

**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 **F63**. 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

RFP#: 24-75439

TOTAL BID AMOUNT: \$78,050

<input type="checkbox"/> MBE Firm <input checked="" type="checkbox"/> <b>WBE Firm</b>			
Company Name: Axon Advisors		Contact Person: Emily Brammer	
Address: 333 N. Alabama Street Suite 350 Indianapolis, IN 46204		E-mail: <a href="mailto:Emily.brammer@axonadvisors.com">Emily.brammer@axonadvisors.com</a>	
Sub-Contract Amount: \$8,750		Telephone Number: ( 317 ) 800-7962	Fax Number: (   )
Sub-Contract Percentage of Total Bid: 11.2%		<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b> Axon Advisors will provide project management and weekly reporting support throughout the project. Axon Advisors has a strong history of providing talented resources for projects and is a valuable addition to the team.	
Provide approximate dates when Sub-Contractor will perform on this project: August and September 2023			

<input checked="" type="checkbox"/> <b>MBE Firm</b> <input type="checkbox"/> WBE Firm			
Company Name: Moore Accounting, LLC		Contact Person: April Moore	
Address: 9465 Counselors Row STE 200 Indianapolis, IN 46240		E-mail: <a href="mailto:amoore@mooreacctg.com">amoore@mooreacctg.com</a>	
Sub-Contract Amount: \$ 6,300		Telephone Number: ( 317 ) 805.4834	Fax Number: (   )
Sub-Contract Percentage of Total Bid: 8.1%		<b>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</b> Moore Accounting will perform the Draw Security and BCP reviews for this assessment. Moore's previous experience verifying agreed up procedures for the IN Lottery make them an obvious chose to use for a similar effort for this project. Moore's years of experience and business knowledge provide a solid basis for them to perform the BCP review. The local presence combined with the experience and skills make them a valuable addition to the team.	
Provide approximate dates when Sub-Contractor will perform on this project: August and September 2023			

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.  
Page 4 of 4

**FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.**



June 21,2023

To Whom It May Concern:

I provide to you this Letter of Commitment regarding the key personnel identified within our proposal, in response to the IDOA Security Audit Services RFP 24-75439.

We have read and understand the Scope of Services. We will provide support in the following areas of the Security Audit:

- Security Over Draw Game Drawings Audit
- Business Continuity Planning

All areas of the Security Audit Services as assigned by the Prime contractor: RubinBrown LLP. Our estimated dates of work are August 2023 – September 2023. Below are the terms we are agreeing to:

**Minimum Percentage of Total Bid: 8.1% at \$8,300**

As Owner of Moore Accounting, LLC, I, April Moore, am authorized to commit the resources of the firm. I confirm my availability to work on the project resulting from the aforementioned solicitation, should RubinBrown LLP be successful.

Should you have any questions or concerns, please do not hesitate to contact me.

Thank you,

***April Moore***

April Moore,  
Owner



June 21,2023

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Should you have any questions or concerns, please do not hesitate to contact me.

Thank you,

***April Moore***

April Moore,  
Owner



# STATE OF INDIANA

Eric J. Holcomb, Governor

## DEPARTMENT OF ADMINISTRATION Division of Supplier Diversity

Indiana Government Center South  
402 West Washington Street, Room W469  
Indianapolis, IN 46204  
(317) 232 - 3061

June 25, 2020

Ms. April Moore  
Moore Accounting, LLC  
9465 Counslers Row, Suite 200  
Indianapolis, IN 46240

Subject: Application for M/WBE Certification

Dear Ms. Moore,

***Congratulations!*** The Indiana Department of Administration, Division of Supplier Diversity is pleased to inform you that Moore Accounting, LLC, is hereby certified as a Minority and Women's Business Enterprise (M/WBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Minority or Women's Business Enterprise participation:

### UNSPSC CODE(S)

<i>Code</i>	<i>Description</i>
84111500	Accounting services
84111502	Financial accounting
84111504	Bookkeeping services
84111506	Billing services
84111600	Audit services
84111801	Tax preparers

On September 13, 2010, the Governor's Commission on Minority and Women's Business Enterprises approved the department's effort to streamline its recertification process. Instead of conducting an onsite visit to each company seeking recertification, the department now has the discretion to waive the visit after a thorough review of the company's file and recertification documents. We have approved your certification and it is valid through **June 30, 2023**. Please note that IDOA continues to reserve the right to conduct a site visit or phone interview at any time to certified companies.

Although your certification is valid for a three-year period, you are required to submit an annual ***Affidavit of Continued Eligibility (ACE)*** form, located at [www.in.gov/idoa/mwbe/files/ACE\\_Form.pdf](http://www.in.gov/idoa/mwbe/files/ACE_Form.pdf). Please remember you must notify us immediately if any changes occur. Failure to notify us of changes or to provide an ACE form annually will result in revocation of your certification. Changes include, but are not limited to, changes in location, contact information, ownership and control.

We encourage you to visit IDOA's procurement website, [www.in.gov/idoa/2464.htm](http://www.in.gov/idoa/2464.htm), and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors may use this information to contact you for business

opportunities. For questions regarding your registration profile, you may contact our office at 317-232-3061.

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit [www.in.gov/idoa/mwbe/2743.htm](http://www.in.gov/idoa/mwbe/2743.htm) to verify certification status. Please contact our office at (317) 232-3061 if you have any other questions.

We ask that you please contact Ralph W. Adams Jr, Deputy Commissioner of Certifications, at (317)234-2820 or [RaAdams@idoa.IN.gov](mailto:RaAdams@idoa.IN.gov) if you have any questions or concerns about your letter.

Sincerely,

*Ralph W. Adams Jr.*

**(Approved Electronic Signature COVID-19)**

Ralph W. Adams Jr, Deputy Commissioner of Certifications  
Indiana Department of Administration  
Division of Supplier Diversity

RWA/cl