**, inclusive of all expenses unless expressly authorized by Customer.
- 2. Expenses.** Travel and travel-related expenses against this SOW shall not exceed \$0. Contractor shall only invoice Customer for travel and travel-related expenses which have been authorized by the Customer in advance in writing. There shall be no travel or travel-related expenses for this SOW.
- 3. Invoice.** Contractor may tender an invoice upon the Customer's written acceptance of each Deliverable. Customer will pay all invoices submitted in accordance with the terms of this SOW within thirty (30) days of the date of receipt of the invoice.

- 4. Acknowledgment.** Contractor acknowledges the following with their signature below:

Rubin Brown LLP

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Bravia Services LLC

By: Douglas Heath

Name: Douglas Heath

Title: President

Date: 5/16/2023



202-205-8800 | [sba.gov](https://sba.gov)  
409 3rd St, SW. Washington DC 20416

March 14, 2023

BRAVIA SERVICES LLC  
SAM UEI: ULBZXDY9GAB8  
14187 AVIAN WAY  
CARMEL, IN 46033

Dear BRAVIA SERVICES LLC:

I am writing to inform you that BRAVIA SERVICES LLC has been certified by the Veteran Small Business Certification Program (VetCert) at SBA. Your certification confirms your eligibility to compete for set-aside contracting opportunities, as well as other benefits, as a Service-Disabled Veteran-Owned Small Business (SDVOSB).

**What you need to know:**

- BRAVIA SERVICES LLC is certified as a Service-Disabled Veteran-Owned Small Business (SDVOSB) and publicly listed at [veterans.certify.sba.gov](https://veterans.certify.sba.gov).
- Your certification is valid for three (3) years from the date of this letter.
- You may visit [SBA's website to download SBA-approved digital icons](https://sba.gov) that indicate your certification status.
- SBA may conduct a program examination at your office or work site during your certification period to verify the accuracy of your certification.
- You may apply for recertification 120 days prior to your expiration date by logging in to your Veteran Small Business Certification profile.

**What to do if your business changes:**

You must inform SBA of any changes to the business that could affect its eligibility for the program, such as:

- a closure
- a change to the firm's ownership, business structure, or control
- filing of a bankruptcy
- a change in a Veteran-owner's active duty status

You can inform SBA of changes through the VetCert website at [veterans.certify.sba.gov](https://veterans.certify.sba.gov). Failure to report eligibility changes within 30 days of the change could result in:

- Civil and criminal penalties
- A referral to the Debarment and Suspension Committee
- Decertification and removal from the Veteran Small Business Certification Program

Please keep a copy of this letter to confirm BRAVIA SERVICES LLC's continued program eligibility. Thank you for your service to our country and for continuing to serve the United States through small business ownership.



Sincerely,

*John B. Perkins*

John B. Perkins  
Director Veteran Small Business Certification Program



*All SBA programs and services are extended to the public on a nondiscriminatory basis.*